

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 23<sup>rd</sup> July 2019 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

### **ATTENDANCE**

**MEMBERS:** Councillors R Worman (Chairman), L Brown, S Fateru, J Fuller, R Hailstone, V Manro, S Heyes, A Roupelis, and R Venkatesh

**OFFICERS:** Clerk, Georgina Morgan-Denn  
Administrator, Sandra Kelly

**ALSO PRESENT:** Councillor S McDermott

### **PF 34 APOLOGIES**

Apologies were received from Councillor D Rodgers (Holiday) and S Callen (Holiday). Their apologies and reasons were accepted.

### **PF 35 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **PF 36 PUBLIC PARTICIPATION**

There were no members of the public present.

### **PF 37 CHAIRMAN'S ANNOUNCEMENTS**

Reminded those present that any contact with Media should be as written down with our Media Policy. The Chairman read out a statement written to the press with regard to a recent incident involving an ex-Councillor.

### **PF 38 MINUTES**

Members received and approved the minutes of the Policy & Finance Committee Meeting held on Tuesday 25<sup>th</sup> June 2019.

**Proposed: Councillor V Manro    Seconded: Councillor R Venkatesh**  
**Vote: Agreed with two (2) abstentions.**

**RESOLVED:** the minutes of the Policy & Finance Committee Meeting held on Tuesday 25<sup>th</sup> June 2019 be agreed and signed as a correct record.

### **PF 39 COUNCILLOR REPORTS**

There were no Councillor reports.

### **PF 40 WILTSHIRE INFORMATION SHARING CHARTER**

Members discussed the Charter and considered if it was something the Parish Council would be interested in participating in. The aim of the Charter is to share information with local authorities and with GDPR this will speed up data sharing. In addition, it will speed up sharing resident enquiries with the Borough Council. Swindon Borough Council is in the process of adopting it and other local parish councils could be considering it. For it to be fully effective all Swindon parishes should join. It was suggested this Council delays a decision for six months, assess who else in Swindon joins it and the Clerk will raise at the Clerk's forum. There is no timeline by which we have to commit to the Charter.

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**Proposed: Councillor L Brown    Seconded: Councillor S Heyes**  
**Vote: Agreed unanimous.**  
**RESOLVED:** To postpone a decision, to monitor take up and progress.

*Councillor S McDermott joined the meeting.*

**PF 41 CLERK'S REPORT**

**PF25** (L Brown): Fly tipping at Charmind Close – letter sent to residents requesting their co-operation in not flytipping. Advice sought from SBC who confirmed that fly tipping of garden waste is not allowable and is an offence.

**PF25** (R Worman): Badges for Councillors – costs are being further investigated and an order will be placed soon.

**PF26** Banking update: forms for amending signatories and changing the primary user have both been returned by the bank and require re-submitting. They have been sent back off.

**PF32** Management Information: the Q1 & Q2 quarterly reporting format will be brought to October meeting so that comparisons can be made between the quarters.

**Vexatious issue:** resident is bombarding the office with emails reporting flyposting and graffiti on utility boxes. Council does not receive reports of this nature from any other Parish residents so it obviously is an issue to only one person in the Parish. These constant reports have become time consuming for staff and are a wasteful use of resources for the POST - as many issues are not under our control. Committee to give approval to write to the resident asking that they desist from reporting these minor issues and to send a copy of the habitual & vexatious complainant policy in support of the request. Definition of habitual or vexatious complainants: The repeated and/or obsessive pursuit of:  
(i) Unreasonable complaints/enquiries and/or unrealistic outcomes.

*Committee agreed for Clerk to write to resident.*

**PF 42 General Data Protection Regulation (GDPR)**

Members received a verbal report from the Administrator - the planned CCTV training will provide further information and processes that need to be included in the Privacy Policy. Currently the Data Protection Officers (DPOs) are focusing on the community bus users to ensure that all of the current users have given their approval to hold their details. In all that we do, we constantly consider any GDPR requirements that may affect an activity or service we provide.

**PF 43 LAPTOP QUOTATION**

An amended quotation which exceeds the previously agreed amount of £1,000 (Minute Ref: FC 52) for the new office laptop was presented. The quotation is competitive with similar laptops of this specification and includes our IT suppliers' cost to install the laptop onto our server.

**Proposed: Councillor R Hailstone    Seconded: Councillor L Brown**

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**Vote: Agreed with one (1) abstention.**

**RESOLVED:** To increase the limit for the purchase of a new office laptop and supporting package to £1,123 (excluding VAT and delivery).

**PF 44 CCTV TRAINING**

Members were provided with costs for CCTV training for the Clerk, one Administrator and one Councillor, to total of £1,308. Cllr V Manro volunteered to undertake the training. Cost includes personal CCTV SIA licenses for all attendees, which last for three years.

**Proposed: Councillor L Brown    Seconded: Councillor A Roupelis**

**VOTE: Agreed unanimously.**

**RESOLVED:** To propose Cllr Manro plus Clerk and an Administrator to attend the training course and 3-year licenses at a cost of £1,308 for three attendees.

**PF 45 ELECTION FUND REDISTRIBUTION**

Committee received a proposal from Councillors V Manro and S Heyes to redistribute any surplus funds in the election budget to the Grounds Maintenance Contract nominal code: 4522/307 to offset any anticipated overspend with regard to hedge cutting. As the election on the Haydon End side of Haydon Wick went uncontested a percentage will not be paid to Swindon Borough Council and remain in Haydon Wick Parish budget. This would leave approximately £5,000 surplus based on the annual budget.

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

**RESOLVED:** To vire £5,000 from the Election budget to the Parks & Open Spaces budget, Grounds Maintenance Contractor (nominal code: 4522/307).

**PF 46 EXCLUSION OF PUBLIC & 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: Staffing & Contractual.

**PF 47 MAGAZINE DISTRIBUTION COST**

Councillor S McDermott provided the Committee with two proposals and costings for an alternative magazine distributor.

**Proposal 1** - for the Winter Issue we use Positive Media to deliver the magazine at a cost of £740.

**Proposed: Councillor L Brown    Seconded: Councillor V Manro**

**RESOLVED:** Confirming the delivery is standalone Positive Media shall deliver the Winter issue of the magazine at a cost £740.

**Proposal 2** - research other local companies to deliver the magazine from Spring 2020 onwards.

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

**RESOLVED:** To research three quotations to deliver the magazine from Spring 2020.

*Councillor S McDermott left the meeting.*

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**PF 48 REGULAR SUPPLIERS**

Members noted a list of regular suppliers that the Council use for goods and services during the financial year 2019-2020. Members requested the duplicate entries be removed and rename the document Preferred Suppliers.

**Proposed: Councillor L Brown      Seconded: Councillor A Roupelis**

**RESOLVED:** To note the approved supplier list and to approve continuing to use the suppliers identified in the list Haydon Wick Parish Council Regular payments list 23 July 2019 for the financial year 2019-2020.

**PF 49 INTERNAL AUDITOR REPORT 2018/19**

Committee noted the internal auditor's report for year ended 31 March 2019 and agreed to recommendations arising.

**Proposed: Councillor R Hailstone      Seconded: Councillor J Fuller**

**VOTE: Agreed unanimously.**

**RESOLVED:** To accept the internal auditor's report for year ended 31 March 2019 and agreed to the recommendations arising.

**PF 50 INTERNAL AUDITOR APPOINTMENT 2019/20**

The Clerk recommended the current internal auditor be appointed for the financial year ending 31 March 2020. Members were provided CVs from Bridget C Bowen (the 2018/19 internal auditor) and her associate Tim Light together with a quotation for their fees for the financial year ending 31 March 2020.

**Proposed: Councillor R Hailstone      Seconded: Councillor J Fuller**

**VOTE: Agreed unanimously.**

**RESOLVED:** To appoint Bridget C Bowen and Tim Light as the Council's internal auditors for the financial year ending 31 March 2020 cost of £1,000.

**PF 51 FINANCIAL MONITORING**

Members noted the income and expenditure report for month three (June 2019).

**PF 52 MEMBERS CODE OF CONDUCT 2019**

Members received the revised Members' Code of Conduct for recommendation to Full Council.

**Proposed: Councillor V Manro      Seconded: Councillor R Venkatesh**

**Voted Agreed unanimously.**

**RESOLVED:** To recommend that Full Council adopts the Members' Code of Conduct revised 2019.

**PF 53 PARISH COUNCIL STRATEGY**

Committee was asked to review the existing Council strategy 'Shaping the Future' which expires in 2020. It was suggested the Chairs Advisory Working Party meets to discuss the Council's future plans. This working party group comprises Chairs of Committees, the Chairman and the Vice Chairman of the Council. The meeting discussed how each committee will feed into the final report and costings will need to be considered by Policy & Finance Committee.

**Proposed: Councillor L Brown      Seconded: Councillor V Manro**

**Voted Agreed unanimously**

**RESOLVED:** To convene the Chairs Advisory Working Party comprising of Chairs of Committees, Chairman and Vice Chairman of the Council in order to look at the current and future parish council strategy.

**PF 54 MEETING ETIQUETTE AND PREDETERMINATION**

Members received the amendments to the briefing document concerning meeting etiquette and predetermination. The meeting recommended the following to Full Council: *Mobile phones are not permissible as a viewing device. If the Member has no other device for viewing documents, then paper versions will be made available. Telephony and messaging functions on mobile phones should be disabled during meetings.* It was further suggested that mobile devices for viewing documents should have a screen over seven inches in diameter. Councillor Manro offered to investigate the practicalities of all Councillors being issued with an electronic device for accessing their meeting papers.

**Proposed: Councillor A Roupelis    Seconded: Councillor S Fateru  
Voted Agreed unanimously**

**RESOLVED:** To recommend the following amendments to the Meeting Etiquette and Predetermination document and to take to Full Council for approval: *Mobile phones are not permissible as a viewing device. If the Member has no other device for viewing documents, then paper versions will be made available. Telephony and messaging functions on mobile phones should be disabled during meetings.*

**PF 55 EXCLUSION OF PUBLIC & 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 and Financial Matters.

**PF 56 INSURANCE**

The Administrator gave a verbal update on the current situation regarding claims against the Council and the Council's Insurance Broker has made contact with the three claimants who sustained damage to their property by the previous hedge cutting contractors.

**PF 57 BANKING ARRANGEMENTS**

The meeting noted the Administrator's verbal update concerning the current situation regarding banking arrangements. Delays caused by the bank's inefficiencies has resulted in it being necessary to seek written authorisation from the previous Assistant Clerk to use her login details to carry out banking business. Additionally until the primary user has been changed it is not possible to progress reducing the banking limits for the Administrators and updating the authorized signatories list is still in progress.

The meeting closed at      9.30pm

**Chairman:** \_\_\_\_\_

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