

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 26th November 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; I Liddon, D Rodgers, R Venkatesh and V Manro

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

PF 87 APOLOGIES

Apologies received from Councillor A Roupelis (work commitments). The apology and reason was accepted.

PF 88 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

PF 89 PUBLIC PARTICIPATION

There were no members of the public present

PF 90 CHAIRMAN'S ANNOUNCEMENTS

Four (4) Councillors advised that they were on call so needed their mobile phones close by. A presentation was made to Sandra Kelly, Administrator with congratulations on passing the Certificate in Local Council Administration (CiLCA).

PF 91 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Policy & Finance Meeting held on Tuesday 22nd October 2019 for approval.

Proposed: Councillor R Hailstone **Seconded:** Councillor J Fuller

Vote: Agreed with two (2) abstentions.

RESOLVED: that the Minutes of the Policy & Finance Committee Meeting held on Tuesday 22nd October 2019 be agreed and signed as a correct record.

PF 92 COUNCILLORS REPORTS

None.

PF 93 CLERK'S REPORT

The Parish Council took part in #OurDay - the Local Government Association's annual 24 hour social media marathon, giving everyone who works, or volunteers, in local public services the chance to share their stories. Some very positive feedback and comments were received.

PF 94 GRANTS WORKING PARTY

The Grants Working Party were tasked with reviewing the grant giving process and the budget for the financial year 2020-2021. A proposal was put forward by Councillor I Liddon which recommended increasing the budget from £6,000 to £10,000 and included a new process for managing the budget spend over

Initials: _____

the 3 award periods. Also, to allow for any unspent funds to be used for other community engagement projects. After discussion the budget increase proposal was amended to increase to £9,000, rather than £10,000. This figure could be more easily split between the three awarding periods. The Grant Policy was also reviewed and amended to ensure clarity for applications and to more clearly define the criteria. It was agreed to rename the policy heading to Community Grants.

Proposed: Councillor R Hailstone **Seconded:** Councillor V Manro

Vote: Agreed with one (1) abstention.

RESOLVED:

- A) To recommend to Full Council to increase the community grant budget from £6,000 to £9,000.
- B) To recommend to Full Council amendments to the Community Grants Policy.

PF 95 FUTURE POLICY & FINANCE MEETING DATES & RESPONSIBILITIES

Committee received a proposal from the Officers to change the meeting structure to allow Full Council to be held at on the fourth Tuesday of the month and for Policy & Finance meetings to be held on the third Tuesday of the month. The proposal included exercising 5.3 and 5.4 of the Financial Regulations which allows Policy & Finance Committee to approve payments. This would enable payments and transactions to be approved at Policy & Finance and any last minute payments may be taken to Full Council the following week, ensuring that there is minimal delay in making payments and transactions. The proposal would also free up time at Full Council for more democratic community based decisions to be considered; allow the Policy & Finance Committee to scrutinise financial matters in more depth; report financial matters to Full Council within the same month as the other committees and ensure greater efficiency. Standing Orders may need to be changed to reflect change in Full Council meeting cycle. The recommendation to Full Council will be that these changes will take effect from January 2020.

Proposed: Councillor L Brown **Seconded:** Councillor R Venkatesh

Vote: Agreed with one (1) abstention.

RESOLVED: To recommend to Full Council to adopt the change in the meeting cycle to the third Tuesday in the month for Policy & Finance Committee Meetings and the fourth Tuesday in the month for Full Council Meetings, with effect from January 2020.

PF 96 FINANCIAL MONITORING

Members received the Income & Expenditure report for Month Seven (October 2019). No queries were raised.

PF 97 VIREMENT

The meeting was reminded about how the Maintenance Contractor budget was set at £16,000 for the financial year 2019-20. The bolstered Technical Assistant team have been able to deal with the majority of issues. The Clerk recommended viring half of the budget over to (307/4000) to cover the additional staff costs in this area of the Council to reflect the work undertaken by the Technical Assistants..

Proposed: Councillor S Callen

Seconded: Councillor I Liddon

Vote: Agreed unanimously

Initials: _____

RESOLVED: To vire £8,000 from Maintenance Contractor budget (307/4009) to Salaries (Administration) budget (307/4000).

PF 98 FUTURE STRATEGY

Councillor V Manor explained there would be no change to the SBC election cycle and therefore this Council should proceed with a medium to long term strategy. Concepts and ideas include, so far:

- Consideration of **Carbon Neutrality/Climate issues**.
- **Land developments:** Tadpole field, Clary Road field, Trent Road open space, White Eagle
- **Depot and Council Offices**, including:
 - Electric Vehicles, electric car charging
 - Future strategy for grass cutting
 - Potential to share services with other parishes
 - Purchase Council Offices land from Swindon Borough Council
- **Strategic positioning of the Parish**

Members were asked to let the Clerk have any further suggestions to be considered for inclusion in the document.

PF 99 BUDGET 2020/21

A draft budget for 2020/21 was presented to members. Members and Committees will continue to have the opportunity to have an input into the budget prior to it being finalised at Full Council in January 2020.

PF 100 POLICY REVIEW TIMETABLE

Committee received and noted the Policy Review table. Amendment to be made to the naming of and heading in the document from Policy Renewal to Policy Review before taking to Full Council for approval.

Proposed: Councillor I Liddon Seconded: Councillor J Fuller

Vote: Agreed unanimously.

RESOLVED: To recommend to Full Council the Policy Review document.

PF 101 POLICY DOCUMENTS

Members received notification of:

- A) an addition required to the Scheme of Delegation under 2.2 (5) adding a clause to state that a 20 working day response is required for any Freedom of Information Requests.
- B) the deletion of the reference to October in point 4.4 of the Financial Regulations: The salary budgets are to be reviewed at least annually in October.

These amendments to be taken to Full Council for approval.

Proposed: Councillor S Callen Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: (A) To recommend to Full Council the addition to 2.2 to the Scheme of Delegation.

Proposed: Councillor L Brown Seconded: Councillor S Heyes

Initials: _____

Vote: Agreed unanimously.

RESOLVED: (B) To recommend to Full Council the amendment to remove the reference to October in the Financial Regulations (4.4)

PF 102 GDPR

Members received and noted the Officers' report on GDPR matters.

Highlights included: identifying completed actions, reviewing documents, amending the privacy notices, attending training courses, updating data held and identifying the source.

Information Commissioner's Office (ICO) has published advice for local councils on GDPR matters. Three issues that were identified within the public sector were:

- Using own devices to store personal data.
- Data audits – clearing any paperwork that is no longer required.
- Data sharing in Local Councils – recommendation is to follow the six steps:
 - Be clear about your purposes
 - Identify lawful basis
 - Check sharing is necessary
 - Only share personal data that is needed
 - Inform individuals about the data sharing
 - Demonstrate accountability

In practice, this means that information of a personal nature is not detailed in minutes of meetings, payments list or resident complaints when forwarding on to third parties.

The Clerk and the DPOs have reviewed the Council's storage and arranged confidential shredding bins to be delivered shortly. Prior to disposal items have been checked against the Retention Policy that was adopted in October.

The Clerk, a Councillor and an Officer have undertaken CCTV training to pass the necessary requirements to obtain a SIA Licence and have identified any GDPR elements such as signage, viewing the footage, requests, locations of cameras. The CCTV policy will now be reviewed, amended where necessary and brought to Committee for approval.

To date no freedom of information requests with regards to GDPR or how the Council handle data have been received and there has therefore only been a need for verbal bi-monthly reporting.

PF 103 CCTV

The Committee noted the report and after discussion, agreed to the recommendations within the report.

Initials: _____

Proposed: Councillor V Manro

Seconded: Councillor S Heyes

Vote: Agreed unanimously.

RESOLVED: To install CCTV at Havisham Drive and Heaton Close play parks, together with new posts and 4G data SIM cards.

Proposed: Councillor V Manro

Seconded: Councillor S Heyes

Vote: Agreed with two (2) abstentions.

RESOLVED: To use Aphis training to assist with writing procedures and documents at a cost of £1,000.

PF 104 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 105 SWINDON BOROUGH COUNCIL CODE OF CONDUCT

SBC is currently reviewing its Codes and Protocols and other supporting documents. Parish Councils are invited to comment on these by 27th January 2020. There were four documents provided for comment:

Members Code of Conduct

Monitoring Officer Protocol

Members Code of Good Planning Practice (1)

Members Code of Good Planning Practice (2)

Councillors had some concerns over point 2 i) of the Monitoring Officer Protocol document:

In carrying out any investigation (whether under Regulations or otherwise) the Monitoring Officer will have unqualified access to any information held by the Council and any employee who can assist in the discharge of their functions.

In particular, relating to 'unqualified access' and should include 'relevant to the complaint and in exceptional circumstances access may be desired for legal reasons.

Any further issues to be submitted to the Clerk for a response by the January deadline.

Clerk to clarify if this Council has to adopt the full set of SBC's Code of Conduct.

Ex-Councillor Worman offered to review any legal or official documents so he will be approached to give his comments on the four documents received.

PF 106 INSURANCE MATTERS

There are no current insurance matters outstanding.

PF 107 ITEMS FOR NEXT AGENDA

Next meeting of Policy & Finance will be in January. The date will be confirmed after Full Council have met on 17 December 2019. Councillor Hailstone

Initials: _____

requested that a discussion on Trusteeship be added for discussion at a future meeting.

The meeting closed at 21:14

Chairman:

Initials: _____