



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE POLICY AND FINANCE COMMITTEE HELD BY ZOOM ON 10th AUGUST 2020

1. Present: Councillors; S. Parker (Chairman); N. Botterill; R. Campbell; R. Case; J. Cox
M. Tye
Mrs Carey (Clerk)

2. Apologies Nil

3. Absence: Nil

4. Public Question Time: There were two members of the public present.

Mr Robert Davies queried the wording in the last edition of the Parish Magazine re the terms of the Deed of Gift for the Recreation Ground

5. Chairman's Announcements and Declarations of Interest: Nil

6. Minutes: The Minutes of the remote Meeting held on 13th July 2020 were taken as read and will be signed as being a true record subject at the next proper meeting

A request had been received from a parishioner who had attended the last committee meeting to add notes to the Minutes as it was felt that they were incorrect. The Committee discussed this and agreed that the Minutes were correct and reflected what was said at the meeting. No parishioner can ask for amendments to be made to the Minutes.

7. Matters Arising/Actions:

- a. **Railings by McColls:** Wiltshire council has agreed to replace the railings with similar to those there at the present time. However this is on the list but will not be a priority as the existing railing are still in place
- b. **Abandoned cars in car park:** There is only one car left and this has been reported to the Wiltshire Council
- c. **Travellers at Shockerwick:** More information had been sent to the Planning Enforcement Officer
- d. **Use of land at Quarry Hill for allotments:** Two more people had expressed an interest in an allotment. Article to be put in the August edition of the Newsletter. After discussion it was **recommended** that the Council accepts the offer of the land at Quarry Hill for allotments. Water butts could be positioned to collect water.

8. Policy Matters:

- a. **Review of policies:**
Grievance Procedure/Disciplinary Policy: Revised policies to be drawn up shortly

Use of Social Media Policy: The Committee felt that the policy did not need reviewing. The Clerk had sent a copy to WALC for their advice. The Council would need to formally request any policies from Wiltshire Council if it wanted to compare them with the Parish Council's policies. It was agreed to discuss this further at the next meeting.

- b. **Risk Assessment form:** To be reviewed again in twelve months
Business Plan/Forward Plan: This had been presented and agreed at the Full Council in February 2020. Copies had been circulated to Committee members to show what had been budgeted for during this financial year.

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
- b. **Monitoring of Committee budgets:** Monitoring report to be circulated in hard copy to Committee members. The Council should talk about the budget for next year from September and be mindful of what is being spent in the current climate
- c. **Loss of Revenue due to Covid-19:** A meeting had been held with representatives from the Bowls Club. They explained that they could not apply for grants as the Bowling Green is owned by the Parish Council and any loans would have to be repaid. Some members would not be renewing their subscriptions. Most of the club's income is from hosting matches, fund raising etc which has not been possible. After discussion it was **recommended** that the Council waives the contribution from the Bowls Club for the maintenance of the Bowling Green for this financial year.
- d. **Reconciliation of Bank balances:** Further reconciliation to be carried out shortly

10. Legal Matters:

- a. **Lodge:** On-going
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Community Governance Review** On-going
- e. **Shed on the Common:** Deadline extended to 31st August for the shed to be removed.
- f. **Use of the Pavilion as the Parish Council Offices:** Letter received from solicitor who had been looking into the terms of the Deed of Gift. They cannot see anything that would give the Parish Council the authority to use any part of the building for their own purpose. The current use of the Pavilion is in accordance with the Deed of Gift but it would seem that using the building for the purpose of Council offices is outside the terms of the Deed. After discussion it was **recommended** not to pursue this at the present time.

11. Correspondence:

- a. **Resignations:** letters of resignation received from Cllrs Moore and Hill. No election had been called to fill the vacancy left by Cllr Whitford and this can now be filled by co-option. Notices to be put up asking for applications by 18th September. Several of the Committee members felt saddened by the resignation of Cllr Hill who had been an excellent councillor and an asset to the Council.
- b. **Councillors' behaviour** It was reported that several parishioners had raised concerns about Councillors behaviour. It was stated that all Councillors must be aware of their behaviour and adhere to the Code of Conduct at all times and not upset parishioners, other councillors or members of staff. The Council must all work together for the benefit of the Parish.
- c. **Footpath and bridge at Real World Studios:** Letter from Real World stating that Wiltshire Council had cleared the footpath and would be carrying out the repairs to the bridge.
- d. **Guidelines for football:** Letter from Trowbridge & District & Chippenham Sunday Football League. The start of the leagues had been pushed back to 3rd October.
- e. **Parking in Church Lane:** Letter received regarding parking in the turning spaces at the end of Church Lane making it difficult for people to turn round. It was agreed to discuss this further at the next meeting.
- f. **Salt bin audit:** All Councillors to check which bins need filling or replacing. Clerk to circulate the list re the location of the grit bins.

12. Accounts: The following accounts were submitted and approved for payment

<u>BACS</u>		
Salaries	-	5850.66
HM Revenue & Customs	-	PAYE 1562.31
Avon Sportsground Main Co	-	BG contract/materials 650.80
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1036.80
Wiltshire Council	-	Council Tax – lodge 169.00
Westcare Supply Zone	-	Toner, Refuse sacks 281.75
The Fire Alarm Consultancy	-	Fire extinguisher 161.64
Scottish Power	-	Gas and electric Tractor shed 31.02

Engelbert Strauss	-	Clothing for staff	665.78
J. Sumner	-	Refund of Pavilion booking fee	30.00
SSE	-	Pavilion Gas 131.13	
		Electric 115.65	246.98
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	26.77
NEST	-	Pension contribution	160.73
Hitachi	-	Mule leasehire	344.73
Hills Waste	-	Refuse collection	104.76
Fuel Card Services	-	Petrol	39.20
Plusnet	-	Telephone Pavilion	
Plusnet	-	Office	36.84
Wiltshire council	-	NDR Car park	91.00
Wiltshire Council	-	NDR Rec Grd/Pav	304.00
John Deere	-	Mowers leasehire	444.00
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
<u>Debit Card</u>			
Corsham Hardware	-	Gloves	18.98

13. Highway Issues:

- **Speed Indicator Device:** Information received regarding the various options. The sign can either be electronically operated; battery operated, sonar operated, or a combination of solar and battery. Wiltshire Council would have to agree the suitable locations for the sign and it would have to be decided who moves the sign to a different location. The Clerk had written to the Highways Engineer to ask for a meeting to look at the possible sites. All relevant information and costings would need to be established before this is purchased.

14. Items raised at Full Council:

Contingency plan to deal with staff if tested positive for Covid-19: A draft plan needs to be drawn up to decide what would happen if members of staff tested positive for Covid-19. Discuss further at the Personnel meeting.

Dealing with correspondence received: The Council runs a committee system and correspondence received is dealt with by the appropriate committee. Only correspondence that is considered urgent and needs a decision is brought to the Full Council. The Clerk is responsible for dealing with the day to day correspondence and it had been confirmed by WALC that correspondence does not need to be sent out to all councillors and that the Clerk was dealing with the correspondence in the correct way. Any correspondence that is circulated is for information only and there should be no action or debate between Councillors via email. This should be brought for discussion at the committee meetings.

15. Items of report:

- **Council meetings:** It was asked when the Council could consider returning to having proper meetings and whether the furniture in the Council Chambers could be rearranged to accommodate this. It was agreed to look into the guidelines for holding meetings.
- **Personnel Committee** – the date of the meeting had been changed to Monday 24th August
- **Xmas Tree** – it was agreed to approach Mr Barton about donating a Xmas tree to be put up in the Fountain

18. Date of next meeting: 14th September 2020

Chairman

Meeting closed at 9.10 pm