

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

COUNCIL OFFICE
THE PARADE
BOX
CORSHAM
WILTS SN13 8NX

Office Hours

Monday & Thursday
9.30 – 12.30
or by appointment

Telephone: 01225 742356
Fax: 01225 744049

7th August 2023

Dear Councillor,

You are summoned to a meeting of the **Finance and Governance Committee** to be held **at the Parish Council Offices** on **Monday 14th August 2023** commencing at **7.30 p.m.** to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting

Yours sincerely
Margaret Carey

Clerk

A G E N D A

1. To receive any apologies for absence
2. Declaration of Interests relating to items on the Agenda
3. Public Question Time - Holly Weeks re weekly market in Car Park
4. To receive the Minutes of the Finance & Governance Committee Meeting held on 12th June 2023 and any matters arising from the Minutes
 - Parish Council Carbon Audit - update
 - Community Governance Review Rudloe - Further discussion
 - Request for a formal review of the Council's Contracts re the hire of its facilities – further discussion
5. Review of Policies
 - Review of Policy for Writing and Sending of emails – revised draft attached
6. Financial matters
 - Update on investments
 - Clerk's Financial report
 - To receive the accounts for payment
7. Legal Matters – update
8. Items for Discussion
 - Communications Working Group – report and draft Terms of Reference
 - Review of Terms of Reference for the Council and Committees
 - Review of the Code of Conduct
9. Forward Plan – review and update
Risk Assessment - update
10. To receive any correspondence
 - Parish Council Insurance – pre-renewal questionnaire
 - Request from Box Parish Magazine to waive the hire charge for the Pavilion and to consider a small grant
 - Letter from Selwyn Hall re grant
 - Offer to carry out Internal Audit
 - Wiltshire Air Ambulance –clothing bank recycling unit on the Car Park
 - Letter re the Rudloe Community Association
11. Any items of report or future agenda items
12. Date of next meeting – 9th October 2023