

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 16th February 2021 at 7.45pm held remotely via Teams.

ATTENDANCE

MEMBERS: Councillors S Callen (Chairman), L Brown, J Fuller, R Hailstone, S Heyes, S Fateru, V Manro, L Rhys-Jones, A Roupelis and R Venkatesh

OFFICERS: Clerk & RFO, Georgina Morgan-Denn
P&F Committee Officer and Deputy RFO, Sandra Kelly
Deputy Clerk, Laura Cutter

MEETING ROOM PRESENCE: Clerk & RFO and Deputy RFO

PF 055 APOLOGIES

Apologies were received from Councillor D Rodgers (personal commitment).

PF 056 DECLARATIONS OF INTEREST

Councillor Manro declared an interest in Agenda item 18 – Swindon Borough Council Licensing Policies.

PF 057 PUBLIC PARTICIPATION

There was one member of the public present who passed on congratulations for a successful audit outcome. Raised the Parish Charter and agreed that the document is very much out of date – this being the reason for review. Confirmation that the Swindon Area Committee (SAC) is under the same body as Wiltshire Association of Local Councils; the Charter is not on our website and something for SAC to discuss if it would be desirable for Parish Council's to have it on their own websites. Confirmation that all Swindon parishes are members except for St Andrews. Some members are both Parish Councillors and Borough Councillors.

PF 058 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

PF 059 MINUTES OF THE PREVIOUS MEETING

Members received and approved the minutes of the Policy & Finance Meeting held on Tuesday 19th January 2021.

Proposed: Councillor S Fateru Seconded: Councillor A Roupelis
Vote: Agreed unanimously.

RESOLVED: The Minutes of the Policy & Finance Committee Meeting held on Tuesday 19th January 2021 be agreed and signed as a true record.

PF 060 COUNCILLORS REPORTS

Councillor R Hailstone Queried why we were not getting more press or social media coverage.

Initials: _____

PF 061 CLERK'S REPORT

Internal audit working party (to be held quarterly) Councillors Manro, Rodgers, Rhys-Jones and Callen volunteered to form the working party. These members will be contacted to co-ordinate the first meeting, in April.

Community Response - At the start of the third lockdown, requests from Voluntary Action Swindon for prescription deliveries were received and previous volunteers were contacted to assist with these requests. A member of staff was also deployed. Requests overall have lessened.

Community Bus - currently, the service is still suspended but we shall be reviewing this and giving it due consideration as the situation changes. Our decision to suspend was due to both passengers and volunteers being in a high-risk category. We attend the remote monthly meeting that other Parish Council's and service providers attend, organised by Community First. It should be noted that we have not had any requests recently from our residents, requesting the re-starting of this service.

Electricity supply to the skatepark - confirmation that SSE have given us a date of 25th March to carry out the process to de-energise the supply.

Investments - Having invested in the CCLA short term bond and seen good returns on the investment, it would be worth considering investing in the long-term bond. This was also discussed during the recent internal audit visit (report covered further on in the meeting). We would welcome the assistance from any Councillors who could carry out some research into investment opportunities. Recommendations will be brought to a future meeting.

KGV Trustee - the auditor was satisfied with the actions taken so far and that we have met our obligations. Therefore, would have no hesitation confirming this on the Annual Governance & Accountability Return.

Credit Card - the credit card company has confirmed that our limit has now been increased from £5,500 to £8,000. In the meanwhile, a further payment was required to clear the account. This received the approval of the Chair and Vice Chair and is included on this month's payments list.

Communication - reminder to Members to RSVP to meetings and read the emails and papers that Officers are sending. Due to the current lockdown situation, health and safety considerations and remote working, hard copy packs are not being circulated. Special requests can be made to the Clerk with sufficient warning to visit the office and prepare the papers. Out of courtesy to fellow Councillors and the Officers, members are reminded to fully read and prepare for the council meetings that are summoned to attend.

PF 062 GRANTS WORKING PARTY

- A) The Grants Working Party met 16th February 2021 to consider applications for the last (January) deadline of the financial year. Only one application was received. The Tuesday Art Group require a grant to cover the cost of room hire for their annual exhibition which is held in the Council offices and is planned for September this year. The

Initials: _____

PF 064 INTERNAL AUDITOR'S INTERIM REPORT

Members received the Internal Auditor's interim report following the remote audit that took place on 29th January 2021. The recommendations received will be actioned, namely, to investigate further investment opportunities and that the Operational & Finance Risk Assessment should be taken to Full Council for approval before 31 March. The report also thanked the Deputy RFO for her assistance in providing all the information required.

PF 065 END OF YEAR CLOSEDOWN

Committee were requested to agree to appoint Rialtas Business Solutions (RBS) to assist with financial end of year closedown again and to undertake a financial system overhaul this year. The cost remains unchanged at £560.00 plus VAT. Budget code 101/4023.

Proposed: Councillor L Brown

Seconded: Councillor L Rhys-Jones

Vote: Agreed unanimously.

RESOLVED: To appoint Rialtas Business Solutions (RBS) to assist with the financial end of year closedown at a cost of £560.00 plus VAT. Audit code [101/4023].

PF 066 POLICIES FOR RECOMMENDATION TO FULL COUNCIL ON 23RD FEBRUARY 2021

Members considered the draft Fire, Health & Safety Policy produced by the external Consultant. It was confirmed this will be a live document and be under constant review and any significant changes will be brought to Council for approval.

Proposed: Councillor s Heyes

Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: To recommend to Full Council on 23rd February 2021 that the Fire, Health & Safety Policy be adopted.

PF 067 PARISH CHARTER

Members received a copy of the Parish Charter – the underpinning governance relationship between the Swindon Borough Council and Swindon Parishes. This document has not been reviewed since 2015 and has become outdated. All parishes are now being asked to provide feedback and recommendations to Swindon Area Committee before their meeting on 16th March 2021. Comments received were that the Charter had been working well in the beginning but since the Borough Officer left his post, it has been neglected. The sentiments in the document were all good – talking about co-operation and working together. However, it no longer fulfils its brief so does require reviewing and updating in light of changes in Parish responsibilities and changing times generally. This is an important document for Parish Councils and is a good opportunity to have an input into getting a Charter that is relevant for Parishes today. Members were asked to provide feedback to Councillor Hailstone in good time and before the meeting on 16th March.

PF 068 SWINDON BOROUGH COUNCIL LICENSING POLICIES

Committee were directed to the Swindon Borough Council website to view:

A) Statement of Licensing Policy

B) Cumulative Impact Policy

Initials: _____

Both of these documents are due for renewal and Members were asked to provide any feedback to Councillor Manro who is the Borough's Licensing Officer. The deadline for comments is 8th March 2021.

PF 069 GENERAL DATA PROTECTION (GDPR) UPDATE AND POLICY

The meeting discussed the updated General Data Protection Regulations Act (GDPR) Policy which replaces the previously entitled Privacy Policy. All references to Data Protection, Privacy, Freedom of Information will be contained in this one document. After discussion it was agreed to recommend this policy to Full Council.

PROPOSED: Councillor J Fuller SECONDED: Councillor S Fateru
Vote: Agreed unanimously.

RESOLVED: To recommend that the GDPR Policy is adopted by Full Council on 23rd February 2021.

PF 070 ITEMS FOR NEXT AGENDA

Members were asked to contact the Clerk with any Agenda items for the next meeting to be held on 16th March 2021.

PF 071 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: Commercially Sensitive.

PF 072 INSURANCE MATTERS

Subsidence claim – the insurance company have notified us that the case is now closed and no settlement was made.

Stolen vehicle - we have been advised by the insurance company that settlement of £9,000 less excess of £150.00 is being processed. This has not yet been received.

Damage caused by mower – July 2020 - notification from the insurance company that no further communication has been received from the claimant so they have closed the case.

PF 073 BOILER REPLACEMENT

Committee received a verbal update to support the recommendation to replace the office boiler. The current boiler is sited in an inconvenient location in the Clerk's office so will be re-sited. It is old and we have been advised that a new boiler will function more efficiently and will use less energy to heat the building and provide hot water. Four comparable quotations were considered and after discussion it was agreed to accept the quote provided by GV Hall Ltd at cost of £2,425.00. Split as follows: £1,752.00 to Repairs and Replacements [101/4104] and £673 to Earmarked Reserves – Building Repairs [101/4104, 334].

PROPOSED: COUNCILLOR R HAILSTONE SECONDED: COUNCILLOR S HEYES

VOTE: Agreed unanimously.

Initials: _____

RESOLVED: To appoint GV Hall Ltd to replace and remove the existing boiler at a cost of £2,425. To commit £1,752.00 to Repairs and Replacements [101/4104] and the balance of £673 from Earmarked Reserves – Building Repairs [101/4104, 334].

PF 074 REQUEST TO HIRE PARISH BUILDING

Members were informed that Swindon Borough Council will be using the Parish building as a Polling Station on the 6th May 2021 for Council elections. Other than the Caretaker who will be opening and closing, no Parish staff shall be working from the building that day or the next day when a thorough deep clean shall take place. Swindon Borough Council will cover all costs.

PF 075 DEBT WRITE OFF

Two outstanding debts were discussed and to consider writing off. Both were to credit from the Newsletter [401/1001]. Debt one is for £25.20 from a newsletter advertiser who is now deceased and debt two is £402 a company which seems to have been dissolved. It was agreed to write off debt number one but to investigate the second debt further - Councillor L Rhys-Jones offered to assist.

Proposed: Councillor S Callen

Seconded: Councillor R Hailstone

VOTE: Agreed unanimously.

RESOLVED: To write off debt one to the value of £25.20 against the Newsletter income code [401/1001].

The meeting closed at 21:20

Chairman:

Initials: _____