

HAYDON WICK PARISH COUNCIL

Minutes of the formal Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 21st September 2021 at 7.45pm

ATTENDANCE

MEMBERS: Councillors L Rhys-Jones (Chair), V Manro, S Heyes, S McDermott, and S Fateru

OFFICERS: Chief Officer, Georgina Morgan-Denn
Finance & Administration Officer/Deputy RFO, Emma Till
Senior Administrator, Jill Sharp

The meeting started at 19.48.

FP 048 APOLOGIES

Apologies were received and accepted from Councillors A Roupelis (Work Commitments), R Hailstone, D Rodgers and S Callen (Personal commitments).

FP 049 DECLARATIONS OF INTEREST

Councillor V Manro declared an interest in some of the Financial Matters.

FP 050 PUBLIC PARTICIPATION

There was one (1) members of the public present who asked for an update regarding a previous request to add interest rates and withdrawal information to the future bank reconciliations. Chief Officer advised the Council that it was an item for the new Finance and Administration Officer to implement as soon as possible.

FP 051 CHAIRMAN'S ANNOUNCEMENTS

Will not be able to attend in October 21 meeting due to personal commitments.

FP 052 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 17th August 2021 and the minutes signed.

Proposed: Councillor S Heyes Seconded: Councillor V Manro

Vote: Agreed with One (1) Abstention.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 17th August 2021 and the Chairman signed the minutes.

FP 053 COUNCILLORS REPORTS

None

FP 054 CHIEF OFFICER'S REPORT

1. Full Council agenda and pack of supporting papers have been circulated to all members. Please note the papers are confidential and cannot be circulated outside of the Council. Could any queries regarding the presentation be sent to me before Thursday this week - this will assist the Officers in presenting the most accurate information at the meeting next week.

Initials: _____

2. The remaining 50% instalment of our precept has been paid this week
3. There has been a Freedom of Information request on the information we submitted to SBC as part of the Community Governance Review. I confirmed to SBC that the information we provided to the Borough was fully transparent and available in the July Full Council meeting which is published on our website.
4. Clifford Meadow and Seven Fields have been cut this week

FP 055 PLANNING & FINANCE & POLICY COMMITTEE MEETING TIME

Members fully discussed all avenues to allow the time extension to 20.00hrs to enable a changeover of meetings following the earlier Planning & Highways Committee meeting (ref PH 060). To be reviewed in January 2022.

Proposed: Councillor L Rhys Seconded: Councillor S Fateru Jones

Vote: Agreed Unanimously

RESOLVED: Members agreed for a trial period of 3 months to a start time of 20.00hrs to enable the changeover of meetings following the earlier Planning & Highways Committee meeting agreement (PH 060). Review date agreed – January 2022.

FP 056 FINANCIAL MATTERS

- A. Members received and noted the Income & Expenditure Reports for Month 5 – August 2021
- B. Members received and noted the Bank Statements and Bank Reconciliations for August 2021
- C. Members considered the August/September 2021 expenditure The total payments for approval were £128,826.15.

Proposer: Councillor S Fateru Secoder: Councillor S Heyes

Vote: Agreed Unanimously

RESOLVED: Members approved August/September 2021 expenditure under purchase daybook references 1693-1775 and cashbook reference 263. The total payments for approval were £128,826.15.

- D. Members agreed to add the Financial & Administration Manager (Deputy RFO) to the bank Mandate as an authorised user of online & telephone banking. They also agreed to set the Officer's daily internet banking limit at £500, as per Council's financial authorisation limit

Proposer: Councillor V Manro Secoder: Councillor S McDermott

Vote: Agreed Unanimously

RESOLVED: Members agreed to add the Financial & Administration Manager (Deputy RFO) to the bank Mandate as an authorised user of online & telephone banking. And confirmed daily internet banking limit at £500 (as per Council's financial authorisation limit).

- E. Members noted the CIL report and agreed the 2020-21 CIL Payment of £11,980.24 will be paid in this financial year. It was confirmed that Council previously agreed to spend CIL receipts on Bus Hard Standing and Play Areas. This will be added to future committee agendas for suggestions.

FP 057 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31ST MARCH 2021

Verbal report given by Chief Officer, members noted the clean audit report from the External Auditors and Notice of Conclusion both to be published before 30th September 2021.

FP 058 INTERNAL AUDIT SERVICES 2021-22

Members asked for two more quotes to demonstrate open and fair competition. So as not to delay the procurement the Chief Officer to be given delegated authority to approve Auditor within a 15% cost differential.

Proposed: Councillor V Manro Seconded: Councillor S Fateru

Vote: Agreed Unanimously

RESOLVED: To give the Chief Officer delegated authority to procure the services of an Internal Auditor after getting two additional quotes to demonstrate open and fair competition. The award will be based on a 15% cost differential.

FP 059 POLICY UPDATES

A. Members considered and agreed the Leisure Garden Terms & Conditions recommended by POS Committee- minute ref POS 082

Proposed: Councillor S Heyes Seconded: Councillor S McDermott

Vote: Agree Unanimously

RESOLVED: Members agreed the Leisure Garden Terms & Conditions recommended by POS Committee- minute ref POS 082.

B. Community Grants.

Members reviewed and discussed the Community Grants Policy 2021, as presented.

Proposed: Councillor S McDermott Seconded: Councillor V Manro

Vote: Agreed Unanimously

RESOLVED: Members agreed to adopt the Community Grant Policy.

FP 060 LEGAL MATTERS

The following legal matters are in progress with Swindon Borough Council.

1. Allotment Gardens, Blunsdon Road, Haydon Wick: 99 year lease. Expires 2109. Variation of terms to permit the siting of a permanent Parish Council Grounds Maintenance Facility at the site.
2. Land at Blunsdon Road behind Chatsworth Road: To permit a small section of this land for allotment gardens to offset the above facility installation.
3. To receive confirmation that the Parish Council has leases or maintenance agreements and if any covenants restrict Council's potential to develop areas for physical activity or plan. Members discussed if it would be appropriate to advise residents via i.e. Social Media, the difficulties and restrictions the Parish Council are having.
 - a. Voyager
 - b. Havisham
 - c. Mazurek
 - d. Luna

Initials: _____

- e. White Eagle
4. To discuss Francomes Play Area and if there is transition funding to transfer responsibility to the Parish Council. Or whether SBC would close it if we gave notice that we can no longer maintain it.
 5. To discuss whether the Parish Council can transfer lease for Doyle Close Play Area to the Parish Council in favour of a maintenance agreement.
 6. To enquire about Trent Road Field and if the deed can be transferred permanently to the Parish Council
 7. To enquire about the land the Parish Council office is on and if SBC is minded to sell it, and if so, at what cost?

Submitted to Swindon Borough Council 24th August 2021 – updates so far:

Items 1 & 2: Allotment proposals being discussed with cabinet member (Councillor Williams) and awaiting his support or otherwise to the proposal. Last update was on 1st September and I've chased weekly since then. We have been asked to meet the 'reasonable' legal and estate fees to progress this case with SBC – this was agreed at POS Committee last week.

Items 3a-e – SBC chased for engrossment of Leases which I confirmed were never received by the Parish Council. It is likely that they were put on hold as a complicating factor is the need for the developers – North Swindon Development Company to approve them and this is where the hold-up has occurred. This hold up has been ongoing for 3+ years. I have enquired at what point can SBC determine the matters themselves without waiting for the development company.

Items 5, 6 & 7 – no update from SBC.

Haydon Wick Bowls Club - Lease Renewal & Trust status

Due for renewal in January 2023. Chairman and Chief Officer met with Secretary of the Club. Awaiting a formal letter of the intention to extend the lease at this point we can review the conditions of the lease to ensure they are still fit for purpose. At the same time we are reconfirming the Bowls Club Trust, the representatives, and the Parish Council's obligations.

Engaging a local solicitor

To progress the above matters we will be engaging with a local solicitor. Costs relating to the Grounds Maintenance Facility will be covered in the Capital Projects budget. Other legal fees to service general Council legal matters will be met by the Legal Fees where there is £3,612 of budget available.

FP 061 GDPR MATTERS

Team members will be undertaking some training on GDPR awareness. The one hour online learning course will cover the knowledge and understand the underpinning regulation, ensure we handle personal information correctly, how personal data can be used and misused as well as reviewing our data security and data breach procedures. Members asked for the current GDPR policy to address the NHS opt out clause and to review the policy at the next meeting.

FP 062 ITEMS FOR THE NEXT AGENDA

Initials: _____

GDPR Policy, Investments, Website & Branding Audit. Budget Setting. Any other items to the Chief Officer in advance of the next meeting 19th October 2021.

FP 063 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 20.43.

FP 063 INSURANCE MATTERS
Members were given a verbal update with regards to current insurance matters and cases outstanding. No progress to report on the damaged wall. One new case concerning a minor accident and a cracked registration plate which we have registered with our insurance company – to date no formal claim has been made.

FP 064 DEMOCRATIC SERVICES & GOVERNANCE TEAM (DG>) OFFICE MOVE

Members were updated and fully discussed the current status of the office move and agreed to use JHS Homes Ltd for the building work £4,180 + VAT as presented in quotation dated 17th September 21 with the allowance of 15% for contingency work (£4,807 + VAT). The quotes for the air conditioning are ongoing and would report back at a later meeting.

Proposed: Councillor S McDermott **Seconded: Councillor V Manro**

Vote: Agreed Unanimously.

RESOLVED: Members approved the use of JHS Homes Ltd for the building work as presented in quotation dated 17th September 21 at a cost of £4,180 plus VAT with the allowance of 15% for contingency work [102/4009]

The meeting closed at 20.51 Chairman: