

HAYDON WICK PARISH COUNCIL

Minutes of the formal Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 19th October 2021 at 8.00pm.

ATTENDANCE

MEMBERS: Councillors S Callen (Chairman), V Manro, R Hailstone, S Fateru, and S McDermott

OFFICERS: Chief Officer/Clerk & RFO, Georgina Morgan-Denn

FP 065 APOLOGIES

Apologies were received and accepted from Councillors A Roupelis, L Rhys-Jones (work commitments) and D Rodgers and S Heyes (personal commitments).

FP 066 DECLARATIONS OF INTEREST

There were none.

FP 067 PUBLIC PARTICIPATION

There was one (1) member of the public who made representation on a number of matters. Comments relating to the Bank Reconciliation which the Chief Officer will respond to the resident directly. If Council used £100k would that affect our reserves. Confirmed we would take financial advice. Enquired if the transfer into investments fees are annual or one off. Raised if Council has considered the risks of long term investment and if we would use an alternative method instead of investing – suggesting assessing what efficiencies have been made each year. Further clarification was sought and suggested using broad statements to residents such as no rises to precept for x years.

FP 068 CHAIRMAN'S ANNOUNCEMENTS

There were none.

FP 069 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 21st September 2021 and the minutes signed.

Proposed: Councillor S McDermott Seconded: Councillor S Fateru

Vote: Agreed with two (2) Abstentions.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 21st September 2021 and the Chairman signed the minutes.

FP 070 COUNCILLORS REPORTS

There were none.

FP 071 CHIEF OFFICER'S REPORT

Nothing to report.

FP 072 FINANCIAL MATTERS

FP 072A A) Members received and noted the Income & Expenditure Reports for Month 6 – September 2021

FP 072B B) Members received and noted the Bank Statements and Bank Reconciliations for September 2021

Initials: _____

FP 072C C) Members considered the September/October 2021 expenditure The total payments for approval were £71,137.82.

Proposer: Councillor S Callen Seconder: Councillor S McDermott

Vote: Agreed Unanimously.

RESOLVED: Members approved September/October 2021 expenditure under purchase daybook references 1776-1825 and cashbook reference 263. The total payments for approval were £71,137.82.

FP 072D D) Members received and noted the EMRs report.

FP 073 INTERNAL AUDIT SERVICES 2021-22 APPOINTMENT

Members received and noted a verbal update from the Chief Officer which confirmed the current Internal Auditor (IA) had been reappointed following a comparison of prices. Despite the current IA not being the lowest quotation, the Chief Officer confirmed they were familiar with the Council's processes and as this would be the first audit at Haydon Wick for the new Finance Officer/Deputy RFO the Chief Officer wanted continuity for next year's audit. It was a comparison of the market would take place earlier next year.

FP 074 INVESTMENTS

Members received a report to consider further investments for Full Council to consider on the 26th October 2021. After discussion the following recommendations were agreed.

Proposed: Councillor S McDermott Seconded: Councillor V Manro

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council on 26th October 2021:

- **To appoint up to three Councillors to form an Investment & Banking Working Party who will progress an investment recommendation by the next Finance & Policy Committee.**
- **To appoint the recommended Financial Advisers to assist the Working Party. Further details of their fees will be considered.**

FP 075 PUBLIC WORKS LOAN BOARD

Members received a report and noted a model Public Works Loan Board application for an illustrative borrowing option of £250,000 for the proposed Grounds Maintenance Facility.

FP 076 FUTURE BUDGET

Members received an update from the Chairman following the first budget working party meeting held today. He confirmed that the Community Development Committees still need to input their budget aspirations. And raised how significant decisions concerning the funding of the Grounds Maintenance Facility will affect our investment decisions and ultimately the budget/parish council tax (the precept) to set next year.

FP 077 CHRISTMAS OPENING HOURS

Members received and noted the report which confirmed the following Christmas working/office hours:

FP 078 POLICY UPDATES

FP 078A Proposed: Councillor R Hailstone Seconded: Councillor S McDermott

Vote: Agreed Unanimously.

RESOLVED: To recommend the Investment Policy, as presented.

Initials: _____

FP 078B **Proposed: Councillor S Callen** **Seconded: Councillor S Fateru**
Vote: Agreed Unanimously.
RESOLVED: To recommend the GDPR Policy, as presented.

FP 079 **ROOM HIRE**
Members noted the report concerning room hire rates and a temporary rate while the smaller meeting room is being refurbished. After discussion, members agreed to the following:
Proposed: Councillor S McDermott **Seconded: Councillor V Manro**
Vote: Agreed Unanimously.
RESOLVED: To implement a temporary £10 hire fee for the new downstairs meeting room for up to two (2) hours hire as an introductory offer until 1st April 2022. To continue the £10 for up to two (2) hours hire for the Homeground Doctors Surgery to hold their weekly team briefings until further notice.

FP 080 **WEBSITE AND BRANDING PROJECT AUDIT**
Members noted the report asked the Officers to ensure the next steps were undertaken and to keep the content regularly updated.

Councillor S Fateru left the meeting at 21.05 and returned at 21.07.

FP 081 **SWINDON BOROUGH COUNCIL'S COUNCILLOR GIFTS AND HOSPITALITY POLICY**
Members discussed the Borough Council's guidance document. It was suggested that by adopting an equivalent policy it will raise awareness and remind members how to process any potential gifts and hospitality which will ensure full transparency. The Chief Officer confirmed she would check the Staff Handbook and Policies contained similar guidance.
Proposed: Councillor R Hailstone **Seconded: Councillor V Manro**
Vote: Agreed Unanimously.
RESOLVED: To recommend to Full Council to adopt a implement a Gifts & Hospitality Policy, as presented following a HWPC rebrand.

FP 082 **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.

Member of the public left meeting.

FP 083 **DEMOCRATIC SERVICES & GOVERNANCE TEAM (DG>) OFFICE MOVE**
There were no quotations to review.

The meeting closed at 21.13. Chairman:

Initials: _____