

Finance & Policy Committee

13th October 2021

To: All members of the Finance & Policy Committee

Councillors: L Rhys-Jones (Chair), S Callen, S Fateru, R Hailstone, S Heyes, V Manro, S McDermott, 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 19th October 2021 at 20:00 to be held in the Council Chamber, Parish Council Officers, Thames Avenue, Swindon, SN25 1QQ. **Please note the new start time.**

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 18th October 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 21st September 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. Financial Matters**
 - A) To receive the Income & Expenditure Reports for Month 6 – September 2021 (attached).
 - B) To receive the Bank Statements and Bank Reconciliations for September 2021 (attached).
 - C) To approve the Payment Schedule for September/October 2021 (tabled).
 - D) To consider and note the 2021-22 EMRs (attached).
- 9. Internal Audit Services 2021-22 Appointment**
To receive a verbal update concerning the appointment of the Internal Auditor.
- 10. Investments**
To receive a report to consider further investments for Full Council to consider on the 26th October 2021 (to follow).
- 11. Public Works Loan Board**
To receive an update on a Public Works Loan for the proposed Grounds Maintenance Facility (to follow).
- 12. Future Budget**
To discuss the future budget in preparation for the Budget Setting Working Parties.
- 13. Christmas Opening Hours**
To note the Parish Council Office and Parks & Open Spaces Team Christmas working/opening hours (attached).
- 14. Policy Updates**
To consider and agree the following policy updates:
 - A) Investments Policy (attached)
 - B) General Data Protection Regulation (GDPR) Policy (attached)
- 15. Room Hire**
To consider Room Hire report (attached).
- 16. Website & Branding Project Audit**
To consider and note the Website & Branding Project Audit (attached).
- 17. Swindon Borough Council's Councillor Gifts and Hospitality Policy**
To consider the guidance and adoption of Swindon Borough Council's Gifts & Hospitality (attached).



18. Items for the Next Agenda

To be sent to the Chief Officer in advance of the next meeting 16th November 2021.

19. 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.

20. 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.