



Box Parish Council

2nd September 2026

Minutes of the Box Parish Finance & Governance Committee held at 7pm on Tuesday 1st September 2026 at The Parish Office

Present:

Cllr T Walton (Chair)
Cllr N Ingledew
Cllr R Leach
Cllr S Roche
Cllr B Walton
Clerk – S Vickery

2. **Apologies.** There was one apology from Cllr M Tye. The Committee was quorate.
3. **Public Question Time.** There were no members of the Public present.
4. **Declarations** of interest relating to items on the Agenda. Nil.
5. **Previous Minutes.** The Minutes of the previous **Finance and Governance Committee** held on 1st June 2026, were agreed and signed. Items not on the agenda were updated:
 - a. Selwyn Hall wall. The wall is being monitored and the owners of 1 Valens Terrace are engaged.
 - b. Pavilion ownership. The Council has statement from Goughs on Council ownership of the Pavilion. The assumption is that the Recreation Ground is owned by the Charity, but the Council owns the Pavilion.
 - c. Emergency contact list in the Resilience Plan. The list of names will be circulated to councillors to help enrol support.
 - d. Utilities. The Clerk will check electricity provision at the Chapel to avoid standing charges.
 - e. Dual Authorisation for the Lloyds account – ongoing priority.
6. **Financial Matters.**
 - a. The 4 month (end of July 26) Summary of Income and Expenditure by Committee was examined by the chairs of committees. There were questions on s106 monies, CIL and some clarification on coding.

- b. Quarterly Reconciliation (to include bank and investments) – councillor nominee (Jul, Aug and Sep). For October, Cllr N Ingledew will conduct the Reconciliation.
- c. General Reserves and Ear Marked Reserves (EMR). The current levels of Reserves and breakdown of EMRs was reviewed and will inform the future budget.
- d. The current account banking arrangements with Lloyds and BACS ‘dual authorisation’ was a priority to arrange.

Action: Clerk and Chair to progress. Clerk will also review the use of Unity Bank.

- e. Current investment funds. The proposal to switch a portion of funds from the two building societies to the CCLA was approved (Option B). **Recommendation:**
 - i. To switch £100k from invested funds to the CCLA Local Authority Deposit Account to improve the interest rate.
 - ii. To request the F&G Cttee to review the apportionment of the remainder (£77k) of funds.
 - iii. To make a minor amend to the Investment Policy. Insert the word ‘Generally’ to para 6 concerning 50% of funds.
- f. Budget 27-28 Preparation. To note that the Budget preparation meeting will be 11th November 2026 in the Parish Office – all chairs.
- g. External Audit feedback. Official report is still awaited.

7. Legal Matters.

- a. Jubilee Centre. Chair Buildings will follow up with Goughs. Requesting that the Jubilee Centre Committee lease directly with Wiltshire Council is an option.

Action: Clerk to follow up with caution to Wiltshire Council.

- b. Auction of Parish Office, lease with Selwyn Hall and Office boundary. Ongoing developments with the Office relocation was noted. The Chair and Cllr N Ingledew would engage with Selwyn Hall.
- c. ACV Bengal Bear request to Wiltshire Council. The submission is now complete to Wiltshire Council ref the ACV request.

8. Review of Policies

- a. 6a. Payroll Procedure. **Recommendation:** bar 2 minor amendments the Procedure will be submitted to the Full Council.

9. Items for Discussion.

- a. Website update. The new skeleton website will be available shortly for comment.

10. Correspondence.

- a. Lodge rental. Hunter French would be informed that the monthly rent can increase by inflation on 1st Nov from £930 to £960. It was agreed that Lodge surplus should become a EMR for future use.
- b. CEFN passing point – moved to Highways.

11. Forward Plan. The latest Forward Plan was noted.

12. Future Agenda and General reports. Items of report and future Agenda item:

- a. Albion Terrace. OSM and Waste-away will supervise debris removal in mid September.
- b. Cllr S Roche completed and reported back on a social media course. Training for the whole Council might be helpful.
- c. A Bid company could be used to help with grant-funding projects.
- d. At the budget meeting 27/28, the predicted General Reserves should be examined.
- e. Emergency Climate Film. A flyer will be available for all participants with an invitation to join a Parish environmental group(s).

13. Date of next meeting – as above, 7pm on Monday 7th December (Budget & Precept recommendation) 2026.

Signed and dated by Chair.....