



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE **HELD ON 12th JUNE 2023**

- 1. Present:** Councillors T. Walton (Chairman); R. Davies; D. Dorey; M. Tye;
B. Walton; D. Wright
Mrs Carey (Clerk) Cllr D.Walters (WC)
- 2. Apologies** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There were one member of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** It was reported that a letter of resignation had been received from Cllr Rice. Clerk to notify Wiltshire Council
- 6. Minutes:** The Minutes of the Finance & Governance Meeting held on 17th April 2023 were taken as read and signed as a true record
- 7. Matters Arising/Actions**
 - a. **Resilience Plan:** The draft Plan had been sent to Wiltshire Council
 - b. **Jubilee Youth Centre Management Committee:** A draft Agreement will be drawn up.
 - c. **Parish Council Carbon Audit:** Cllr Tye had been collecting the data. Cllr T. Walton will upload this
 - d. **Community Governance Review:** This was discussed. It was agreed that firm data re population figures is needed together with a motion to take this forward to Full Council
- 8. Policy Matters:**
 - a. **Review of Policies**
The Policy for Writing and Sending Emails This had been circulated. Suggested amendments were put forward. The policy will be updated and brought back to the Committee for agreement.
- 9. Financial Matters:**
 - a. **Annual Governance and Accountability Return 2022-23:**
 - i. **Internal Auditor's report:** The Internal Auditor had suggested that moving funds to a higher rate of interest should be considered. Information re CCLA (Church, Charities and Local Authorities) had been received from the NALC Conference and this will be circulated – to be discussed at a future meeting.

The Internal Auditor had also raised the issue of the Employer's Allowance. This is being claimed for this year. Clerk to look into reclaiming previous years.
 - ii. **Annual Governance Statement:** This was discussed, completed and agreed. It was agreed that Cllr Tye would carry out the Bank Reconciliation check
 - iii. **Accounting Statement:** This will be raised at Full Council following the closedown of the accounting system on 14th June.

b. Monitoring of Council Budget

Clerk's report: The Clerk's Financial report for 1.4.23 – 31.5.23 had been circulated together with the Forward Budget detail for this year.

Clerk to circulate copies of the Asset Register and Earmarked Reserves

c. Accounts for payment: The following payments were submitted and agreed for payment:

<u>BACS</u>	
Salaries	- 6048.06
HM Revenue & Customs	- PAYE 1817.68
Avon Sportsground Main Co	- BG contract 604.50 735.02
	- Materials 94.32
J.H. Jones & Son	- Cemetery Contract (inc VAT) 816.50
Castle Water	- Sewerage services Market Place Car Pk 2.72
Westcare Supply Zone	- Printer cartridges and stationery 132.26
John Miller	- Eco marker spray 9.20
Box Revels	- Grant 250.00
Glasdon UK Ltd	- Recycling bins 1373.64
Cleansing Service Group Ltd	- Emptying of septic tank 206.00
Hi-Tech Engraving	- In Memorium Plaques 112.50
Wicksteed leisure ltd	- Parts for mobile bike 386.70
Westcare Supply Zone	- Printer Cartridges 132.26
Information Commissioner's Office	- Date Protection fee 40.00
Karen Sayers	- Internal Auditor's fee 180.00
The Fire Alarm Consultancy Ltd	- replacement of defective emergency lights 492.00
Water2Business	- Water charges – Council Offices 82.81
Water2Business	- Bowls Club and Pavilion 16.80
Community First	- Subscription 40.00
<u>Direct debits</u>	
NEST	- Pension contribution 193.69
Initial Washrooms	- Feminine Hygiene 33.08
Hills Waste	- Refuse collection 102.17
Plusnet	- Telephone Pavilion
Plusnet	- Office
Hitachi (Novuna)	- Mule Leasehire 344.74
Novuna	- Mowers Leasehire 396.00
Fuel Card Services	- Petrol 13.20
Fuel Card Services	- Petrol 27.42
Wiltshire Council	- NDR Car Park 91.00
Wiltshire Council	- NDR PFs & pavilion 247.00
<u>Standing Order</u>	
T.H. White	- Mule service contract 63.60
Giffgaff	- Tablet monthly plan 8.00
<u>Debit card</u>	
Morrison	- Kettle for Pavilion 14.00

10. Legal Matters:

- a. **Lodge:** On going
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Lease of field behind Cemetery:** This had been signed wef 1st January 2022.
- e. **Wall at the Selwyn Hall:** To be considered with the budget

11. Items for Discussion

- a. **Regeneration of Rudloe Estate:** This item had been discussed at the beginning of the meeting to allow Cllr Walters to speak.

Following withdrawal of the proposed planning application for regeneration by GreenSquare Accord the Rudloe Community Centre had now been declared surplus to service needs by Wiltshire Council. The first stage of the Surplus Property procedure is to establish whether there are any alternative Council requirements for the property and any Expression of Interest can be put forward.

Cllr Walters said that there were a number of various options: purchase; lease or as a Registered Charity. He confirmed that the Rudloe Association Charity is still in existence and this could be revived. There had been two groups – the Rudloe Community Centre group which had folded as there was no interest but there are still trustees and the Rudloe Community webpage. He also said that Box Parish Council can express an interest in the building.

Cllr Walters was trying to establish who is responsible for the condition of the building and whether GreenSquare Accord are to hand this back in the condition that they took it over and that there needs to be an appetite from local residents to do something. The Baptist Church had expressed an interest in using the Centre.

Cllr Tye stated that she felt that it was too late waiting for the decision from GSA – something should have been put in place before this and pointed out that the Dandelion Café is now essentially a Community Centre for the local residents. It is what is expected of a Community Centre and is therefore fulfilling that need.

Cllr T. Walton felt that the building is not what people want in its current form.

Cllr Davies said that it would obviously cost to adapt the building and the S106 money from Dickens Gate could be reclaimed by the group for this.

Cllr B. Walton felt that an Expression of Interest could give false hope to the parishioners.

Cllr Wright pointed out that this should also include the Green and the Play Area.

After discussion it was **recommended** that the Parish Council asks Wiltshire Council for an extension of time so that this can be discussed further at the Full Council meeting on 29th June. The Parish Council was not in a position to make any decisions until they had obtained access to the building and had consulted with the local residents.

Post Minute note – the deadline had been extended to 4th August

- b. **Catalogue re Christmas Tree lights:** Clerk to circulate the catalogue to the Committee members
- c. **Drawing up Composition of Committees:** Cllr Bean had raised this issue at the Annual Council meeting. He felt that the current process is logically flawed and felt that the discussions on the composition of the Committee should wait until a new Chair and Vice Chair had been elected.

The Clerk explained the current process when every Councillor is given the choice of which Committees they wish to serve on and when these have been received the Clerk tries to put everyone onto the Committees they have chosen, at the same time trying to balance the numbers of Councillors on each Committee.

After discussion the Committee felt that there was nothing wrong with the way it had been done and that the Clerk is impartial and therefore the correct person to draw up the

composition of the Committees. It was agreed that the Committees have to be set up before the Annual Council meeting takes place.

It was agreed to add this to the Terms of Reference for the Council and Committees

d. **Discussion on how communication with parishioners and public participation could be improved and setting up of a Working Group**

After discussion it was **recommended** that a Working Group be set up to look into how communications can be improved and to report back to the Finance & Governance Committee

e. **Forward Plan/Risk Assessment**: The Forward Plan will be updated. Clerk to send Cllr Walton a copy of the Risk Assessment.

12. Correspondence:

a. **Request for a formal review of the Council's Contracts re the hire of its facilities:**

Letter received stating "it is my view that the terms on which the Council hires out its facilities to private individuals, public organisations or private member clubs should not be deemed as confidential. This is particularly relevant when the Council is committed to spending several thousand pounds of public funds maintaining a facility with external contractors on the basis that the hire charges will cover the spending. As such I request the Council conducts a formal internal review as to whether the contracts it signs with private individuals, public organisations or private members clubs when it hires out its facilities are no longer classed as "Commercial Contracts or Agreements" meaning they are no long exempt under the Freedom of Information Publication Scheme"

Legal advice had been obtained from WALC stating that Contracts and Agreements with the Council are confidential and are therefore exempt under the Freedom of Information.

Some Councillors could not see the reasoning for this request and after discussion it was **recommended** that the Council's Commercial Contracts or Agreements continue to be exempt under the Freedom of Information and that legal advice will be taken when necessary.

b. **Hiring of Council Offices**: Letter received about the hiring out of the Council buildings. The Clerk explained that the group in question had been hiring the room for about twenty years. It was felt this should be on the list of facilities for hire with a charge in line with the hire of the pavilion and that it should not be used by any political party. To be put on the agenda for discussion at the Pavilion & Buildings Committee.

c. **Wiltshire Bus Review Stakeholder Survey**: Received from Wiltshire Council and circulated to everyone.

d. **Corsham Carer Cafes**: Letter received requesting a grant towards the running costs. It was agreed to discuss this with any other requests for grants in September. Clerk to advise them that they can apply to the Area Board and also to Box Revels for further grants.

e. **Rogue Traders**: Notice received from the Police re Rogue Traders – to be included in the Parish Magazine next month.

13. Items of Report and future Agenda items: Nil

14. Date of next meeting: 14th August 2023

Meeting closed at 9.15 pm

Chairman

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