

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 20th October 2020 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDANCE

MEMBERS: Councillors S Callen (Chairman), A Roupelis, I Liddon, J Fuller, R Hailstone, S Fateru, S Heyes, R Venkatesh, L Brown, V Manro,

OFFICERS: Clerk, Georgina Morgan-Denn
Deputy RFO, Sandra Kelly

OBSERVER: Councillor L Rhys-Jones

ATTENDANCE IN THE OFFICE: Councillor S Callen, Clerk and Deputy RFO

PF 001 APOLOGIES

Apologies were received and accepted from Councillor D Rodgers (personal commitments).

PF 002 DECLARATIONS OF INTEREST

None.

PF 003 PUBLIC PARTICIPATION

A member of the public enquired about:

Agenda 9A salaries (4000, Annual bid £113893 yet on Agenda Item 10 proposed budget is £96,854. Also, both entries have the same PAYE&NI Payments....£39234. Are the recent appointments included in these reports?
Response: The spreadsheet is not showing a true cost of salaries for 21/22 just yet – there will be more accurate projections (including the new roles) going forward and the spreadsheet will then be updated - as will a number of other budget areas no doubt. At this moment in time, the spreadsheet is mainly for an indication of what budgets need to be considered and to encourage ideas of what our aspirations should be.

12B why in this continued move to digitalisation are we charging 10p sheet? Is this a money making venture? In some cases information is not on the website but hard copies are available!

Response: we need to be able to offer hard copies should they be requested. Since I have been here, no residents have asked for hard copies (or indeed electronic copies) of any of our publications. It's an industry standard sum to cover nominal costs.

PF 004 CHAIRMAN'S ANNOUNCEMENTS

None.

Initials: _____

PF 005 MINUTES OF THE PREVIOUS MEETING

Members received and approved the minutes of the Policy & Finance Meeting held on Tuesday 18th February 2020.

Proposed: Councillor S Callen Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: The Minutes of the Policy & Finance Committee Meeting held on Tuesday 18th February 2020 be agreed and signed as a correct record.

PF 006 COUNCILLORS REPORTS

Councillor Liddon Recently tendered his resignation from the Parish Council and would like to thank Council for the learning and support since he started. It has been a real privilege to serve on this committee as Vice Chair. The Chair of the thanked Iain on behalf of the council for his services.

Councillor Hailstone Queried how long the Covid-19 Scheme of Delegation decisions (made by Clerk, Chairman and Vice Chairman) will last. Clerk confirmed that it will be noted at the Full Council meeting on 27 October, that it is now unnecessary to continue to have this scheme in place as Council is meeting formally now.

PF 007 CLERK'S REPORT

Meeting room refurbishment

All meeting rooms, offices and public spaces have now been re-decorated. Many thanks to our Technical Officers for all their efforts, hard work and professional finish.

Re-commencing room hire

Using the Clerk's delegated authority and in discussion with the rest of the staff it was decided that due safety concerns and the fluidity of the current Covid19 situation, room hire will not re-commence at this time. The situation is constantly being reviewed within Government guidelines.

RBS support charges

We have received notification that the support charges for our finance system are to remain the same as 2020/21- £661 (ex VAT) and £169 (ex VAT) for allotment support.

Community bus

The service has recommenced but the maximum number of passengers we take has been reduced from 7 to 5 (plus the driver) in line with government guidelines. Shopping trips are taking place on Tuesday and Thursday mornings. No other trips are taking place at this time.

P&F Member vacancy

Following the resignation of Councillor Iain Liddon, there is a vacancy on the Policy & Finance Committee. Notification of this has been sent out to all Councillors and we await hearing from anyone interested in taking up this place.

Initials: _____

PF 008 GRANTS WORKING PARTY RECOMMENDATIONS

The Grants Working Party met prior to Policy & Finance Committee and received one application. However further clarification was required about the content of the grant application. The applicant will be asked to provide further information and re-submit their application for consideration at the next round. Therefore no recommendations to be considered at this time.

PF 009 FINANCIAL MATTERS

- A) To receive and approve the Income & Expenditure Statement for Month 6, September 2020.
- B) To receive and note the Q1-Q2 (April-September) budget report.
- C) To receive the Bank Statements and Bank Reconciliations for Month 6, September 2020.
- D) To approve the payment schedules for September/October 2020.

PF 009A Proposed: Councillor V Manro Seconded: Councillor A Roupelis
Vote: Agreed unanimously.
RESOLVED: To approve the Income & Expenditure Statement for September 2020.

PF 009B Proposed: Councillor S Heyes Seconded: Councillor R Venkatesh
Vote: Agreed unanimously.
RESOLVED: To approve the Bank Statements and Bank Reconciliations for September 2020.

PF 009D Committee considered the payment schedules for September/October 2020 under purchase daybook references 1159-1204 and cash book reference 240, totaling £77,472.51. Covid-19 related items have their own cost centre so we will be able to track the impact of our budgets. Clerk confirmed the discretionary grant which was provided by central government will be used to offset the additional expenditure and income lost during Covid-19 – breakdowns and decisions will come back to Full Council for decisions on how to allocate the grant. There was a query regarding the router cost. Deputy RFO to check the cost which appeared to be more expensive than expected.
Proposed: Councillor S Heyes Seconded: Councillor R Hailstone
Vote: Agreed unanimously.
RESOLVED: To approve the Payment Schedule for September/October 2020.

PF 010 FUTURE BUDGET ASPIRATIONS

Members received and noted a draft of the budget breakdown for 2021/22 for consideration. Councillor Manro urged members to provide their input to the Office in the next couple of weeks. These ideas will be incorporated into the provisional budget which will be presented to Full Council for future consideration.

PF 011 TRUSTEES UPDATE (KING GEORGE V)

Members received an update on the investigation into the obligations that the Council need to fulfil for being Trustees of KGV. Members acknowledged that legally, trustees should take direction from officers but they should take responsibility for the final decision of which CIO route the Council should take. Additionally, the last two years and prior to that AGAR have been completed incorrectly and therefore a decision needs to be made in a timely manner.

It transpires that there is a legacy of non-compliance with regard to Trustee obligations and it is believed that the Bowls Club may also be a Trust of HWPC. This will be investigated further. A councillor stated additional time would be appreciated to consider, further, the implications of the options provided but it will need to go to Full Council anyway for their final decision. Full Council should be made aware of the implications of not adopting the CIO. The Foundation Model was proposed to be recommended to Full Council.

Proposed: Councillor V Manro Seconded: Councillor L Brown

Vote: Agreed with one abstention.

RESOLVED: To recommend to Full Council to register as a Charitable Incorporated Organisation (CIO) and to adopt the Foundation Model.

PF 012 POLICIES FOR RECOMMENDATION TO FULL COUNCIL

Members reviewed

- A) The Data Retention and Disposal Policy – reiterate the Officer's discretion to retain information which has a historical value and consider it at a planning meeting.
- B) The Publication Scheme - Members considered.
- C) An Amendment to the Financial Regulations
- D) A new Safeguarding Policy
- E) A new Youth Worker Safeguarding Policy
- F) A new Disclosure and Barring Service (DBS) Policy

PF 012A) Proposed: Councillor S Heyes Seconded: Councillor A Roupelis

Vote: Agreed with one abstention.

RESOLVED: To recommend that the Data Retention and Disposal Policy is adopted by Full Council.

PF 012B) Proposed: Councillor S Fateru Seconded: Councillor S Callen

Vote: Agreed unanimously

RESOLVED: To recommend that the Publication Scheme is adopted by Full Council.

PF 012C) Proposed: Councillor A Roupelis Seconded: Councillor L Brown

Vote: Agreed unanimously.

RESOLVED: To recommend that the amendment to the Financial Regulations is approved by Full Council.

Initials: _____

PF 012D) Proposed: Councillor S Callen Seconded: Councillor R Venkatesh
Vote: Agreed unanimously.
RESOLVED: To recommend that the new Safeguarding Policy is adopted by Full Council.

PF 012E) Proposed: Councillor A Roupelis Seconded: Councillor S Fateru
Vote: Agreed unanimously.
RESOLVED: To recommend that the new Youth Worker Safeguarding Policy is adopted by Full Council.

PF 012F) Proposed: Councillor R Venkatesh Seconded: Councillor V Manro
Vote: Agreed unanimously.
RESOLVED: To recommend that the new Disclosure and Barring Service Policy (DBS) Policy is adopted by Full Council.

PF 013 TELEPHONE SYSTEM

Members noted an update on the implementation of the new telephone system and Scheme of Delegation to approve some additional broadband charges. An updated quote was received from the new provider which still came in less than the other quotes received. The new cost of providing the service with additional broadband over three years will now be £9,684 rather than £8,532 and one off charges will now be £660 rather than £268. Total over three years: £10,344 instead of £8,800.

PF 014 GDPR

A report was submitted to Members who noted the new regulations required with regard to GDPR and the storage of data.

PF 015 ITEMS FOR NEXT AGENDA

Policies that require reviewing over the next few months. Any other items to be passed to the Clerk in advance of the next meeting.

PF 016 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 017 INSURANCE MATTERS

The Committee received a verbal update regarding insurance matters. A claim against the Council will not be upheld by the insurance company due to the fact that following their investigations they concluded that we were not negligent due to the fact that we had good policies and procedures in place such as risk assessments and working practices.

The meeting closed at 20.36

Chairman:

Initials: _____