

Finance & Policy Committee

14th September 2021

To: All members of the Finance & Policy Committee

Councillors: S Callen, S Fateru, R Hailstone, S Heyes, V Manro, L Rhys-Jones (Chair), D Rodgers and A Roupelis.

To: All other Haydon Wick Parish Councillors

Dear Councillor,

You are summoned to a formal meeting of the Haydon Wick Parish Council Finance & Policy Committee on Tuesday 21st September 2021 at 19:45 to be held in the Council Chamber, Parish Council Officers, 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 no later than 12.00pm on Monday 20th September 2021.

Yours sincerely

Georgina Morgan-Denn

**Georgina Morgan-Denn BA (Hons), FSLCC
Chief Officer/Clerk & RFO**

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 meeting held on the 17th August 2021.

6. Councillor Reports

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

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. Finance & Policy Committee Meeting Time

To consider changing the start time of Finance & Policy Committee to 8.00pm to enable a changeover of meetings following the earlier Planning & Highways Committee meeting.

9. Financial Matters

- A) To receive the Income & Expenditure Reports for Month 5 – August 2021 (attached).
- B) To receive the Bank Statements and Bank Reconciliations for August 2021 (attached).
- C) To approve the Payment Schedule for August/September 2021 (tabled).
- D) To add the Finance & Administration Manager/Deputy RFO to the bank mandate as an authorised user of online and telephone banking. To set the Officer's daily internet banking limit at £500, as per Council's financial authorisation limits.
- E) To note the 2020-21 CIL Payment of £11,980.24 will be paid in this financial year (attached).

10. Annual Governance & Accountability Return (AGAR) for the year ended 31st March 2021

To note the clean audit report from the External Auditors and Notice of Conclusion both to be published before 30th September 2021.

11. Internal Audit Services 2021-22 Appointment

To consider and appoint the Internal Auditor for the supply of Internal Audit Services for 2021-22 (attached).

12. Policy Updates

To consider and agree the following updates:

- A) Leisure Gardens Terms & Conditions – recommended by POS Committee-minute referenced POS 082.
- B) Community Grants.

13. Legal Matters

To receive a verbal update concerning legal matters and to consider any recommendations arising.



14. GDPR Matters

To receive a verbal update concerning GDPR matters and to consider any recommendations arising.

15. Items for the Next Agenda

To be sent to the Chief Officer in advance of the next meeting 19th October 2021.

16. 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: Commercial Information & Confidential.

17. Insurance Matters

To receive a verbal update on current insurance matters.

18. Democratic Services & Governance Team (DS>) Office Move

To receive an update on the DS> office move and to consider any quotations for work (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.