

POLICY & FINANCE COMMITTEE

20th August 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 27th August 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

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

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 23rd July 2019 (attached).
- 6. Councillor Reports**
To receive reports from Councillors. For information only.

7. Clerk's Report

To update on issues and actions since the last meeting that do not appear on the agenda. For information only.

8. Financial Risk Assessment

To consider a draft Financial Risk Assessment to recommend to Full Council (to follow).

9. Document Retention Policy

To consider a draft Document Retention Policy to recommend to Full Council (to follow).

10. Flyposting Policy

To consider a draft Flyposting Policy to recommend to Full Council (tabled).

11. Financial Monitoring

To receive a budget report for Month Four - July 2019 (attached).

12. 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: Sensitive Protocol.

13. Protocol on Marking the Death of a Senior National Figure

To receive a briefing note from the National Association of Local Councils (NALC) regarding the 'Bridges' guidance (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 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.