

## Finance & Policy Committee

13<sup>th</sup> July 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 19<sup>th</sup> July 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 18<sup>th</sup> July 2022.

Yours sincerely

***Georgina Morgan-Denn***

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

### AGENDA

- 1. Apologies**  
To receive and note.
- 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 21<sup>st</sup> June 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. Financial Reports**

  - A) To note the monthly Income & Expenditure Report for June 2022 (attached)
  - B) To receive the Bank Statements and Bank Reconciliations for June 2022 (attached)
  - C) To approve the Payment Schedule for July 2022 (to follow)
  - D) To receive 22/23 Q1 budget comparisons (attached)
  - E) To receive the Q1 EMR report (attached).
- 9. Budget monitoring**  
To discuss the methods being introduced to monitor the 3-year budget.
- 10. Banking Arrangements**  
To receive a report to consider changing the Council's current banking arrangements (attached).
- 11. Policy Updates**  
To recommend to Full Council amendments to the following policies:

  - A) Training & Development
  - B) Expenses & Subsistence – to consider revising the mileage rate from HMRC's rate of 0.45p per mile to 0.95p per mile to reflect current fuel prices. Next review date January 2023 (attached).
- 12. Defibrillator Donation**  
To receive further details concerning the Redeemed Christian Church of God (Christ's Love Assembly), Swindon's offer to donate a defibrillator to the community.
- 13. Swindon Borough Council / HWPC Public Open Space Transfers (POS)**  
To consider the legal advice received to progress the following POS transfers:

  - A) Havisham Drive Deed of Covenant
  - B) Lilian Close Deed of Covenant
  - C) Luna Close Deed of Covenant
  - D) White Eagle Deed of Covenant
  - E) Muzurek Deed of Covenant
  - F) Voyager Deed of Covenant
  - G) Various POS Lease (attached).
- 14. Councillor Resignation from Committee**  
To note Councillor E Baker Lee is resigning from the Finance & Policy Committee. As Vice Chairman of the Council *ex-officio* attendance, with voting rights, remain in the event of the Committee not being quorate.



- 15. Purchase Order Module on Rialtas Software**  
To consider introducing the above module onto the Council's financial management software (attached).
- 16. Allotment/Leisure Garden Rates – Annual Review**  
To recommend to Full Council the 2022 rates for Allotment/Leisure Garden Rates (attached).
- 17. Items for the Next Agenda**  
To be sent to the Chief Officer in advance of the next meeting 16<sup>th</sup> August 2022.
- 18. 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.
- 19. Accident Reporting**  
To note an accident that has been reported recently.

**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.**