



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 3rd SEPTEMBER 2018

- 1. Present:** Councillors; S. Parker (Chairman); R. Campbell; A. Clench;
J. Cox; V. Hill; R. Richards
Mrs Carey (Clerk)
- 2. Apologies** Councillors: R. Case; P. Van Praag
- 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. Actions:**

Issue raised	Start date	Actionee	Due date
Arrange meeting to discuss insurance re Flood Wardens	July 2018	Clerk	September 2018
Review of Risk Assessment by all Committees	May 2018	Playing Fields and Pavilion Management Committee chairmen	End of September 2018
Review of Cemetery Management Policy	August 2018	Cemetery Management Committee/Cllr Hill	1 st October 2018
Provision of policy for use of Council owned equipment	August 2018	Cllr Campbell	8 th October 2018
Merge Business Plan with the Forward Plans and reissue for comments	September 2018	Cllrs Campbell, Parker and Van Praag	8 th October 2018
Issues re professional dog walkers to be put in Parish Magazine and notify Dog Warden	30 th August 2018	Cllr Parker/Clerk	End of September

7. Minutes: The Minutes of the Meeting held on 13th August 2018 were taken as read and signed as being a true record.

8. Matters Arising:

- a. **“Box” parish signs:** Quotation being drawn up by Ringway for the installation of four signs
- b. **Market Place Car Park:** The terms for the new Lease had been agreed at the Full Council meeting on 28th June 2018. Waiting receipt of the Lease for signing.
- c. **Seat by Bargates;** The replacement seat had been received and will be put back in its original position.
- d. **Lowar Water Garden;** Transfer back to Playing Fields Management committee. It was felt that Committees should look at writing full specifications for work and obtaining three quotations wherever possible.

9. Policy Matters:

- a. **Policies:**
Flooding in Market Place: Meeting to be arranged to discuss insurance for the Flood Wardens. **Action: Clerk**
- b. **Risk Assessments**
Format of Risk Assessment form: Next review to be carried out in July 2019 Playing Fields Management committee and the Pavilion Management committee to complete the Risk Assessment **Action: Chairmen**
- c. **Applications for use of the Recreation Ground/Box Hill Common:**
No applications received
- d. **Review of policies:** The list of policies was reviewed. It was agreed that the Cemetery Policy should be reviewed by the Cemetery Management Committee. Cllr Campbell to provide a draft of a policy for use of council owned equipment **Action: Cllr Hill/Cllr Campbell**

10. Financial Matters:

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
- b. **Financial Regulations and Financial Risk Assessment:** On-going
- c. **Monitoring of Committee budgets:** Reconciliation of bank accounts carried out on 21st August
Training for budget setting – to be carried out on 24th September at 7 pm for all Councillors

11. Legal Matters:

- a. **Lodge:** Continue to monitor any items reported by the Letting Agent
- b. **Licences:** Licences had been renewed from April
- c. **Data Protection;** The Data Protection Policy and other documents had been put onto the website

12. Health and Safety issues: the CoSHH cupboard had been purchased and will be delivered shortly.

13. Business Plan/Forward Plan: Clls Campbell, Parker and Van Praag will go through the Business Plan and merge this with the Forward Plan for reissue and comments
Action: RC; SP; PVP

14. Highway issues:

- Grit bins – Councillors had been reminded to check grit bins near them and to let the Clerk know if they need more salt
- Blocked gully at Prospect had been reported

CATG meetings to be held on 19th September and 21st November

15. Correspondence:

- Insurance Policy Renewal:** Three quotations received from Came & Co. After discussion it is **recommended** that the Council proceed with their preferred provider of Hiscox in the sum of £4249.46 pa
- Bowling Green Contract:** It is **recommended** that this be renewed at the annual rate of £5840 plus VAT
- Electoral Review of Wiltshire Council:** The Local Government Boundary Commission for England is undertaking an electoral review of Wiltshire Council. To consider the total number of councillors on the council and the numbers and boundaries of electoral divisions within the council, for implementation at the next elections in May 2021. Wiltshire Council has argued that the most appropriate council size would be 99, an increase of 1 from the current position but had been informed by the Commission that it is minded to approve a council size of 98 councillors.
this would mean an average elector to councillor ratio of 4291 per councillor and this may involve changes to the division boundaries
It was **recommended** that the Parish Council requests that the Box parish reverts back to one ward following the Parish boundary. If this is not possible it is **recommended** that the warding stays as it is at present

16. Accounts

The following accounts were recommended for payment at the Committee meeting:

BACS

Salaries	-		5027.41
S. Lock	-	Cemetery Contract	400.00
E. Joaquin	-	Cem contract	400.00
HM Revenue & Customs	-	PAYE	1548.33
Fire Alarm Consultancy	-	Fire extinguishers Rec Grd	227.18
Imperial Cleaning Services	-	Pavilion cleaning	300.00
Wiltshire Council	-	Contribution to highways work	37.50
Avon Sportsground Main Co	-	BG contract and materials	719.60

Direct debits

Initial Washroom	-	Fem Hygiene	23.82
Wiltshire Council	-	NDR Car Park	88.00
Wiltshire Council	-	NDR Pavilion/PFs	293.00
Tallis Amos Group (BS Mowers)	-	Service contract	101.33
John Deere	-	Mowers leasehire	444.00
Hitachi	-	Mule leasehire	257.87
Madasafish	-	Broadband	1.69
NEST	-	Pension contribution	95.97

17. Items raised at Full Council:

Issue raised by Cllr Whitford re professional dog walkers: This had been discussed at Full Council and it was agreed to put an article in the Parish magazine and to notify the dog warden
Action: SP; Clerk

18. Items of Report and future agenda items: Nil

19. Date of next meeting: 8th October 2018

Chairman

Meeting closed at 8.45 pm