



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 10<sup>th</sup> JUNE 2024

**1. Present:** Councillors T. Walton (Chair); N. Ingledew; S. Roche;  
M. Tye; B. Walton  
A. Barton; R. Bean  
Mrs Carey (Clerk);

**2. Apologies** Cllrs R. Davies; D. Dorey  
The apologies were accepted

**3. Absence:** Nil

**4. Public Question Time:** There were four members of the public in attendance

Concerns were raised from parishioners about the situation on Hazelbury Hill and whether the Parish Council had followed the correct procedures.

The Clerk outlined the procedure for submitting Issue Sheets to LHFIG and the parishioners were ensured that no decisions had yet been made by the Council. They were advised to send a report on their concerns to Cllrs Davies and Ingledew for them to take to the LHFIG meeting on 10<sup>th</sup> July. This matter will be discussed fully at the next Highways Committee meeting on 22<sup>nd</sup> July.

**5. Chairman's Announcements and Declarations of Interest:** Nil

**6. Review Terms of Reference for the Committee and agree the list of policies to be reviewed by the Finance & Governance Committee:**

The Terms of Reference and list of policies was agreed.

A schedule of the review dates for the policies to be drawn up

**Action: HB**

**7. Minutes:** The Minutes of the Meeting held on 15<sup>th</sup> April 2024 were taken as read and signed as a true record.

**8. Matters Arising/Actions**

- a. **Jubilee Youth Centre Management Committee:** A draft Agreement will be drawn up.
- b. **Parish Council Carbon Audit:** Cllr H. Parker had reported on this at Full Council
- c. **Communications Working Group:** The Group were finalising the wording for the Great West Way website.

**9. Policy Matters:**

- a. **Review of Policies**  
**Freedom of Information Publication Scheme:** The Publication Scheme had been reviewed and was agreed subject to the amendment to the email and website addresses
- b. **Resilience Plan:** A report had been submitted by Cllr S. Parker and this will be discussed at the next meeting. It was stated that no amended version of the Resilience Plan should

be submitted to Wiltshire Council without it coming back for approval to the Finance & Governance Committee.

## 10. Financial Matters

- a. **New Model Financial Regulations from NALC:** The new version of the Financial Regulations had been published by NALC. The Clerk will compare these to the existing regulations and bring it back to the next meeting. **Action: MC**
- b. **Clerk's report for period 1.4.24 – 31.5.24/Detailed Income and Expenditure by Budget Heading**  
The reports had been circulated and were agreed
- c. **Accounts for payment:** The following payments were submitted and agreed for payment:

### BACS

Salaries	-		7110.41
HM Revenue & Customs	-	PAYE	- -
Avon Sportsground Main Co	-	BG contract	669.50
		Materials	136.80
			806.30
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	816.50
Castle Water	-	Car Park	2.86
Clarity Copiers Ltd	-	Toners for photocopier	228.48
Digiprint Chipenham	-	Self-adhesive sign	36.00
ElanCity	-	Solar Panel SID	1018.15
B.Walton	-	Padlock; Plants	64.97

### Direct debit

NEST	-	Pension contribution	216.15
Initial Washrooms	-	Feminine Hygiene	36.40
Hills Waste	-	Refuse collection	114.25
bOnline	-	Office	39.53
bOnline	-	Pavilion	31.73
Novuna	-	Mowers Leasehire	396.00
Fuel Card Services	-	Petrol	9.60
Wiltshire Council	-	NDR Car Park	91.00
Wiltshire Council	-	NDR PFs & pavilion	247.00

### Standing Order

Giffgaff	-	Tablet monthly plan	8.00
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It was suggested that the Fuelcard could be cancelled if this is no longer being used.

- d. **Capital Asset Strategy** A Fixed Asset Strategy and a draft Asset Register had been received. This will be circulated to all Committee members and any comments should be sent back to Cllr Dorey

The final draft will be submitted to Full Council for approval.

- e. **Insurance issues:**  
**Flood Wardens:** The Clerk had contacted the Insurance Company for a definitive answer on this issue but no reply had been received. Defer to the next meeting

## 11. 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 2024
- e. **Wall at the Selwyn Hall:** The had been checked again and the a report sent to the residents concerned. Continue to monitor

**12. Items for Discussion:** Nil

**13. Forward Plan/Risk Assessment/Capital Asset Management:** Forward Plan and Risk Assessment to be updated and circulated to Committee members. **Action: TW**

It was stated that when contractors are being employed to carry out work they should be asked to produce a copy of their Public Liability Insurance.

**14. Correspondence:**

a. **Work to red telephone box, Henley Lane:** The quotation from Unicorn Restorations had been accepted at Full Council in the sum of £1950 + vat. Quotation received from Paul Barley to fit the panel at a cost of £300. Collection of the panel from Unicorn will cost £154

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

- a. **Parish Council emails:** Two new emails had been set up for the Great West Way and Volunteers  
The IT Technician had advised that for Freedom of Information protection all Councillors should be using the boxparishcouncil.gov.uk email address  
To be discussed at **Full Council**.
- b. **Serving of Agendas:** It was suggested that instead of sending the Agendas out by email a link to the website could be sent out. The Clerk will check if this is legally permissible. Discuss at **Full Council**
- c. **Publishing draft Minutes:** It was suggested that draft Minutes should be put onto the website. Discuss at **Full Council**
- d. It was asked if the Parish Council could donate a copy of "We are the Ark" by Mary Reynolds and "Wilding" by Isabella Tree to the Schools. Discuss at **Full Council**

**16. Date of next meeting:** 12<sup>th</sup> August 2024

*Meeting closed at 9.10 pm*

**Chair**