

## POLICY & FINANCE COMMITTEE

17<sup>th</sup> July 2019

**To: All members of Policy & Finance Committee**

Councillors S Callen (Chairman), L Brown, S Fateru, J Fuller, R Hailstone, V Manro, S Heyes, D Rodgers, A Roupelis, R Venkatesh and R Worman.

**To: All other Haydon Wick Parish Councillors**

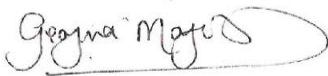
Dear Councillor,

You are summoned to a meeting of Haydon Wick Parish Council which will be held at the Parish Council Offices, Thames Avenue, Haydon Wick SN25 1QQ on **Tuesday 23<sup>rd</sup> July 2019 at 7.30pm.**

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.

Yours sincerely



**Georgina Morgan-Denn BA (Hons), PSLCC**  
Clerk to Council

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### AGENDA

- 1. Apologies**  
To receive and approve.
- 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 Policy & Finance Committee meeting held on 25<sup>th</sup> June 2019 (attached).
- 6. Councillor Reports**  
To receive reports from Councillors. For information only.

- 7. Wiltshire Information Sharing Charter**  
To receive information regarding the [Wiltshire Information Sharing Charter](#) and to consider participating.
- 8. Clerk's Report**  
To update on issues and actions since the last meeting that do not appear on the agenda. For information only.
- 9. GDPR Update**  
To receive a verbal update on GDPR progress.
- 10. Laptop Quotation**  
To approve a revised laptop quotation which exceeds the agreed £1,000 Delegated Authority limit (minute ref FC 52).
- 11. CCTV Training**  
To note the cost for CCTV training. Attendees to be Clerk, an Administrator and one Councillor (minute ref PF 31).
- 12. Election Budget Fund redistribution**  
To receive a proposal from Councillors Manro and Heyes to redistribute the unspent election budget (attached).
- 13. Magazine Distribution Cost**  
To consider the magazine distribution cost (tabled).
- 14. Regular Payments**  
To note the Parish Council's regular payments.
- 15. Internal Auditor Report 2018/19**  
To consider the Internal Audit Report for year ended 31 March 2019 and actions arising (attached).
- 16. Internal Auditor Appointment 2019/20**  
To receive a quotation to appoint the Internal Auditors for the year ending 31 March 2020.
- 17. Financial Monitoring**  
To receive a budget report for Month Three - June 2019 (attached).
- 18. Members' Code of Conduct 2019**  
To consider and recommend to Full Council the revised Members' Code of Conduct (attached).
- 19. Parish Council Strategy**  
To review the existing Council strategy 'Shaping the Future' and to consider forming a Strategic Working Party comprising Chairs of Committees, Chairman and Vice Chairman. Hard copies of the strategy document available on request.
- 20. Meeting Etiquette and Predetermination**  
To receive and consider any amendments to the briefing document concerning Meeting Etiquette and Predetermination (attached).

**21. 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: Insurance & Financial Matters.

**22. Insurance**

To receive a verbal update on the current insurance claims.

**23. Banking Arrangements**

To receive a verbal update concerning banking arrangements.

*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 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.*