

## Finance & Policy Committee

11<sup>th</sup> May 2022

**To: All members of the Finance & Policy Committee**

Councillors: L Rhys-Jones (Chair), S Callen (Vice Chair), S Fateru, R Hailstone, S Heyes, V Manro, A Roupelis, E Baker Lee, J Fuller, R Venkatesh and B Patrick-Okoh.

**To:** All other Haydon Wick Parish Councillors

Dear Councillor,

You are summoned to a meeting of the Haydon Wick Parish Council Finance & Policy Committee on Tuesday 17<sup>th</sup> May 2022 at 20:00 to be held in the Council Chamber, Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

Members are politely asked to forward any questions or queries relating to items on the agenda to the Clerk at least 48 hours prior to the meeting.

Swindon Borough Council Ward Members, the public and press are also invited. Any questions for the public participation must be sent to [clerk@haydonwick.gov.uk](mailto:clerk@haydonwick.gov.uk) no later than 12.00pm on Monday 16<sup>th</sup> May 2022.

Yours sincerely

***Georgina Morgan-Denn***

**Georgina Morgan-Denn BA (Hons), FSLCC  
Chief Officer/Clerk & RFO**

### AGENDA

- 1. Apologies**  
To receive and approve.
- 2. Declarations of Interest**  
To receive any Declarations of Interest.
- 3. Public Participation**  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
- 4. Chairman's Announcements (if any)**
- 5. Minutes of the Previous Meetings**  
To confirm as a true record the minutes of the meeting held on the 19<sup>th</sup> April 2022.



- 6. Councillor Reports**  
To receive reports from members on attendance at external meetings or events and an opportunity for members to bring matters of interest to the attention of the Council for information or future discussion.
- 7. Chief Officer's Report**  
To update on issues and actions since the last meeting that do not appear on the agenda. For information only.
- 8. Room Hire Rates**  
To consider a review of Room Hire rates (attached).
- 9. @HaydonWick Your Community Matters**  
To receive a verbal update on the progress of the new strategy 2022-2027.
- 10. Financial Matters**  
A) To note the monthly Income & Expenditure Report for Month 1 – April 2022 will not be available until after Year End has taken place.  
B) To receive the Bank Statements and Bank Reconciliations for March 2022 (attached).  
C) To approve the Payment Schedule for May 2022 (to follow).
- 11. Parish Council Office Building Valuation**  
To note the update on the Office's Building's Valuation (attached).
- 12. Freedom of Information Requests (FOIs)**  
To note two FOIs have recently been received:  
a) A breakdown of Councillor Allowances set and applied for since 2019. Outstanding pending further investigation – to be completed by 19<sup>th</sup> May.  
b) Councillor Renard's statement regarding the inclusion of Ward Councillor reports in the Haydon Wick Parish Living magazine has been completed.
- 13. Moving Rialtas Financial Software to the Cloud & 3 Year Term**  
To receive a report to move Rialtas Financial Software to the Cloud and signing a 3 Year Term (attached).
- 14. Articles for Haydon Wick "Living" Magazine**  
To receive Finance & Policy items for inclusion in the summer edition of Haydon Wick "Living" Magazine. Copy deadline end of May 2022.
- 15. Items for the Next Agenda**  
To be sent to the Chief Officer in advance of the next meeting 21<sup>st</sup> June 2022.
- 16. Exclusion of Public & Press**  
To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw'. Reason: Sensitive.



- 17. Office Improvements**  
To receive quotations to improve the office environment (tabled).
  
- 18. Haydon Wick 'Living' Magazine**
  - A) To receive quotations to print the magazine (tabled).
  - B) To confirm the delivery contract (tabled).
  - C) To discuss the inclusion of SBC & MP Articles (tabled).
  
- 19. Vehicle Incident Report**  
To receive a vehicle incident report (tabled).

**Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.**

**Recording including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public – however, anyone wishing to do so must speak to the Chief Officer/Clerk prior to the meeting as there are rules which must be followed.**

**Any person who may find difficulty accessing the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.**