

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 28th May 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, D Rodgers, R Venkatesh and R Worman.

OFFICERS:

Clerk, Georgina Morgan-Denn
Administrator, Laura Cutter

PF 01 APOLOGIES

There was one apology from Councillor A Roupelis (holiday). The apology and their reason were accepted.

PF 02 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

PF 03 PUBLIC PARTICIPATION

There were two (2) members of the public present who made no representation.

PF 04 MINUTES

Members received and approved the minutes of the Policy & Finance Committee Meeting held on Tuesday 23rd April 2019.

Proposed: Councillor V Manro

Seconded: Councillor S Heyes

Vote: Agreed with two (2) abstentions.

RESOLVED: the minutes of the Policy & Finance Committee Meeting held on Tuesday 23rd April 2019 be agreed and signed as a correct record.

PF 05 ELECTION OF VICE-CHAIRMAN OF COUNCIL

Councillor D Rodgers was proposed by Councillor S Fateru but did not receive a seconder and therefore the nomination was not carried. Councillor R Worman was proposed by Councillor Brown and seconded by Councillor R Hailstone.

RESOLVED: Councillor R Worman be nominated as Vice-Chair of the Committee.

At 7.56pm the Chairman of the Council suspended the meeting due to Councillor D Rodgers using her mobile phone during the meeting.

At 7.58pm Councillor D Rodgers left the meeting. The meeting was re-adjourned.

PF 06 COUNCILLOR REPORTS

CALLEN:

Has been approached by a resident to ask if there are any plans in place for an outdoor gym. The Clerk confirmed once Swindon Borough Council have appointed their new Solicitor, they will investigate the covenant on one area of land that has been suggested by the Amenities & Leisure Committee. A

Initials: _____

street light has been vandalised in Haydon End Lane. A large pot hole at the northern side of the Thamesdown Drive bridge. There are some overgrown hedges on the Haydon End Lane/ Mazurek Way footpath adjacent to the bus lane.

WORMAN: Grass paths have not been cut at Seven Fields. The Clerk confirmed that the Seven Fields Conservation Group had suggested the Council were cutting the Seven Fields grass too frequently therefore the Grass Team bypassed on the current schedule, this will be cut in line with the next schedule.

HAILSTONE: Swindon Borough Council's gully cleaners were cleaning the drainage on Thames Avenue. Due to the gully cleaners having to dig out debris the process is taking longer than necessary.

MANRO: Requested that Councillors give suitable suggestions of where to place the new solar CCTV so that he can report back to the Amenities & Leisure Committee. The meeting suggested that the large open space on Lyddon Way should be considered due to the recent antisocial behavior reports. Investigations are being carried out by Councillors Brown and Baker-Lee.

PF 07 CLERK'S REPORT

The Clerk reported that the Assistant Clerk has tendered her resignation. She has worked with the Council for over 13 years and will be greatly missed. Her last day with the Council will be Friday 14th June and the Clerk confirmed she would be working on a review of the office team structure to identify what the replacement role could be. The Clerk also advised the meeting that she is on annual leave for the next week so any issues should be reported to the office in her absence.

PF 08 PARISH COUNCIL BUDGET 2019/20

NOTED: the 2019/20 budget overview report.

PF 09 FINANCIAL MATTERS

PF 09.1 Income & Expenditure: **NOTED:** the Income & Expenditure Statement for April 2019.

PF 09.2 Bank Statements & Bank Reconciliations **NOTED:** the bank statements and bank reconciliations for April 2019.

PF 09.3 Banking Arrangements **NOTED:** the banking arrangements and actions arising.

Proposed: Councillor S Callen **Seconded:** Councillor V Manro

Vote: Agreed unanimously.

RESOLVED:

- 1. To remove ex-Councillors (M Whelan, E Gerrard, P Booth, D Smith) from the bank mandates**
- 2. To add Councillor V Manro and Councillor R Worman to the bank mandate**
- 3. To increase the daily limit from £25,000 to £35,000 for the Clerk and Assistant Clerk**
- 4. To add the Administration Officers to the cash withdrawal method.**

PF 10 INTERNAL AUDITOR'S REPORT

NOTED: the interim report from the Internal Auditor and actions arising.

Councillor Worman requested further information of the £1,621,600.68 total as included in the report to see if this included assets as the banking information provided to the meeting does not support this sum.

PF 11 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR THE YEAR ENDING MARCH 2019

NOTED: the AGAR timetable.

PF 12 POLICY & FINANCE COMMITTEE TERMS OF REFERENCE

The Committee considered the revised Terms of Reference (TOR) presented by the Clerk. The recommendation is to amend the current TOR to give delegated power to the committees to be able to make decisions and give delegated responsibility to the Clerk. Section 101 of the LGA 1972 gives a parish council the power to delegate decisions to a committee, subcommittee reporting to a committee or the Clerk, being the Council's Proper Officer.

The Clerk explained that a committee membership of 15 councillors was large enough to support the proposed delegated structure. The amended TOR mean that each committee will agree their minutes at the next meeting and will no longer need to note them at Full Council. It was noted that this has proven to be unnecessary administrative work and causes confusion at most meetings. It was further noted that all Councillors are sent agendas to every meeting and can read the previous minutes accessible from the councillor partition. The amended TOR further proposed the Policy & Finance Committee will be given delegated authority to sign off up to a set budget limit - £25,000 in view of the Public Contracts Regulations 2015 act.

The Clerk also confirmed a full Scheme of Delegation will be presented at the Full Council in June. Following a thorough discussion, the committee resolved to recommend the revised Terms of Reference for Full Council in June with a caveat that the budgets are restricted to £10,000 instead of the proposed £25,000.

Proposer: Councillor V Manro Seconded: Councillor S Fateru

VOTE: Agreed with (1) abstention

RESOLVED: To recommend to Full Council the amended Terms of Reference to include delegated authority to sign off expenditure up to £10k. Revised TOR and Scheme of Delegation will be considered by Full Council on 18th June 2019.

PF 13 PERSONNEL SUB-COMMITTEE TERMS OF REFERENCE

The meeting reviewed the TOR and agreed to remove the Vice-Chair of Policy & Finance from the Personnel Sub-Committee and include members of the Council with HR experience and background knowledge of how the Council operates. It was proposed a membership of six members are required in the future with a quorum of three for Personnel Sub-Committee meetings.

PF 14 PERSONNEL SUB-COMMITTEE MEMBERSHIP

The meeting agreed to continue with the current Personnel Sub-Committee membership for continuity, experience and background knowledge. Committee agreed to potentially fill the remaining vacancy in six months' time with a new councillor provided they have the required experience in HR.

Proposed: Councillor L Brown Seconded: Councillor R Venkatesh
VOTE: Agreed unanimously.

RESOLVED: for the following to be members of the Personnel Sub-Committee: Councillors S Callen (Chair), L Brown, V Manro, E Baker-Lee, R Hailstone and S McDermott.

PF 15 GDPR Update

NOTED: the GDPR update and for the DPOs to submit a report bi-monthly to the Committee for Council to progress.

PF 16 FINANCIAL REGULATIONS & AUTHORISATION LIMITS

NOTED: the revised Financial Regulations with authorisation limits will be deferred to June committee meeting.

PF 17 ITEMS FOR THE NEXT AGENDA

- Savings Proposals
- Financial Regulations Review

The meeting resolved to bring forward Agenda item 21

PF 18 PLANNING APPLICATION - S/HOU/19/0638 RACH

The meeting reviewed a time sensitive planning application.

RESOLVED: No objection

PF 19 EXCLUSION OF PUBLIC AND PRESS

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: Insurance Claim.

PF 20 INSURANCE CLAIMS

NOTED: the ongoing insurance claims.

The meeting closed at 9.07pm

Chairman:

Initials: _____