

## Finance & Policy Committee

10<sup>th</sup> August 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, 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 16<sup>th</sup> August 2022 at 20:00 to be held in the 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 15<sup>th</sup> August 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 19<sup>th</sup> July 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 July 2022 (attached).  
B) To receive the Bank Statements and Bank Reconciliations for July 2022 (attached).  
C) To approve the Payment Schedule for August 2022 (to follow).
- 9. Internal Audit Working Party 26<sup>th</sup> July 2022 Recommendations**  
A) That Supplier B is appointed as the Internal Auditor for 2022/2023.  
B) To note the quarterly Payments Audit process.  
C) To note three (3) Councillors will complete the first Payments Audit process by the end of August 2022 (attached).
- 10. CCLA Interest Information**  
To note the CCLA Public Sector Deposit Fund interest rate information (attached).
- 11. Policy Updates**  
To recommend to Full Council revisions to the following policies:  
A) Flag Hoisting Policy (attached).  
B) Bin Policy (attached).  
C) Complaints Procedure (attached).  
D) Finance & Policy Committee Terms of Reference (attached).
- 12. Freedom of Information (FOI)**  
To note FOI request regarding the cost of play equipment (attached).
- 13. Items for the Next Agenda**  
To be sent to the Chief Officer in advance of the next meeting 20<sup>th</sup> September 2022.
- 14. 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: Contractual.
- 15. Haydon Wick Living Distribution**  
To receive a report detailing issues with the magazine distributor (tabled).



**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.**