

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 27th August 2019 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDANCE

MEMBERS: Councillors S Callen (Chairman), R Worman, V Manro, L Brown, J Fuller, R Hailstone, S Heyes, and D Rodgers

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

ALSO PRESENT: Councillor A John

PF 58 APOLOGIES

Apologies were received from Councillors R Venkatesh (holiday), S Fateru (holiday) and A Roupelis (work commitment). Their apologies and reasons were accepted.

PF 59 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

PF 60 PUBLIC PARTICIPATION

There were no members of the public present.

PF 61 CHAIRMAN'S ANNOUNCEMENTS

Thanked Councillor Worman for chairing last meeting.

PF 62 MINUTES

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

Proposed: Councillor V Manro Seconded: Councillor R Worman

Vote: Agreed unanimously

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

PF 63 COUNCILLOR REPORTS

Councillor R Hailstone raised a query of a grant received by St Andrews Parish Council to buy a piece of land. The meeting heard this could be as a result of S106 monies. Councillor S Heyes was asked to investigate further if there are any outstanding S106 grants due to Haydon Wick Parish Council.

PF 64 CLERK'S REPORT

Outstanding payment: Advised meeting of expenditure which took place in the financial year 2018-19 has come out of this current financial year. Cost £610.31 (excluding VAT) relates to parts and repairs to a bus shelter affecting Parks & Open Spaces/Bus Shelters and Repairs (307/4200).

Flytipping: letter sent to residents requesting their co-operation in not flytipping and advice from SBC confirmed fly tipping of garden waste is not allowable and is an offence.

Banking update: forms for amending signatories and changing the primary user have both been returned by the bank for resubmitting - which has now been done.

Initials: _____

Financial Scrutiny: Q1 and Q2 will come to October meeting so that comparisons can be made.

Van damage: damage to SF16 which has been passed to our insurance brokers.

PF 65 FINANCIAL RISK ASSESSMENT

Members considered the draft Financial Risk Assessment to recommend to Full Council. Following discussion, actions for the Officer are to investigate what Minutes are held by Wiltshire County Council and whether the Council should send more to them. To add Trustee obligations to the Risk Assessment (Bowls Club, King George V) and to collate the Risk Assessment actions into a separate plan and give them completion dates.

Proposed: Councillor L Brown Seconded: Councillor J Fuller

Vote: Agreed unanimously

RESOLVED: To recommend to Full Council in October 2019 the draft Financial Risk Assessment.

PF 66 DOCUMENT RETENTION POLICY

Members considered the draft Document Retention Policy to recommend to Full Council. It was agreed to be consistent with the retention of all financial records at six years. In response to Freedom of Information Requests it is permissible to state the information is no longer available if the information they are looking for has been destroyed as per the Retention Policy. There was a query whether Asbestos cases should be kept longer than the ACAS guideline of 40 years - suggesting 50 years may be more appropriate. Officer to investigate.

Proposed: Councillor S Heyes Seconded: Councillor V Manro

Vote: Agreed unanimously

RESOLVED: To recommend to Full Council in October 2019 the draft Document Retention Policy.

PF 67 FLYPOSTING POLICY

The meeting considered a draft Flyposting policy for Full Council's adoption. It was noted that the Council does already have processes to manage this issue but no formal policy has been adopted by Full Council.

Proposed: Councillor V Manro Seconded: Councillor S Heyes

VOTE: Agreed unanimously.

RESOLVED: To recommend to Full Council in October 2019 the draft Flyposting Policy.

PF 68 FINANCIAL MONITORING

Members noted the income and expenditure report for month four (July 2019). Further breakdown for expenditure was requested for the Subscriptions code (101/4215), Play Equipment Repairs (302/4305) and Grass Cutting Machinery Maintenance (307/4515). To find out when FIT payments will be received.

PF 69 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: Sensitive Nature.

PF 70 PROTOCOL ON MARKING THE DEATH OF A SENIOR NATIONAL FIGURES

Members received an advisory briefing note that the Clerk had received from the National Association of Local Councils (NALC) in relation to the 'Bridges' guidance. after discussion the Community Engagement Group will review and draw up a protocol for Council approval. In the meantime, should a situation arise standard protocol will be implemented and follow SBC's lead.

The meeting closed at 8:40pm

Chairman: _____

Initials: _____