



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE **HELD ON 9th DECEMBER 2024**

- 1. Present:** Councillors T. Walton (Chair); R. Davies; D. Dorey; N. Ingledew;
S. Roche; M. Tye; B. Walton
Mrs Carey (Clerk);
- 2. Apologies** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There was one member of the public in attendance

Mr Paul Turner read a statement about the current situation with the Rudloe Community Centre. The Rudloe Community Association was formally re-established in October 2023 with the following Trustees: Mr. Paul Turner; Cllr David Dorey; Mr Steve Abbott; Mr Rob Perks and Mr Chris Wilgar

Because Wiltshire Council still sees the Community Centre as a strategic asset they would not offer a 25 years + lease but only a lease for seven years with a two year break clause. Because of this the Community Asset Transfer application was abandoned and the building is now back with Wiltshire Council.

He stated that he felt that if and when it was up and running and was successful it was unlikely that the break clause would be implemented by Wiltshire Council.

The RCA was struggling to get the electricity and gas reconnected so that the heating could be checked. In the last month they had a realistic cost estimate of over £50K for the work to the heating system, hot water etc but this estimate had been reduced to £11500 for the time being.

The TCA did not feel that the lease was ideal but it was hoped that this would be finalised in early 2025.

The current situation is that the RCA will provide a licence to the Corsham Baptist Church who have already spent £4000 towards getting the heating reconnected. Corsham Baptist Church were willing to contribute £20K towards the furniture, heating costs and servicing and will cover the cost of the Centre Manager salary and utilities, insurance etc. In return for this the RCA are to offer them rent free use of the building on a Sunday for services and use one day a week for "Super Friday" (offering money and debt advice etc)

It was agreed that the estimated costs could be reduced if volunteers carried out some of the work ie redecoration.

Mr Turner asked about the money put aside by the Parish Council. It was explained that this should not be referred to as the S106 monies as that had been agreed for use elsewhere but a fund had been set up separately from the precept which now stood at £17K. However any specific

proposals would require match funding. RCA would look at approaching the Area Board etc for funding.

The Chair thanked Mr Turner for his report and confirmed that the Parish Council was supportive of the plans for the Community Centre.

5. Chairman's Announcements and Declarations of Interest: Cllr David Dorey declared an interest as he is a Trustee on the Rudloe Community Association.

6. Minutes: The Minutes of the Meeting held on 14th October 2024 were taken as read and signed as a true record.

7. Matters Arising/Actions

- a. **Parish Council Carbon Audit:** Cllr H. Parker is working with Bloom to complete this
- b. **Resilience Plan:** The names of the contacts need to be added to the Plan. Clerk to speak to the Wiltshire Council Resilience Office to ask what further information they require.
Action: MC
- c. **Website Accessibility Statement:** The Assistant Clerk requires further time on this
Action: HB
- d. **Business Planning Session:** It was concluded that the first priority was to establish a common approach for the forward plans across the committees, and that Committee Chairs would meet as soon as possible in 2025 to consider this.
Action: TW
The Assistant Clerk had mentioned training in business planning – and was to be tasked with developing a proposal for the Finance & Governance Committee to consider.
Action: HB

8. Policy Matters:

- a. **Review of Policies:**
Inclusion Policy: It was **recommended** that this be agreed, subject to one deletion in the first paragraph

Health and Safety Policy Procedures: It was agreed to defer the review of these to the next meeting. Cllr Tye will draft a paragraph to go into the procedures re work undertaken in the Cemetery

9. Financial Matters

- a. **Budget for 2025/26:** The report from the Clerk detailed the items discussed at the budget setting meeting was agreed.

The draft budget was reviewed and it was **recommended** that the Precept for 2025/26 is set at **£237739** which will result in a Band D charge of **£133.69** which is an increase of **£21.23 (18.88%)** on last year

Action: Clerk to circulate the draft budget and report to all Councillors as soon as possible for consideration at the Full Council meeting on 19th December

- b. **Update on insurance claim re work to Market Place Car Park wall:** Letter received from the Insurance Company asking for full details of the claim. Second quote for the work is being obtained.
- c. **Accounts for payment:** The following accounts were agreed for payment:

<u>BACS</u>			
Salaries	-		6741.45
HM Revenue & Customs	-	PAYE	1563.09

Avon Sportsground Main Co	-	BG contract	669.50	
		Materials	385.99	1055.49
J.H. Jones & Son	-	Cemetery Contract (inc VAT)		816.50
Castle Water	-	Car Park		2.77
Complete Irrigation	-	Setting up system + new valve		298.20
Complete Irrigation	-	Shutting down system		250.20
Sarah Carmody	-	Refund of cancelled reserved grave		140.00
EFX Solutions	-	Laptop for Grounds Team		150.00
<u>Direct debit</u>				
NEST	-	Pension contribution		146.87
Initial Washrooms	-	Feminine Hygiene		40.03
Hills Waste	-	Refuse collection		127.45
bOnline	-	Office		46.86
bOnline	-	Pavilion		36.40
Novuna	-	Mowers Leasehire		396.00
Wiltshire Council	-	NDR Car Park		91.00
Wiltshire Council	-	NDR PFs & pavilion		247.00
Octopus energy	-	Tractor shed		77.91
		Cemetery		19.90
		Council Offices –		
		Gas (£102.33) and electricity (£70.04)		172.37
<u>Standing Order</u>				
Giffgaff	-	Tablet monthly plan		8.00
<u>Debit Card</u>				
TTS Business	-	Paper hand towels		131.94
Amazon UK	-	Strong magnets for interpretation bd		17.98

11. Legal matters:

- a. **Lodge:** The latest report on the site visit to the Lodge had been received from the Agents which showed several issues of uncleanliness which they would be taking up with the tenants.

It was reported that there is a tile missing from the Lodge roof.

Action: Clerk to get the roof checked

- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Lease of field behind Cemetery:** This had been signed wef 1st January 2024

12. Items for Discussion:

- a. **Consultation to enable remote attendance and proxy voting at local authority meetings:** The responses to the questionnaire had been collated. After discussion a response from the Parish Council was agreed.
Action: Clerk to submit the Council's response to the questionnaire
- b. **Discussion re the Lease for the Rudloe Community Centre – release of funding:** Following the report given by Mr Paul Turner from the Rudloe Community Association it was agreed that definite quotations, not estimates, would be required together with a business plan showing potential users and income.

- 13. Forward Plan/Risk Assessment/Capital Asset Management:** Format for the Forward Plans to be discussed at a training session for Councillors.

14. Correspondence:

- a. **Application for grant from the Selwyn Hall Management Committee:** A request for a grant of £1000 towards the cost of updating the mechanical wooden roller

shutter between the hall and kitchen with an electrically operated replacement which would also provide better fire safety separation between the two zones.

It was **recommended** that a grant of £1000 be made to the Selwyn Hall Management Committee.

- b. **Visit Box:** Draft article for the website received from Cllr Parker. Committee members were asked to send any comments into the Clerk.
Action: Committee members to forward comments
- c. **Box Cemetery and the Bath Burial Index:** Letter from Bath Record Office requesting that the records for Box Cemetery be added to the Bath Burial Index. It was agreed that this should be done.
- d. **Electrical point for Christmas tree at Rudloe:** Letter received requesting that an electrical access point be added to the lamp post on the roundabout entrance to Rudloe for the Christmas tree lights.
Action: Clerk to speak to Mr Rice

15. Items of Report and future Agenda items:

- a. **Storm damage:** It was reported that a tile had come off the roof of the Pavilion. There was also a tree down in the Recreation Ground car park which the Groundsman has cleared
- b. **Presentation of gift of books to Box School:** Cllr B. Walton had been asked to present the books to the school at the Assembly on Friday morning but she is unable to do this and asked for someone else to attend.

16. Date of next meeting: 10th February 2024

Meeting closed at 9.20 pm

Chair