

HAYDON WICK PARISH COUNCIL

Minutes of the formal Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 15th February 2022 at 8.00pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors S Callen (Chairman), V Manro, R Hailstone, S Heyes and S McDermott

OFFICERS: Chief Officer/Clerk & RFO, Georgina Morgan-Denn
Senior Administrator, Jill Sharp

FP 114 APOLOGIES

Apologies were received and accepted from Councillors L Rhys-Jones, S Fateru, A Roupelis and D Rodgers, (Personal commitments).

FP 115 DECLARATIONS OF INTEREST

Councillors Manro and Heyes declared a non-pecuniary interest in Agenda Item 14 – SBC's Street Trading Policy Review. Councillor Manro declared a further non-pecuniary interest in SBC's Codes and Protocols. Both Councillors did not take part in the discussion.

FP 116 PUBLIC PARTICIPATION

No members of the public attended.

FP 117 CHAIRMAN'S ANNOUNCEMENTS

There were none.

FP 118 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 18th January 2022 and the minutes signed. The Chairman of the Council also retrospectively signed May and August 2021 meetings which had been approved but inadvertently not signed at the meeting.

Proposed: Councillor S Heyes Seconded: Councillor S McDermott

Vote: Agreed Unanimously.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 18th January 2022 and the Chairman signed the minutes.

FP 119 COMMUNITY GRANTS SUB COMMITTEE RECOMMENDATION

Members received the following recommendations from the Community Grants Sub Committee:

FP 119A Be A Better You (BEST)

Members discussed and agreed to award £1,950 to the BEST (Be A Better You) project.

Proposed: Councillor V Manro Seconded: Councillor S McDermott

Vote: Agreed Unanimously.

RESOLVED: To approve the award of £1,950 to the BEST (Be A Better You) project from [402/4320].

FP 119B HAYDONLEIGH PRIMARY SCHOOL

Members considered, discussed and agreed £700 to the Haydonleigh Primary School Project.

Proposed: Councillor V Manro Seconded: Councillor R Hailstone

Initials: _____

Vote: Agreed Unanimously.

RESOLVED: Agreed to award £700 to the Haydonleigh Primary School, project with proviso it is open to the wider community, [402/4320].

FP 119C SWINDON 105.5

Members agreed to defer this due to the delay in the application and to be reviewed in June 2022.

FP 119D NORTH SWINDON POLICE

Members fully discussed, considered and agreed to award a grant of £2,700 for the purchase of a second electric bike. There was an amendment put forward by Councillor R Hailstone which was later withdrawn.

Proposed: Councillor V Manro Proposed: Councillor S Heyes

Vote: Agreed with one (1) against and one (1) abstention.

RESOLVED: Agreed to award a grant of £2,700 for the purchase of a second electric bike [4029/202].

FP 120 COUNCILLORS REPORTS

Councillor V Manro	Swindon Borough Council's (SBC) Grounds Team, with the help one of their contractors, will be working through the night cutting back the very overgrown shrubs and hedges along Thamesdown Drive from Mouldon Hill to the Orbital centre. This will keep the job on time and if it were completed in the day, it would cause traffic chaos, and incur costs for traffic management. This was deemed to be the most efficient solution to getting the work completed.
Councillor R Hailstone	None
Councillor S McDermott	None
Councillor S Callen	Questioned, if possible, to request line painting with The Haydon Centre. Also a resident has complained about the harsh cut back of hedgerows. – Will check location and report back at next meeting. <i>Action: Chief Officer will take comments to Countrywide & Deputy Clerk.</i>
Councillor S Heyes	None

FP 121 CHIEF OFFICER'S REPORT

Signing previous minutes - Advised members that following the internal audit report the May and August 2021 minutes were not physically signed following approval. The Chairman, Councillor V Manro who was present at both meetings, and will sign at the end of tonight's meeting.

Finance Officer Recruitment - Following a recent interview the Council offered the Finance role, which was subsequently accepted, by the candidate who has a 3 month notice period. They join the Council from the beginning of May 2022.

HSBC Banking charges - The Council's bank account status has changed and incurring a £14.50 per month banking fee. Further investigation and the potential to change bank accounts in the future.

Insurance – buildings - The Council has received notification that there is a risk of under insurance for our buildings insurance. This will be reported in more details at next week's Full Council. Council will need to appoint a valuer to conduct a valuation to ensure it has a clear understanding of the reinstatement costs that may be required should the building suffer damage.

Initials: _____

FP 122 FINANCIAL MATTERS

FP 122A Members received, discussed and noted the Income & Expenditure Reports for Month 10 - January 2022.

FP 122B Members received, discussed and noted the Bank Statements and Bank Reconciliations for January 2022.

FP 122C Members discussed and noted three (3) payments were made outside of the usual payments schedule to ensure continuity of insurance cover and payment to small independent business following completion of work:

- Magazine/Flyer Distribution £500.15.
- Zurich Insurance – General Insurance £3,394.77 and additional premium of £275.77.
- Zurich Insurance – Motor Vehicle Insurance £2,379.07

FP 122D Members considered and approved January 2022/February 2022 expenditure under purchase daybook references 1966-2026 and cashbook reference 270. The total payments for approval were £73,356.54.

Proposed: Councillor V Manro Seconded: Councillor S Heyes

Vote: Agreed Unanimously.

RESOLVED: Members approved January 2022/February 2022 expenditure under purchase daybook references 1966-2026 and cashbook reference 270. The total payments for approval were £73,356.54.

FP 123 FINANCIAL & OPERATIONAL RISK ASSESSMENT 2022

Members discussed, considered and recommended adoption to Full Council of the revised 2022 Financial & Operational Risk Assessment.

Proposed: Councillor S Callen Seconded: Councillor R Hailstone

Vote: Agreed Unanimously.

RESOLVED: Members agreed to recommend to Full Council the adoption of the revised 2022 Financial & Operational Risk Assessment.

FP 124 GENERAL INSURANCE RENEWAL

Members discussed and noted the General Insurance Renewal was confirmed to include increased cover for staff numbers, salary bill, playground equipment, office contents. Year three of a three-year agreement. Valid until 3rd February 2022. Total cost is £3,670.54.

FP 125 UTILITIES CONTRACT

Members discussed and noted the utilities contract renewals recently confirmed:

Gas - 24 month contract at £1,410.80 per annum. Commences 1st May 2022.

Electricity - 24 month contract - £1,263.78 Thames Avenue & £1,250.26 Blunsdon Road. 1st July 2022.

FP 126 CCLA PUBLIC SECTOR DEPOSIT FUND

Members noted the correspondence from CCLC giving notice that the temporary reduction of the AMC (annual management charge) will cease on 31 March 2022 and will revert to the previous 0.08%

FP 127 SWINDON BOROUGH CONCIL'S (SBC) STREET TRADING POLILCY REVIEW

Members noted a consultation of SBC's Street Trading Policy Review is open for responses by 5.00pm on Friday, 29th March 2022. *Action: To supply Policy*

details to Members to review prior to next meeting on 15th March ahead of the consultation's deadline.

FP 128 SWINDON BOROUGH CONCIL'S (SBC) CODES AND PROTOCOLS

Members noted SBC's Codes and Protocols for consideration at the Standards Meeting of 7th March. The deadline for comments is 16th February 2022.

FP 129 ITEMS FOR THE NEXT AGENDA

To be sent to the Chief Officer in advance of the next meeting 15th March 2022. Items for next meeting a Procurement Policy to include 3 year budget consideration and comments on SBC's Street Trading Consultation. Future meetings included a review of Fuel & Vehicle Costs.

The meeting closed at 21.15

Chairman:

Initials: _____