



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 17<sup>th</sup> APRIL 2023

- 1. Present:** Councillors R. Campbell (Chairman); M. Tye;  
B. Walton; T. Walton  
Mrs Carey (Clerk)
- 2. Apologies** Councillors R. Davies; S. Parker; D. Wright  
The apologies were accepted.  
In the absence of Cllr Parker the chair was taken by Cllr Campbell
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Finance & Governance Meeting held on 13<sup>th</sup> February 2023 were taken as read and signed as a true record
- 7. Matters Arising/Actions**
  - a. **Resilience Plan:** A copy of the draft Resilience Plan had been sent to Wiltshire Council. The Emergency Planning, Resilience and Response Officer had replied with her comments and suggested actions to complete the Plan. There was discussion on the use of farmers for snow clearing and it was agreed that there should be clarification as to whether Wiltshire Council or the Parish Council were responsible for actioning this. Cllr Wright agreed to speak to the local farmers.  
  
A draft Snow Plan had been circulated and Cllr Wright had agreed to look at this. A draft Emergency Plan had been circulated. It was agreed that this needs to form part of the Resilience Plan.  
  
It was agreed that an article should be put in the Parish Magazine advising anyone without a mobile phone that, in the event of a power cut, there would be no phone lines. Any vulnerable people should notify the Parish Council and this could be added to the Resilience Plan.
  - b. **Jubilee Youth Centre Management Committee:** A draft Agreement will be drawn up.
  - c. **Market Place Car Park;** Cllrs Parker and Davies to carry out a survey of local residents; the playgroup; local businesses etc and report back to the Highways Committee.  
**Action: SP/RD**
  - d. **Parish Council Carbon Audit:** Cllr T. Walton reported that he has the software and will go through the data to put onto the system. Cllr Tye agreed to help with this.  
**Action: TW/MT**
  - e. **Community Governance Review:** Letter received from Kieran Elliott, Wiltshire Council stating that there is no automatic readjustment of councillor numbers in response to development, particularly as there is no requirement for electoral equality in respect of parish

wards. If the Parish council would like to suggest new warding arrangements, a request should be submitted to the Community Governance Review. To be discuss again when Cllr Wright is present.

## **8. Policy Matters:**

- a. **Schedule of policies:** Cllr Tye reported that she had looked at which policies were required. Employment policies and other legal policies would need updating when there is a change in legislation.

There is a discrepancy between what is written in the Standing Orders and the way in which the Council reviews its policies. It was agreed to look at amending the Standing Orders accordingly.

It was stated that copies of all policies should be on the website.

Cllr T. Walton had drawn up and circulated a schedule of the policies.

- b. **Review of Policies**

**Complaints Procedure:** This was reviewed and it was **recommended** that this be adopted by Full Council with no changes.

**Disciplinary Policy/Grievance procedure:** Cllr Tye to review these policies.

**Action: MT**

Cllr Tye agreed to check that all the policies were in the same format

The Policy for Writing and Sending Emails would need to be reviewed

## **9. Financial Matters:**

- a. **Monitoring of Committee budgets:** The Clerk's Finance Report from 1<sup>st</sup> February to 31<sup>st</sup> March 2023 had been circulated together with the detailed Income & Expenditure report and the Annual Budget report up to 31<sup>st</sup> March 2023. There were no questions.

Cleaning budget – 2023/24 - It was **recommended** that the budget allocated under Pavilion for 2023/24 be transferred to Personnel salaries to cover the cost of the new Council Cleaner which will include the cleaning of the Pavilion

- b. **Review of best interest rates:** It was agreed that as the rates are fluctuating at the present time the Committee continues to monitor this

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

<b>BACS</b>			
Salaries	-		5808.26
HM Revenue & Customs	-	PAYE	1800.08
Avon Sportsground Main Co	-	BG contract	604.50
		Materials	148.40
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1114.56
C. Cox	-	Deep clean to pavilion	90.00
Castle Water	-	Sewerage services Market Place Car P	7.02
Water2Business	-	Standpipe charges for Cemetery	203.00
FR Jones & Son	-	Chainsaw boots and gloves	306.01
Englebert Strauss & Co	-	Chainsaw helmets, trousers & braces	695.40
John Miller	-	Rakes	114.45
John Miller	-	Spares for strimmer	176.33
Westcare Supply Zone	-	Refuse sacks, printer cartridge	233.06
Hi-Tech Engraving	-	In Memorium plaque	40.50
Wiltshire Council	-	Supply of 10 kissing gates	3250.00
Place Studio Ltd	-	Neighbourhood plan support	3960.00

ICCM	-	Subscription	95.00
Wiltshire Council	-	½ yr NDR Cemetery	1113.79
Wiltshire council	-	½ yr NDR Offices	1074.20
The Brunel Shed	-	Donation re bird and bat boxes	100.00
<u>Direct debits</u>			
NEST	-	Pension contribution	193.69
Initial Washrooms	-	Feminine Hygiene	33.08
Hills Waste	-	Refuse collection	
Plusnet	-	Telephone Pavilion	
Plusnet	-	Office	40.50
Hitachi (Novuna)	-	Mule Leasehire	344.
Novuna	-	Mowers Leasehire	396.00
Fuel Card Services	-	Petrol	13.20
Fuel Card Services	-	Petrol	34.16
Wiltshire Council	-	NDR Car Park	91.68
Wiltshire Council	-	NDR PFs & pavilion	247.05
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
Giffgaff	-	Tablet monthly plan	8.00

## 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 1<sup>st</sup> January 2022.
- e. **Wall at the Selwyn Hall:** It had been established that part of the Vicarage Garden was old to the Parish Council in a Conveyance dated 20<sup>th</sup> August 1965 to enable the village hall to be built. There is a Lease from the Parish Council to the Trustees of the Village Hall dated 2<sup>nd</sup> September 1967 for 99 years re the site of the proposed village hall. The Trustees should have been paying a yearly rental of one shilling. It would therefore appear that the Parish Council owns the land that the Selwyn Hall was built on. There is reference to a new wall to be built on the southern end ie at the end of the remaining Vicarage garden. Reference is made to a fence in the Minutes dated 18<sup>th</sup> October 1999 which states that it had been reported that the owner of the adjoining property in Valens Terrace had erected a fence on parish Council land without the Council's consent. The owner was required to obtain planning permission for the fence. In April 2000 it had been agreed that fence could be completed and allow to remain. In November 2000 a Councillor had met with the owner to look at the condition of the retaining wall on which the fence had been erected. The owner had carried out repointing to the wall.

Currently the wall is in need of further repair. One quotation had been received so further quotes will be obtained. There are currently no coping stones on the wall. It was agreed to specify that the mix for the mortar should be lime with not much cement. Money for the repair to the wall would have to be considered with next year's budget and the addition of the coping stones may have to be done as the second stage.

Information re the history of the Selwyn Hall to be passed to the Selwyn Hall Trustees for future reference

## 11. Items for Discussion

- a. **Parish Council Cleaner:** Only one application for the position of Parish Council Cleaner had been received.

It was **recommended** that Corinne Cox be appointed as the new Cleaner for 5 hours a week to clean the Parish Council Offices and the Pavilion.

It was agreed to purchase new mops and dustpan and brushes for the Pavilion.

- b. **Contract for the maintenance of the Irrigation System for the Bowling Green:** Two quotations for the maintenance of the Irrigation System for the Bowling Green had been received in the sum of £654 + vat and £417 + vat. It is **recommended** that the quotation from Complete Irrigation Systems in the sum of £417 + vat be accepted
- c. **Arrangements for the Annual Parish Meeting – 9<sup>th</sup> May**  
It was agreed that the format should be serving of refreshments from 7 pm with parishioners being invited to look at the displays until 8 pm and then formal questions will be taken. Committee Chairmen to draw up reports for the displays. The Neighbourhood Plan and Action Strategy will also have stands. Clerk to invite the Bowls Club, Green Room YC, Twinning Group and Cotswold Wardens to also give reports. Clerk to invite the County Councillors and James Gray MP to the meeting.

**12. Forward Plan:** A copy of the updated Forward Plan for the committee had been circulated.

**13. Risk Assessment:** Risk Assessment to be updated **Action: SP**

**14. Correspondence:**

- a. **Result of EPC for Council offices:** The report and recommendations had been received. Clerk to circulate it to all Councillors
- b. **letter re registering McColls as an Asset of Community Value:** Letter received from a Parishioner who was looking at raising money to buy the asset under the community benefit society and to put it to use for the broad benefit of the village community. Until the society had been set up he had requested that the Parish Council endorses the nomination for registering the building as an Asset of Community Value. After discussion it was agreed that the Parish Council could not do anything at this stage but asked the parishioner to keep the Council informed of developments. The Parish Council had been informed by the agents acting for the owners of the building that they were actively seeking a replacement company to take over from McColls
- c. **Application for use of Box Hill Common for community picnic:** Application form received requesting permission to hold a community picnic on 6<sup>th</sup> May to commemorate the Kings Coronation. It was **recommended** that permission was granted subject to all the rubbish being taken away from the site
- d. **Application for use of the Recreation Ground for Box Revels:** Application form and Risk Assessment received to hold the Revels on the Recreation Ground on 28<sup>th</sup> and 29<sup>th</sup> May. It was **recommended** that permission was granted for this. Electricity readings to be taken beforehand to ascertain the amount of electricity used for the event.
- e. **Twining Association Welcome Party:** Invitation received for all Councillors to attend the Twinning Association Welcome Party on Friday 23<sup>rd</sup> June at 7 pm at the Pavilion.

**15. Items of Report and future Agenda items:**

- a. **Box Revels:** It was agreed to put an item on the Full Council Agenda to discuss ideas for the Box Revels stall to be run by the Parish Council

**16. Date of next meeting:** tba

Meeting closed at 8.45 pm

Chairman

Draft