



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE **HELD ON 9th JUNE 2025**

- 1. Present:** Councillors T. Walton (Chair); R. Davies; D. Dorey; N. Ingledew; S. Roche; M. Tye; B. Walton.
R. Haslett (observing)
Mrs Carey (Clerk); S Vickery (clerk-designate)
- 2. Apologies:** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public in attendance
- 5. Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 14th April 2025 were taken as read and signed as a true record.
- 7. Matters Arising/Actions**
 - a. **Parish Council Carbon Audit:** Cllr T. Walton has contacted Bloom and will keep the Committee updated on progress.
 - b. **Resilience Plan:** The Clerk was asked to contact Roger Bolton to ask him to update the contact list on the Resilience Plan. It was agreed to invite Renate Malton from Wilts Council to meet with Cllr T. Walton, who wished to explain that the upkeep of the A4 highway drains was one of the prime concerns in terms of surface flooding.
Action: Clerk to arrange meeting with Renate Malton
 - c. **Business Planning Session.** It was agreed to hold a closed meeting to discuss Business Planning on Mon 23rd June at 7pm at the Pavilion.
 - d. **Condition Report from Giraffe on wall at Selwyn Hall / Valens Terrace.** The key points of the Giraffe report are the schedule of recommendations. It was agreed to ask Paul Emerson to quote for short term and medium term work based on the recommendations. There was no immediate risk but it would be useful to complete remedial prior to the winter. It was also agreed to send a copy of the report to the new occupants
Action: Clerk
 - e. **Defibrillators – letter re support for ageing defibrillators.** After a discussion on ownership of the defibrillators it was agreed to obtain more information from aeddonate and to put replacement defibs on the Forward Plan.
- 8. Policy Matters:**
 - a. **Review of Policies:** There were no policies to consider. Cllr B. Walton has added a policy tab to the Forward Plan.

9. Financial Matters

a. To consider any accounts for payment

Cheques

Information Commissioner's Office	-	Data Protection fee	52.00
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BACS

Salaries	-		8173.16
HM Revenue & Customs	-	PAYE	1256.60
Avon Sportsground Main Co	-	BG contract	696.20
		Materials	134.40
			830.60
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	887.33
Castle Water	-	Car Park	2.95
Bond Electrical Ltd	-	Repairs to broken socket in Chapel	82.72
Water2Business	-	Water charges, Council Offices	103.83
Box Parish Magazine	-	Advert	148.00
Rialtas Business Solutions	-	Year End Closedown	1094.00
Clarity Copies Ltd	-	Photocopying Toners	114.24
Westcare Supply Zone	-	Stationery/Cleaning materials	176.78
Water2Business	-	Recreation Gd/Pavilion	34.16
John Miller (Wiltshire Tool Hire Ltd)	-	Aspen 2 stroke petrol	48.00
Environmental Drain services	-	Service re Septic tank in Cemetery	288.00
Greenwood Direct Ltd	-	Weed control, tennis courts	25.99
Hi-tech Engraving	-	Bronzes plaques for seats	72.00
B. Walton	-	Expenses re painting bus shelters	48.00
B. Walton	-	Photobook, Wild Waters Festival	31.94
WALC	-	Training courses	84.00
P. McClounan	-	Repairing connection to Pav projector	40.00
J. Nicholas	-	VE Day celebrations	24.00
R. Currey	-	Repairs to Lodge door	380.00

Direct debit

NEST	-	Pension contribution	
Initial Washrooms	-	Feminine Hygiene	40.03
Hills Waste	-	Refuse collection	149.34
bOnline	-	Office and Pavilion	97.06
Novuna	-	Mowers Leasehire	396.00
Wiltshire Council	-	NDR Car Park	91.00
Wiltshire Council	-	NDR PFs & pavilion	247.00
Octopus Energy	-	Cemetery Chapel	20.71
		Offices Gas	£68.40
		Electric	£36.80
			105.20
Lloyds Bank	-	Charges	4.25

Standing Order

Giffgaff	-	Tablet monthly plan	8.00
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Debit card

Corsham Hardware	-	PPE	13.98
Amazon UK	-	PPE	15.98
SLCC	-	ILCA and FILCA training	

The Committee should consider painting the whole door and possibly removal of the bell.
Clerk to obtain a quotation from LP Property Services to rub down and repaint

Action: Clerk to ask Hunter French if the bell is used.

Type 1 aggregate to be ordered for this week for Community Payback work on the tennis courts, 13th June.

- b. **Bank Reconciliations – appointment of Councillor to carry out review for April/May.**
It was agreed that Cllr D.Dorey would undertake the Bank Reconciliation for April and May 2025.
- c. **Annual Governance and Accountability Return 2024-25**
- i. **Internal Audit Report** This was noted.
 - ii. **Annual Governance Statement 2024-25** The negative assertion in box 2 is explained in the External Auditor's report. Arrangements are now in hand for the internal control
 - iii. **Accounting Statement 2024-25:** Variances were explained – the insurance of listed assets has been re-valued, hence the significant increase in asset value. There had been a variance on staff costs due to an extra assistant.

Recommended that the AGAR be agreed and signed at the Full Council meeting

- d. **Clerk's report for the period 1st April to 30th May 2025:**
The report had been circulated and was discussed. There were areas of concern on the budget report where negative figures were shown re insurance, audit and There is no reason for this and it could be a possible software error under the Insurance; accounts software and audit. The Clerk will check with Rialtas

The Clerk was asked to check the Tennis and Rudloe EMR figures. It was agreed to re-circulate the Budget

Action: Clerk

10. Legal matters:

- a. **Box C of E School:** The Licence has been signed by the Mosaic Academy Trust, with payment now due.

11. Items for Discussion:

- a. **Safeguarding training session.** Cllr B.Walton kindly offered lead a collective demonstration of completing the training. Coucillors were asked to note the time of **6pm on Mon 23rd June at the Pavilion.**
- b. **Purchase more display boards.** It was agreed to purchase one further display boards (same branding as before) and it was proposed to purchase a Box PC gazebo. Storage of this was discussed and the Buildings Committee will look at the use of the cupboards in the Pavilion
- c. **Box Revels – discussion on bunting.** The Chair intends to raise the issue at the next Area Board and with the unitary councillors to check if Wiltshire Council were using the correct legislation – there is a feeling that Corsham and Box are being singled-out. It was agreed to draft a Box PC protocol that community groups could use, once the procedure for hanging bunting has been agreed. The follow-up email from Wilts Council would be a start point for the protocol. The locations of the speed indicator devices was also raised as it appears that an annual approval is required for their placement. This will be discussed further at the Highways Committee meeting.
- d. **Working Groups of the PC and their TORs.** The Chair confirmed the intention for Working Groups. Cllr S.Roche agreed to chair the Communications WG. It was suggested that WGs are required for cricket, bowls and the Cemetery. Details should be listed on the website.

The Working Groups to be discussed further at Full Council

12. Correspondence:

- a. **Application for further funding Corsham Windband.** It was agreed to defer this application for a further month and to invite applications for funding via the Parish Magazine, Facebook. Applications for funding will be considered in July and again in January.
- b. **Letter from Parishioner ref split postcodes for the Lower Kingsdown Road.** Whilst the Parish Council were supportive this is beyond the Council's remit. The parishioner would be directed to the Post Office and the unitary councillor
- c. **Letter ref state of parking area at Londis.** The parishioner would be asked to talk to the Manager at Londis.
- d. **Newspaper article ref criticism of the PC.** It was agreed that this was an irrelevance
- e. **Award to the Rudloe Wombles.** Congratulations were noted for the Rudloe Wombles.
- f. **Jackie Nicholas** Letter of thanks to the Parish Council for supporting VE Day.

13. Forward Plans/Risk Assessments/Asset Register: These are currently being revised and will be discussed at the Business Planning meeting on 23rd June 2025.

14. Items of Report and future Agenda items:

- a. To consider a remuneration (in addition to allowances) policy for councillors in line with the latest practice.
- b. The labelling and identification of Box PC litter bins, benches and bus shelters.
- c. Removal of fallen tree from the By Brook. Report to the Environment Agency
- d. It was reported that the men's urinal in the Pavilion was constantly flowing. It was agreed to turn this off and put it out of action. **To be discussed at the Buildings Management Committee.**

15. Date of next meeting: Monday 11th August 2025.

Meeting closed at 8.55 pm

Chair