

HAYDON WICK PARISH COUNCIL

Minutes of the formal Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 17th August 2021 at 7.45pm

The meeting commenced at 20.00hrs and the Chair apologised for the delay due to a logistical issue.

ATTENDANCE

MEMBERS: Councillors L Rhys-Jones (Chair), R Hailstone, S Heyes, V Manro, D Rodgers and S McDermott.

OFFICERS: Chief Officer, Georgina Morgan-Denn
Deputy Clerk & Services Manager, Laura Cutter
Senior Administrator, Jill Sharp

FP 031 APOLOGIES

Apologies were received and accepted from Councillors S Heyes, S Callen, A Roupelis (Personal commitments) and S Fateru (Work commitments).

FP 032 DECLARATIONS OF INTEREST

There were no declarations of interest.

FP 033 PUBLIC PARTICIPATION

There were two (2) members of the public present of whom only 1 made representation to the committee:

Report 9b should be amended from 10b on the sheet to 9b. Also, would it not be better to transfer funds into a higher interest account, with particular focus on the £68,000 Election fund? Chief Officer advised that the Council is awaiting the start of the new Finance and Administration Officer on the 1st September when future investments will be discussed as soon as possible.

FP 034 CHAIRMAN'S ANNOUNCEMENTS

Reminded members that this evening's meeting was being live streamed to the Council's Facebook page and if any relevant questions relating to an item on the agenda were received the Chairman could consider suspending Standing Orders to read any questions presented

FP 035 COMMITTEE MEMBERSHIP

Members accepted the addition of Councillor S McDermott to the Finance & Policy Committee.

FP 036 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 20th July 2021 and the minutes signed.

Proposed: Councillor D Rodgers Seconded: Councillor V Manro

Vote: Agreed unanimously with one (1) Abstention.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 20th July 2021 and the Chairman signed the minutes.

FP 037 COUNCILLORS REPORTS

None

FP 038 CHIEF OFFICER'S REPORT

Informed Members the External Auditor has confirmed receipt of the Council's AGAR (Annual Return).

FP 039 FINANCIAL MATTERS

A. Members received and noted the Income & Expenditure Reports for Month 4 – July 2021. Query at Parks & Open Spaces Committee with regards to fuel for grass cutting, the Deputy Clerk confirmed that level of expenditure is consistent with previous years (20/21 – 40.7%, 20/21 33.9% and 19/20 55.5%) and as it is a seasonal expenditure. It was noted that the budget has reduced from £3,000 in 2020/2021 to £2,000 in 2021/2022.

B. Received and noted the Bank Statements and Bank Reconciliations for July 2021.

C. Members received the payment schedules for July/August 2021 under purchase daybook references 1652-1692 and cashbook reference 261. The total payments for approval were £59,866.12.

Proposed: Councillor D Rodgers Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: For the payment schedule July/August 2021 under purchase daybook references 1652-1692 and cashbook reference 261. The total payments were £59,866.12.

D. Item was moved to FP 045.

FP 040 COMMUNITY VENUE HIRE

Members discussed the consideration of giving the Chief Officer delegated authority to allow up to two (2) hours free of charge venue hire for community and charitable benefit e.g., police surgeries, charity awareness and fundraising events. After discussion Members agreed approval that the Chief Officer will have authority to allow free of charge hire to the emergency services. Charitable groups and fundraising hire will be considered via the Council's Community Grants Scheme.

Proposed: Councillor D Rodgers Seconded: Councillor V Manro

Vote: Agreed unanimously

RESOLVED: To give the Chief Officer delegated authority to allow up to two (2) hours free of charge venue hire the for emergency services. Charitable groups and fundraising venue hire will be considered via the Council's Community Grants Scheme.

FP 041 CCTV POLICY

Members agreed to the addition in the policy to permit the Council's Security Contractors to view the CCTV footage under strict control measures – Ref 1.5.10 on page 10.

Proposed: Councillor S McDermott Seconded: Councillor V Manro

Vote: Agreed Unanimously

RESOLVED: To update CCTV policy 1.5.10 to allow the Council's Security Contractors to view the CCTV footage under strict control measures.

FP 042 SKATEPARK AUDIT

Members noted the skate park audit report that the costs were within budget. The time scale had been extended it was acknowledged that this was due to the COVID 19 conditions. Councillor V Manro commented favorably on the report.

FP 043 ITEMS FOR THE NEXT AGENDA

Website & Rebranding Project Audit – October
Future Investments - October.
Review venue hire rates – October
Review all other income items (note Leisure Gardens rates falls within Parks & Open Spaces remit) – November onwards.

FP 044 EXCLUSION OF PRESS & PUBLIC

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: Confidential.

Members of the public left the meeting at 21.00.

Item 9 D) not discussed under Financial Matters

FP 045 CASTLE WATER DIRECT DEBIT

Members approved a Direct Debit for Castle Water and was signed.

Proposed: Councillor S McDermott Seconded: Councillor D Rodgers

Vote: Agreed unanimously

RESOLVED: Members approved a Direct Debit for Castle Water and duly signed.

FP 046 INSURANCE MATTERS

Members were given a verbal update with regards to current insurance matters and cases outstanding are:

- 1. Damaged wall (1).** Insurance company arranging a surveyor to conduct an independent site visit.
- 2. Damage to wall (2).** No formal claim has been received by our insurers and they have closed the case.

FP 047 ACCIDENT REPORTING

Two accidents involving employees were reported. To mitigate against future accidents the team will be reminded, in their next toolbox training session, of future actions they should take.

The meeting closed at 21:08.

Chairman:

Initials: _____