



Box Parish Council

19 February 2026

Minutes of the Box Parish Finance and Governance Committee meeting held at 7pm on 2nd February 2026, The Parish Office, Box, SN13 8NX

1. **Present:**

Cllr T Walton (Chair)
Cllr M Tye (Vice Chair)
Cllr N Ingledew
Cllr R Leach
Cllr S Roche
Cllr B Walton
Clerk – S Vickery

2. **Apologies:** There were no Apologies for absence. The Committee was quorate.

3. **Absence:** Nil.

4. **Public Question Time:** There were no members of the public present.

5. **Declarations of Interest:** There were no new declarations of interest.

6. **Previous Minutes:** The Minutes of the previous **Finance and Governance Committee** held on 3rd November 2025 were taken as read and signed a a true record. Matters arising from the Minutes to be considered:

- a. **Carbon audit.** The Chair concluded that a re-start with a new initiative was required as the previous audit attempt was rather convoluted. It was agreed that some initiatives are underway to reduce the Council's carbon footprint.
- b. **The Emergency / Resilience Plan.** See Item 11a.
- c. **Selwyn Hall wall.** A heritage architect has recommended a series of 'tell-tales' that will help to monitor the wall; these will be mounted shortly. Councillors would like to ask the owners of No 1 Valens Terrace whether they have had a buildings survey when purchasing the property. The Council is conscious that stone-mason funding will probably be required in the short term to avoid higher costs in the long run.

Action: Clerk to investigate with owners.

8. **Financial Matters.** The Clerk reported the following Financial matters (see Annex):

- a. Summary of Income and Expenditure for Januray 2026.

- b. Statement of Balances as at January 2026.
- c. Approval of Expenditure for January 2026.
- d. Quarterly Reconciliation. Cllr S Roche volunteered to undertake the latest Quarterly bank Reconciliation.
- e. Grant applications to consider:
 - i. It was **recommended** to allocate AFC Corsham £5,000 towards their new pitch project (Rudloe Fund) and their application was commended for its environmental strengths.
 - ii. It was **recommended** to award the balance of grant money, £250 to the Green Room Youth Club.
 - iii. It was agreed that the current Grants Policy needs to be updated.

Action: Clerk to revise the Grants Policy.

- f. Precept recent history. The Committee discussed the peaks and troughs of recent Precept history. The importance of planning in the long term for asset renewal was discussed and the Clerk displayed a early draft of an asset renewal chart. An outcome of this asset discussion was a question over the ownership of the fence at Lacy Wood and the registration of the Wood.

Action: Clerk to check ownership and registration.

- g. Current invested funds. The appropriateness of current invested funds was discussed. It was agreed that the investments are not optimised and that a greater understanding of what reserves should be kept and the withdrawal notice is needed. The Chair explained the relationship between cashflow, reserves and investments.

Action: Clerk to report back on investment options.

- h. Rialtas Financial software. The Clerk explained the requirement for budget realignment of the Rialtas system – this is planned for the spring and may take some time to align.

9. **Legal Matters.** The Committee spent time considering the draft lease between the Council and the Jubilee Centre Chairty. The Chair read from the current Wiltshire Council to Box Council 2007 lease which also contained some text from 1974. A number of questions arose; therefore it was agreed to form a working group to examine the relationship and to work out whether a simple letter of agreement to clarify costs or a more substantial lease was required.

Action: Jubilee Centre Working Group to be formed to examine relationship.

10. **Security Review.** In view of continued low level vandalism (Public loos) and theft (Chapel) the number of CCTV points will be increased, further contact with the local police constable and if necessary, raised at the next Area Board. CCTV would be extended to the Tractor Shed given the costly equipment housed.

Action: Clerk to source further CCTV.

11. Review of Policies.

- a. Revised Emergency & Resilience Policy. The Committee suggested that the Plan is too Box centric, missed some key venues, missed vulnerable groups and required due diligence and expansion on the list of contacts in the Plan. However there was value in **recommending** a circulation to the Full Council as a 'work in progress'. Understanding what Wiltshire Council require would also be helpful.
- b. Investment Policy (new). The Committee reviewed the new Policy, commended the range of factors considered in the Policy and agreed that Reserves should be 3 months of running costs or £50,000, whichever is the highest figure. This Policy will be **recommended** to the Full Council.
- c. Risk Register. The Committee noted the Risk Register and its importance as a document for the Parish.

12. Items for Discussion.

- a. Working Group summary. Meetings this spring:
 - i. Buildings WG at 3pm on 5th February. Invitations have been sent.
 - ii. Comms WG on 28th January. Cllr Parker was asked to forward her notes on the initial CWG meeting.
- b. IT Modernisation Group. It was confirmed that once the Council Sharepoint site is running, councillors could use their own laptops. There is also funding to purchase laptops to help councillors if they wish; this will be known as the 'mixed economy' approach. The Clerk emphasised the need to link the Sharepoint site to the new website, which is starting to be explored with a website provider. High resolution photographs would be required for the new website.

Action: The Committee was asked to collate high resolution photographs for the new website.
- c. Calendar for 26/27. The Calendar was adjusted to revolve around F&G and Full Council. The Parish Meeting would be changed (at Rudloe) to Tuesday 12th May with the Annual Council meeting on Thursday 28th May.
- d. Identity cards for new councillors. The Chair confirmed that new councillors (or existing) can send a head shot to his email account in order to process a new identity card.

13. Correspondence. Urgent correspondence was received as follows:

- a. Box Hill speed reduction. This will be moved to the next Highways Committee.
- b. Parish Magazine binding. The £80 fee was agreed for binding of magazines.

- c. Bradford on Avon Fire Station. The Council is very sympathetic but remains unsure how to help further.
- d. Secret Loo at Cemetery. The £800 to refurbish the very poor state of the Secret Loo was agreed as a **recommendation** to the Full Council.

14. **Forward Plan.** The revised Forward Plan was noted with the intention of evolving the 10 year (or 20) asset base for renewal and the aspiration to get more from the Rialtas system.

15. **Future Agenda and General reports.** Items of general report and future Agenda items:

- a. As highlighted at Item 14, construct and evolve the asset renewal plan, so the Council can be proactive and not reactive in its business.
- b. Request that the Recreation path (near Tennis courts) tree obstruction is removed by the end of February.

16. **Date of next meeting:** 7pm on Monday 18th May 2026.

Sigend and dated.....Chair.

Annex A – summary of Finance documents