

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 22nd October 2019 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDANCE

MEMBERS: **Councillors** S Callen (Chair); J Fuller; L Brown; R Hailstone; S Fateru; S Heyes and V Manro

OFFICERS: Clerk, Georgina Morgan-Denn
Administrator, Sandra Kelly

ALSO PRESENT: Councillors S McDermott and I Liddon

PF 71 APOLOGIES

Apologies were received from Councillors R Venkatesh (work commitments) and D Rodgers (personal commitments). Their apologies and reasons were accepted.

PF 72 DECLARATIONS OF INTEREST

Councillor L Brown declared an interest in Seven Fields Park Run grant application. There were no other declarations of interest.

PF 73 PUBLIC PARTICIPATION

There were no members of the public present.

PF 74 COMMITTEE VACANCY

One vacancy on the Committee has arisen and Councillor I Liddon was nominated for this position.

Proposed: Councillor V Manro Seconded: Councillor S Callen

Vote: Agreed unanimously.

RESOLVED: Councillor I Liddon was appointed to the Policy & Finance Committee.

PF 75 VICE CHAIR VACANCY

Councillors D Rodgers and I Liddon were proposed for the position of Vice Chair of the Committee. As there was no seconder for Councillor D Rodgers the proposal fell.

Proposed: Councillor L Brown Seconded: Councillor J Fuller

Vote: Agreed with one (1) abstention.

RESOLVED: Councillor I Liddon was appointed Vice Chairman to the Policy & Finance Committee.

PF 76 CHAIRMAN'S ANNOUNCEMENTS

Councillors I Liddon and L Brown were on call so required access to their mobile phones.

PF 77 MINUTES OF PREVIOUS MEETING

Members received and approved the minutes of the Policy & Finance Committee Meeting held on Tuesday 27th August 2019.

Proposed: Councillor S Heyes Seconded: Councillor R Hailstone

Vote: Agreed with three (3) abstentions.

Initials: _____

RESOLVED: the minutes of the Policy & Finance Committee Meeting held on Tuesday 27th August 2019 be agreed and signed as a correct record.

PF 78 COUNCILLORS REPORTS

Councillor R Hailstone reported that SBC's road sweeper was out.

PF 79 CLERK'S REPORT

The Administrator updated the meeting on matters arising from the previous meeting and since issuing the agenda. For information only.

PF68 Financial Monitoring - Subscriptions (101/4215) includes subscriptions to SLCC, Wiltshire Association of Local Councils and Bright Pay (payroll programme). £40 Information Commission Office is the only subscription pending so the budget should stay on target.

Play Equipment Repairs (302/4305) Includes costly replacement of cradle swing - £625. Re-coded to New Play Equipment (4513/302).

Grass Cutting Machinery Maintenance (307/4515). There was some recoding required which reduced the percentage overspend from 160% to 124%. A breakdown of costs against machine was taken to A&L.

FIT payments - have not been received to date and is being chased. Last income received January 19 and before that June 18.

Banking – forms for amending signatories are being processed by the bank and the change in primary user has gone through. Clerk can now make amends to the banking processes where necessary and change the daily limits as previously agreed by Council.

Savings - the new CCLA account has been opened. Previously agreed £200,000 to be transferred from HSBC to this account (see minute reference: **FC 59.3 Full Council 16 July 2019**).

Vexatious reporting - since a letter has been sent to resident, no more vexatious reports have been received.

CCTV - Georgina Morgan-Denn, Laura Cutter and Councillor V Manro attended a 4 day CCTV training course. Assessment and exams undertaken and all have passed and now qualified SIA (Security Industry Authority) CCTV Operators. The CCTV Policy will be updated and brought to a future P&F meeting for recommendation to Full Council.

VAT - Q2 has been submitted to HMRC for a repayment in VAT of £10,191.18 due to come back into the Parish. Making Tax Digital will be implemented in line with our entry date after Q3 (Sep-Dec).

Remembrance Wreaths - purchased by Councillors, any further donations towards the cost should be passed to the Office.

PF 80 REPORT FROM GRANTS WORKING PARTY

Five grants were considered and approved at the Working Party meeting prior to the Committee meeting. The following grants were recommended to Committee:

- 1) The Wiltshire Bobby Van Trust, £300 to provide home security for vulnerable people
- 2) Busy Fingers toddler group, £380 for new equipment
- 3) FC Abbey Meads requested £1,500 for new kit (£2k was requested but as only a proportion of the membership came from the Parish this sum was reduced)
- 4) Seven Fields Park Run, £500 to purchase equipment
- 5) South West Ambulance £400 for a raiser chair

Proposed: Councillor S Callen Seconded: Councillor R Hailstone

Vote: Agreed with one (1) abstention.

RESOLVED: To award The Wiltshire Bobby Van Trust £300; Busy Fingers toddler group £380; FC Abbey Meads £1500; Seven Fields Park Run £500 and South West Ambulance £400.

PF 81 BUDGET ASPIRATIONS

Suggestions for budget aspirations were discussed. Including:

- Park refurbishments
- Grass cutting contract
- Use of land at Tadpole Lane
- Elections
- Community Engagement
- Purchasing Office site

A budget aspiration report was presented by Councillor S McDermott to consider making a financial commitment of £1500 per annum for the next three years to Safe Drive, Stay Alive to avoid the requirement for them to re-apply for funding. This commitment would take them up to the next election cycle. A discussion took place regarding how the future grant budget should be calculated and ensuring the continuity of funding for specific grants. It was agreed to bring these issues for consideration at a grant review meeting prior to the Policy & Finance meeting on 26th November.

This meeting would include reviewing the grant policy itself; the criteria for applying for and issuing grants; the application process with more information about the proposal; rationale and aims.

Councillor S McDermott left the meeting at 19:15.

PF 82 FINANCIAL MONITORING

PF 82.1 Budget Report Month Six - Members noted the Income and Expenditure report for Month 6 (September 2019).

PF 82.2 Q1 & Q2 Report - A quarterly report was noted, and Committee confirmed this report is useful for financial monitoring. The next report will be presented in January 2020.

PF 83 POLICY DOCUMENTS

Publication Scheme & Financial Regulations. Committee accepted the amendments and acknowledged that as and when major changes are required, any policies will be brought to Committee for adoption at Full Council.

Proposed: Councillor V Manro Seconded: Councillor S Fateru

Vote: Agreed unanimously.

RESOLVED: To recommend the updates to the Publication Scheme and the Financial Regulations to Full Council on 19th November 2019.

PF 84 EXCLUSION OF PUBLIC & PRESS

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: Sensitive Nature.

PF 85 INSURANCE MATTERS

Members received a verbal update which included notification of a potential insurance claim from a resident advising injuries were sustained on a highway whilst out cycling. To confirm the insurance company has been notified of this. POST van (SF16 HVX) in for repair following the damage caused by a member of the team. The repair will be covered under the insurance policy, minus the excess charge. No suitable courtesy vehicle was offered so the team are sharing the remaining vehicles.

21:05 Councillor I Liddon left the meeting and returned at 21:10.

PF 86 ITEMS FOR NEXT AGENDA

Members to inform the Clerk of any agenda items required for the next meeting.

The meeting closed at 9.20pm

Chairman:

Initials: _____