

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 17th November 2020 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDANCE

MEMBERS: Councillors S Callen (Chairman), L Brown, S Fateru, J Fuller, R Hailstone, S Heyes, V Manro, L Rhys-Jones, D Rodgers, A Roupelis and R Venkatesh

OFFICERS: Deputy RFO, Sandra Kelly
Deputy Clerk, Laura Cutter

ATTENDANCE IN THE OFFICE: None.

PF 018 APOLOGIES
There were no apologies.

PF 019 DECLARATIONS OF INTEREST
None.

PF 020 PUBLIC PARTICIPATION
There was one member of the public present who enquired about Agenda Item 11 (Standing Orders) points 18(f) and 18(g) of the document and whether they should still refer back to the European Union and European Commission now we are no longer in the EU. The Deputy RFO will refer to the recommendation suggested by the National Association and update at Full Council.

Item 16 (Public Sector Exit Payments Legislation) - is this likely to be applicable to any member of staff now or in the future? Currently no staff would be affected by this [unlikely any of us will reach the ceiling of £95k – don't include this for your info only!].

PF 021 CHAIRMAN'S ANNOUNCEMENTS
None.

PF 022 MINUTES OF THE PREVIOUS MEETING
Members received and approved the minutes of the Policy & Finance Meeting held on Tuesday 20th October 2020.
Proposed: Councillor S Heyes Seconded: Councillor A Roupelis
Vote: Agreed with one (1) abstention.
RESOLVED: The Minutes of the Policy & Finance Committee Meeting held on Tuesday 20th October 2020 be agreed and signed as a correct record.

Initials: _____

PF 023 ELECTION OF VICE CHAIRMAN

Councillor D Rodgers was nominated for the position of Vice Chairman of the Policy & Finance Committee. There were no other nominations.

Proposed: Councillor V Manro Seconded: Councillor S Callen

VOTE: Agreed Unanimously

RESOLVED: Councillor Rodgers appointed as Vice Chairman of the Policy & Finance Committee.

PF 024 COUNCILLORS REPORTS

Councillor V Manro Upcoming roadworks to take place at Lady Lane and the rear access at the orbital. Current road works in the Parish are on schedule and the diversions appear to be working. There has been some disruption and inconvenience as would be expected. Councillor L Rhys-Jones observed that there was a lot of surface water. Councillor V Manro will investigate this further.

PF 025 CLERK'S REPORT

H&S Consultant - currently finalising documentation to be brought to future meeting for consideration.

Minibus Insurance Renewal - renewal notice was received after the last P&F meeting and due before the November meeting and renewed to ensure continuation of cover. After negotiation premium went from £693 to £644.94 with an alternative provider. The decision to go ahead with the renewal falls within section 4.5 of the financial regulations.

Room hire and bus trips - No plans to restart these activities until Government guidance changes.

Payment Schedules – will be available prior to meeting for more thorough consideration and advance questions. Any invoices received after the payment cut-off (Tuesday 9am) will not be paid until following month.

PF 026 FINANCIAL MATTERS

- A) To receive and approve the Income & Expenditure Statement for Month 7, October 2020.
- B) To receive the Bank Statements and Bank Reconciliations for Month 7, October 2020.
- C) To approve the payment schedules for October/November 2020.

PF 026A Proposed: Councillor S Callen Seconded: Councillor L Rhys-Jones

Vote: Agreed unanimously.

RESOLVED: To approve the Income & Expenditure Statement for October 2020.

PF 026B Proposed: Councillor V Manro Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: To approve the Bank Statements and Bank Reconciliations for October 2020.

Initials: _____

PF 026C Committee considered the payment schedules for October/November 2020 under purchase daybook references 1205-1252 and cash book reference 242, totaling £61,385.05.
Proposed: Councillor L Rhys-Jones Seconded: Councillor S Fateru
Vote: Agreed one (1) abstention
RESOLVED: To approve the Payment Schedule for October/November 2020.

PF 027 FUTURE BUDGET ASPIRATIONS
There were no budget aspirations forthcoming. Members to let the Clerk know of any suggestions for future aspirations to be included in the budget plan for 2021-22.

PF 028 POLICIES FOR RECOMMENDATION TO FULL COUNCIL
Members reviewed the amended Standing Orders document in relation to 18(f) and (g). It was also noted that the figure for the quorum in 3(v) should be amended from 5 to 6. There was a discussion regarding point 24(b) but it was decided that no amendment was required.
Proposed: Councillor D Rodgers Seconded: Councillor A Roupelis
Vote: Agreed unanimously.
RESOLVED To recommend to Full Council that the amended Standing Orders document be adopted.

PF 029 TRAVEL & SUBSISTENCE POLICY
Members considered the new Travel and Subsistence Policy.
Proposed: Councillor D Rodgers Proposed: Councillor R Hailstone
Vote: Agreed unanimously.
RESOLVED: To recommend the Travel & Subsistence Policy is adopted by Full Council.

Councillor R Venkatesh joined the meeting at 20:10

PF 030 WORKING FROM HOME ALLOWANCE
Committee considered the policy and the Officer's recommendations. The Officer's recommendations failed and amended recommendations were proposed:

- A. To implement a temporary working from home arrangement for all staff during Covid-19
- B. Staff should claim the working from home allowance direct with HMRC
- C. Staff to be reimbursed for any sundry expenses related to working from home at the discretion of the Clerk. These additional expenses to be charged to the Covid-19 [4040/101] cost centre where there is budget available from the Covid-19 Discretionary Grant.

Proposed: Councillor V Manro Seconded: Councillor S Heyes
Vote: Agreed with one (1) abstention
RESOLVED: To recommend that the Working from Home Allowance Policy is adopted by Full Council.

Initials: _____

PF 031 REQUEST FOR COMMUNITY GRANT

Members considered a request for a grant from Swindon Children's Scrapstore who have been providing free school meals for school children during school holidays. The Charity plan to do this over the Christmas period and have put in a request for a grant of £500. However, since the application was received, the Government have announced they are to reinstate free school meals, therefore, Committee instructed the Deputy RFO to ask the applicant if the grant is still required.

PF 032 FLOOD FUND

Following the recent flood that occurred in Haydon Wick due to a burst water main, an emergency flood fund was set up for the community to donate funds to those affected residents. Donations to the value of £300 have been received and it was suggested that the fund be to provide a welcome home/Christmas hamper.

Proposed: Councillor R Venkatesh Seconded: Councillor S Callen

Vote: Agreed unanimously.

Proposed: To recommend to Full Council that the £300 flood fund donations provide welcome home/Christmas hampers to the affected residents.

PF 033 PUBLIC SECTOR EXIT PAYMENTS LEGISLATION

Members received a briefing paper on the new legislation and noted a verbal update by the Officer on the outline considerations explained in the document.

PF 034 ITEMS FOR NEXT AGENDA

There will be no formal P&F meeting in December. Any items for consideration in December will be taken to the Full Council meeting so the next meeting of the Policy & Finance Committee will take place on 19th January 2021.

PF 035 EXCLUSION OF PRESS & PUBLIC

RESOLVED: 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: Commercially Sensitive.

PF 036 INSURANCE MATTERS

The Committee received a verbal update regarding insurance matters. A claim against the Council by a resident for subsidence caused due to overgrown vegetation drying out the soil has been passed to our insurers for consideration. The Council had not been made aware of this issue until receipt of the claim. Also, a council vehicle (BD58 ZLZ) was stolen from outside a member of staff's home. Despite the vehicle having a tracker and being locked securely, thieves were able to gain access to the vehicle and disengage the tracker. The police have been notified, the vehicle has not been recovered and the insurance company have been informed. A claim for the cost of replacing the vehicle is in process.

The meeting closed at 21.05

Chairman:

Initials: _____