

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 17<sup>th</sup> May 2022 at 8.00pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

### **ATTENDANCE**

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

**OFFICERS:** Georgina Morgan-Denn, Chief Officer/Clerk & RFO  
Deputy Clerk & Services Manager, Laura Cutter  
Jodie Smart, Finance Officer/Deputy RFO  
Jill Sharp, Senior Administrator

### **ALSO IN**

**ATTENDANCE** Councillor S McDermott

### **FP 001 APOLOGIES**

Apologies were received and accepted from Councillors J Fuller and R Hailstone (Personal Commitments).

### **FP 002 DECLARATIONS OF INTEREST**

Councillor V Manro – Agenda Item 18C.

### **FP 003 PUBLIC PARTICIPATION**

There was one (1) member of the public present who commented on Agenda Item 9- why the item is a verbal report? The Chief Officer advised that the Working Party meeting taking place on Wednesday 18<sup>th</sup> and tonight's agenda item is a brief update. A full agenda item, with background papers will be published with the Full Council agenda pack at the end of the week. Item 14 - when is the final day for submission of articles – Councillor McDermott advised that it is 25<sup>th</sup> May 2022.

### **FP 004 CHAIRMAN'S ANNOUNCEMENTS**

Reported that only a few Councillors have so far volunteered for the Jubilee event and would request members please join the event team.

### **FP 005 MINUTES OF THE PREVIOUS MEETING**

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 19<sup>th</sup> April 2022 and the minutes signed.

**Proposed: Councillor S Heyes                      Seconded: Councillor A Roupelis**  
**Vote: Agreed with two (4) Abstentions.**

**RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 19<sup>th</sup> April 2022 and the Chairman signed the minutes.**

### **FP 006 COUNCILLORS REPORTS**

**Councillor S Heyes:**

Nothing to report.

**Councillor B Patrick-Okoh:**

Nothing to report.

**Councillor R Venkatesh:**

Nothing to report.

**Councillor V Manro:**

Nothing to report.

**Councillor L Rhys-Jones:**

Nothing to report.

**Councillor S Callen:**

Nothing to report.

**Councillor A Roupelis:**

Nothing to report.

**Councillor S Fateru:**

Nothing to report.

**Councillor E Baker Lee:**

Nothing to report.

**FP 007 CHIEF OFFICER'S REPORT**

Advised members of the following:

1. SSE confirmed they have reapplied to take over the supply for MPRN 5085426801 for 13/05/2022.
2. Finance queries from April meeting:
  - a. 307 – 4314 overspent – two items incorrectly coded to Equipment (£2,171 and £409.08) and will be journaled out into New Machinery 4615. Bringing this cost centre within budget.
  - b. 307 4310 overspent – one item incorreced coded to Leisure Garden Maintenance (£475.61) and will be journaled out to Utilities. Bringing this cost centre within budget but Utilities will continue to be over budget (twice as much).
  - c. 101 4090 Elections – one ward only.
3. That the FIT payment for the solar panels on the Council Office has been received for 2019-2020 and from now, they will be automatically submitted.
4. The Year End is now complete, and a full document will be submitted as part of the AGAR in June.

**FP 008 ROOM HIRE RATES**

Members considered and agreed to the Officers recommendations contained in the report.

**Proposed: Councillor E Baker Lee    Seconded: Councillor S Callen**

**Vote: Agreed Unanimously.**

**RESOLVED:**

**To apply a flat rate across all daytime bookings of £16.00 per hour (8am – 8pm) with a discount of 10% applied to any charity/ not for profit organisations bookings.**

1. **To apply an increased rate for bookings after 8pm of £22.00 per hour (8pm–8am) to include the cost of the cleaner/caretaker's rate to lock up.**
2. **To continue with the introductory offer of the small downstairs meeting room of £10.00 for up to two hours and to be reviewed in October.**
3. **To introduce a minimum 2 hour booking fee which will go towards covering caretaker costs for out of hours building closure.**
4. **To continue to offer both meeting rooms for free for the emergency services or charity fundraising events at the discretion of the Chief Officer for up to two hours (8am – 4pm)**
5. **To continue with the current refreshment costings of £1.20 + VAT per person.**

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6. To continue with the 'block booking' and regular user advantage of applying a 10% discount where 12+ events are booked in one calendar year, to include being invoiced monthly.

20.13 Deputy Clerk & Services Manager, Laura Cutter left the meeting.

**FP 009 @HAYDONWICK YOUR COMMUNITY MATTERS – COMMUNITY LED PLAN**

Members received a verbal report from the Chief Officer and Council Chairman who advised that a draft strategy document has been circulated to the Chairs & Strategic Working Parity and will be presented in more detail at Full Council on 24<sup>th</sup> May 2022. The document identifies the methodology used to obtain the data and how this is very much a community-led strategic plan. The report also identified key priorities such as Time/Cost/Benefit to the community. This will now set the strategy for the next five years and during this period there will be ongoing community consultation to ensure the Council delivers what the community asked for.

**FP 010 FINANCIAL MATTERS**

**FP 010A** Members noted the Income & Expenditure Reports for Month 1 - April 2022 would not be able to be viewed due to Year End procedures but will be included in Month 2.

**FP 010B** Members considered and noted the Bank Statements and Bank Reconciliations for April 2022. Councillor S Heyes wondered if the interest rates had risen on the business accounts. *Action: Chief Officer advised that it would be investigated.*

**FP 010C** Members discussed and approved April/May 2022 expenditure under purchase daybook references 2149-2194 and additional items spreadsheet Items 1-12 and cashbook reference 272. The total payments for approval are, including retrospective payments £82,874.13.

**Proposed: Councillor V Manro                      Seconded: Councillor A Roupelis**  
**Vote: Agreed Unanimously.**

**RESOLVED: Members approved April/May 2022 expenditure under purchase daybook references 2149-2194 and additional items spreadsheet – Items 1-12 and cashbook reference 272. The total payments for approval are, including retrospective payments £82,874.13.**

**FP 011 PARISH COUNCIL OFFICE BUILDING VALUATION**

Members received the report which explained the Council's office was over insured at £563,925 following a recent valuation which confirmed the reinstatement figure at £370,000. After discussion it was confirmed to retain the higher valuation as there was no benefit in reducing the value as the premium refund would not meet the administration charges. It was noted the asset register valuation remains at £270,00 which is the original price to build the office – as is standard practice for assets in Local Government finance.

**FP 012 FREEDOM OF INFORMATION REQUEST (FOIs)**

Members discussed and noted two FOIs which 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.

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- b) Councillor Renard's statement regarding the inclusion of Ward Councillor reports in the Haydon Wick Parish Living magazine has been completed.

**FP 013 MOVING RIALTAS FINANCIAL SOFTWARE TO THE CLOUD & 3 YEAR TERM**

Members considered the Officer's report and approved signing a 3-year license agreement with Rialtas Business Solution for the cloud-based version at £710.00 per annum using budget available in 101/4024. Members also discussed and approved the transition of the data to a secure cloud-based version. *Action: Finance Officer to verify the SLAs if their server goes down and to amend the Finance Risk Assessment of the data storage change.*

**Proposed: Councillor S Heyes                      Seconded: Councillor A Roupelis**

**Vote: Agreed Unanimously.**

**RESOLVED: To sign a 3-year license agreement with Rialtas Business Solutions for cloud-based software at £710.00 per annum using budget available in 101/4024. To move data to the Rialtas Financial Software from the server to the cloud-based version.**

**FP 014 ARTICLES FOR HAYDON WICK "LIVING" MAGAZINE**

Members received a verbal update and agreed the remaining requirements from the Finance & Policy Committee for the summer edition of Haydon Wick "Living" Magazine. Councillor McDermott reminded the Committee of the copy deadline of 25<sup>th</sup> May 2022.

**FP 015 ITEMS FOR THE NEXT AGENDA**

To be sent to the Chief Officer in advance of the next meeting 21<sup>st</sup> June 2022:

*20.37 Member of the public left the meeting.*

**FP 016 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.**

**FP 017 OFFICE IMPROVEMENTS**

Members received the report and agreed to proceed with Carlton Services UK Limited for the installation of air conditioning in the Council office as per quotation 88686. Total cost £10,700.00 + VAT using available budget in Capital Projects - £15,000.

**Proposed: Councillor S Callen                      Seconded: Councillor E Baker Lee**

**Vote: Agreed unanimously.**

**RESOLVED: Agreed to proceed with Carlton Services UK Limited for the installation of air conditioning in the Council office as per quotation 88686. Total cost £10,700.00 + VAT using available budget in Capital Projects - £15,500.**

**FP 018 HAYDON WICK 'LIVING' MAGAZINE**

**FP 018A**

Members noted the increase in printing costs which have risen by 13.03% - £3,314 for the summer issue. It was acknowledged that prices will continue to

increase and reflects prices increases in the print paper industry and the overall economy.

**FP 018B** Members received and agreed to instruct DLM Distribution Limited to distribute the newsletter to the entire parish without the need for additional third parties, at a cost of £911.00 + VAT as per quotation 00038164 using budget available from 401/4403.

**Proposed: Councillor B Patrick-Okoh      Seconded: Councillor S Callen**  
**Vote: Agreed Unanimously.**

**RESOLVED:** Agreed to instruct DLM Distribution Limited to distribute the newsletter at a cost of £911.00 + VAT as per quotation 00038164 using budget available from 401/4403.

**FP 018C** Members received and agreed the recommendations.

**Proposed: Councillor S Heyes      Seconded: Councillor S Callen**  
**Vote: Agreed with two (2) abstentions.**

**RESOLVED:**

1. **The Parish Magazine “Haydon Wick Living” should contain reports from the local North Swindon MP for free, adhering to purdah guidelines.**
2. **The Parish Magazine “Haydon Wick Living” should contain reports from the three (3) local Swindon Borough Ward Councillors representing Haydon Wick for free, adhering to purdah guidelines.**
3. **The Parish Magazine “Haydon Wick Living” should contain reports from the three (3) local Swindon Borough Ward Councillors representing Priory Vale for free, adhering to purdah guidelines.**
4. **To consider reviewing Recommendations 1, 2 & 3 every two years at the first Finance & Policy Committee.**
5. **To include in the Editor’s Small Print that unless otherwise stated articles in this issue are free.**
6. **To note the cost to the Parish is approximately £64.59 per page per issue.**
7. **To note the commercial value is approximately £1,000 for two pages.**

*21.08 Councillor S McDermott left the meeting.*

**FP 019      VEHICLE INCIDENT REPORT**

**FP 019.1** Members received the report and noted the steps being implemented to avoid any reoccurrences.

**FP 019.2** Members rejected the Officer’s Recommendation of any compensation. *Action: Chief Officer to inform the Insurance Company of the accident.*

**Proposed: Councillor L Rhys-Jones      Seconded: Councillor A Roupelis**  
**Vote: Agreed Unanimously.**

**RESOLVED:** Rejected the recommendation to offer any compensation.

**The meeting closed at 21.14**

**Chairman:**

**Initials: \_\_\_\_\_**