



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 10th OCTOBER 2022

- 1. Present:** Councillors S. Parker (Chairman); R. Campbell; R. Davies;
B. Walton; T. Walton; D. Wright
Mrs Carey (Clerk)
- 2. Apologies** Cllr R. Case
The apologies were accepted
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Finance & Governance Meeting held on 8th June 2022 were taken as read and signed as a true record
- 7. Matters Arising/Actions**
 - a. **Sale of generator:** a buyer has been found for the generator
 - b. **Christmas Lights:** After discussion it was **recommended** that the Parish Council proceed with a smaller Christmas tree this year. Cllr Campbell was looking into suitable outdoor LED lights and the Groundsman has some decorations to go on this. It was agreed to put an article into the Parish Magazine asking if any local groups wished to make decorations to go on the tree.

This will be discussed earlier next year and a design scheme and costings drawn up.
- 8. Policy Matters:**
 - a. **Review of policies:**
A spreadsheet of the policies had been drawn up showing a time line for review. Clerk to confirm the review dates and to ask Cllr Case to email the revised Disciplinary Policy and Grievance Procedure to the committee members. Clerk to draw up a list of policies for review at the next meeting including the H&s Policy and Procedures

Disciplinary Policy/Grievance procedure: The existing policies are still in place until these are updated. See minute above

Resilience Plan: Cllr Parker is reviewing this. Two names of volunteers have been received and she is adding the Councillors details. Clerk to establish whether there is any training available from Wiltshire Council

Risk Assessment form:
 - An EPC Certificate to be carried out.
- 9. Financial Matters:**
 - a. **Investment of Earmarked Reserves:** Clerk to invest the £7200 from the Hobbs Bequest.

b. Monitoring of Committee budgets:

The Clerk had circulated copies of the Annual Budget Report and the Detailed Receipts and Payments report for July - September 2022 together with a Finance report for the three months showing the detailed receipts and payments.

c. Reconciliation of Bank balances: Further reconciliation of the bank balances to be held shortly.

d. Feedback from Committee Chairs on items to be included in the budget:

It was agreed to change the date of the Budget Setting Meeting to Thursday 3rd November at 9.30 am.

Playing Fields:

- The planters, Valens Terrace and pull in; Car Parks and the lighting to be transferred to the Highways Budget
- Double gate from Car Park onto Recreation Ground - £500-£1000
- Tennis court – build up reserves - £1000
- Tractor shed insulation - £1000
- Recycling bins – (also on Box Hill and Highways) - £500 each
- Solar panels on Tractor shed
- Add reserves for more play equipment
- Tree work – contingency for emergency work

Cemetery

- £5000 currently earmarked for road extension – look to see whether this is released
- Trees and hedges
- War memorial – this will be moved to Planning Committee
- Build up money for the Lodge roof/windows
- Look at work to the Chapel floor

Box Hill

- Money to cover Ash dieback - £5000
- Resource to manage Box Hill; more manpower - £15000
- Replacement of play equipment at Rudloe (the Clerk explained that the Parish Council has a lease for the maintenance of the equipment but this is owned by Wiltshire Council)
- Albion Terrace wall - continue to build up funds for this

Planning

- Continue to build up reserves for Blind House; Fountain; Viewing Platform and War Memorial together with Notice Boards

Highways

- Signs for Market Place/Chapel Plaister – this can come out of this year's budget
- Leafy lane – potentially £11000
- B3109 - £1438 for the speed reduction
- Devizes Road – potentially £12000 for pedestrian crossing
- Lycetts Orchard - £400
- Tunnel Inn
- Planters
- Pull in opposite Selwyn Hall
- Valens terrace lighting
- Lighting in Car Park/ reserves for resurfacing

Finance & governance

- Website - £1000

- IT Update

The issue of the Council building was discussed and it was **recommended** that from next April there should be a separate Committee for Maintenance of Pavilion/Public Buildings.

It was also **recommended** that the Tools & Equipment should be moved to the Personnel Committee from 1st April.

10. Legal Matters:

- Lodge:** The council had agreed to extend the Lease with the current tenants at the same rental. Waiting to hear if the offer has been taken up.
Post Minute note: The tenants will be renewing their lease for a further 12 months
- Licences:** Licences renewed from April
- Data Protection:** On going
- Lease of field behind Cemetery:** This had been signed wef 1st January 2022. The rental for 2022/23 had been received.

11. Forward Plan: This was discussed above and recommended that the Council buildings join with the Pavilion Management under a separate committee

12. Correspondence:

- Councillor's resignation:** letter received from Wiltshire Council stating that due to the annual canvass of the Electoral Register currently taking place, and the implications this can have on the publication of the new register and potential election timetables, they will not be preparing any Notices of Vacancies until 25th October 2022.
- Tree cutting course:** It was agreed to book the Groundsman onto the course on Tuesday 29th November at Greenway Training Centre, Lyneham at a cost of £180 + vat

13. Accounts for payment: The following accounts were submitted and agreed for payment:

<u>BACS</u>		
Salaries	-	5509.77
HM Revenue & Customs	-	PAYE 1680.44
Sportsground Main Co	-	BG contract 604.50
		Materials 725.60 1330.10
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1114.56
Imperial Cleaning Services	-	Pavilion contract 333.60
Beazer Electrical Services Ltd	-	Installation hand dryers/light 1386.00
Westcare supply zone	-	Printer cartridges/diaries/refuse bags 231.58
Gallagher Insurance (formerly Came & Co)	-	Insurance premium 6226.50
Consortium	-	Stationery 14.95
Kingsdown Livery Stables	-	Work on Bog Garden 288.00
Wiltshire Council	-	½ yr NDR Cemetery 785.57
Wiltshire council	-	½ yr NDR council offices 1023.00
Hooble	-	Website 131.87
<u>Direct debits</u>		
NEST	-	Pension contribution 171.24
Initial Washrooms	-	Feminine Hygiene 79.88
Hills Waste	-	Refuse collection 124.99
Plusnet	-	Telephone Pavilion
Plusnet	-	Office
Wiltshire council	-	NDR Pavilion/PFs 304.00
		Car Park 91.00
Hitachi (Novuna)	-	Mule Leasehire 344.74
Novuna	-	Mowers Leasehire 396.00
Fuel Card Services	-	Petrol 13.20
<u>Standing Order</u>		
T.H. White	-	Mule service contract 63.60

14. Items of Report and future Agenda items:

- a. **Additional Councillor on the Finance & Governance Committee:** Following the resignation of Cllr Woollard, Cllr T. Walton has taken over as the Chair of the Cemetery Management Committee. It was agreed to discuss whether another Councillor is needed on this Committee at Full Council

15. Date of next meeting: 5th December 2022

Meeting closed at 9.25 pm

Chairman

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