

## **HAYDON WICK PARISH COUNCIL**

Minutes of the formal Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 18<sup>th</sup> January 2022 at 8.00pm.

### **ATTENDANCE**

**MEMBERS:** Councillors L Rhys-Jones (Chairman) S Callen (Vice Chair), V Manro, R Hailstone, S Fateru, D Rodgers, S Heyes and S McDermott

**OFFICERS:** Deputy Clerk & Services Manager, Laura Cutter  
Interim Finance Support Officer, Sandra Kelly  
Senior Administrator, Jill Sharp

### **FP 096 APOLOGIES**

Apologies were received and accepted from Councillor A Roupelis (work commitments).

### **FP 097 DECLARATIONS OF INTEREST**

There were none.

### **FP 098 PUBLIC PARTICIPATION**

No members of the public attended. However, an email was received from a resident and the Chief Officer replied as below:

**Resident:** *Completely disagree with the proposed 4.9% increase proposed. Next year there will be hard Financial Times for lots of HWPC residents with all the expected increases in their financial outlay. This could be an example where the parish could show they recognise the situation and with some manipulation achieve a zero increase.*

**Answer:** Council fully appreciates the expected increases in residents' outlay and has made a lot of difficult decisions in this budget to ensure the necessary increase was minimised. A zero increase would deplete the Council's reserves and financial sustainability. There are mandatory and essential costs from 22-23 which we have to budget for, for example rising costs to run the council's buildings, the cost-of-living salary and NI increases and the essential investment into a fit for purpose Grounds Maintenance Facility, without stating the obvious, please do not focus on the 4.9% increase because the monetary equivalent is just over £6.00 per year on a household. An increase is needed to incorporate the above and a number of enhancements to the parish service provision.

**Resident:** *Why and when was it agreed that we would have a full time road sweeper and machine with all the associated costs. The Borough is responsible for this why should we pay double? Why do we require three extra staff when the parish deeds recommend no major changes to procedure? It's good to see the office move is now considering a first floor access lift, we should have some budget figures for this to consider.*

**Answer:** These costs and the extra staff are to deliver an enhanced Grounds Maintenance Service - feedback from residents throughout the last 12 months has been the need to enhance the level of ground maintenance service on our hedge and shrub cutting. Since we rolled out the street sweeper service, which reaches areas of the parish which the Borough does not, the feedback back has been a resounding success - we get positive comments via email, word of mouth and on social media about how impressed they are with it. Both of these grounds maintenance services will need additional manpower and resources to operate.

There is no budget allocation for a lift currently, we will explore grant funding next financial year, and if successful put a proposal to Full Council, to progress as any partial funding may have to be met from our General Reserves. There is still an ability to work downstairs should we require it in the future.

**Resident:** *The asked for precept=£906,530.67 + income as shown £59,566 =£966,096.67 Yet proposed spend=£1,079,213 which equates to a difference of £113,116.40 Could you explain those figures please.*

**Answer:** We begin calculations with what we anticipate our reserves will be on 1st April 2022 - £677,723.

- Minus Earmarked Reserves 22/23 - £30,549
- Add Anticipated Income 22/23 - £59,565
- Sum total Income with Anticipated Reserves is £706,739
- Minus Expenditure 22/23 - £1,138,779
- Minus 5 months General Reserves - £474,491
- Total precept required £906,530

**Resident:** *Item 25 4020 why transfer from EMR?*

**Answer:** this is a committed reserve for staff training which was not spent last year.

**Resident:** *Item 18 4008.....why the increase from £5000 to £9000?*

**Answer:** to allow for rising costs and increase contingency as professional advice may be needed on negotiations in 22/23. Figure drops in 23/23 Item 35 4220.....

**Resident:** *How can we prevent this from happening year after year?*

**Answer:** budget drops from £8k to £2k in 23/24 after legal matters outstanding with external parties are finalised.

**Resident:** *There is no mention of the EMR total! Each year we transfer funds from reserves we should show the EMR figure for transparency.*

**Answer:** This is connected to the total precept income and the proposed spend and the EMR is shown on the second tab in the precept calculation workbook. Additionally, the EMR is clearly detailed in the Reserves Policy which went out with the agenda pack. Totally transparent.

**Resident:** *Item 69.1008.....Are we receiving these grants on an annual basis.*

**Answer:** This £10k is a target to achieve but the process of receiving grants is never guaranteed.

**Resident:** *I note with increasing concern that the total salaries now amount to 72% of the Precept. This considerable total is worrying and should be reviewed before any precept agreement.*

**Answer:** This is an acceptable level for a Parish Council offering a diverse range of services and provisions

**FP 099 CHAIRMAN'S ANNOUNCEMENTS**

There were none.

**FP 100 MINUTES OF THE PREVIOUS MEETING**

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 16<sup>th</sup> November 2021 and the minutes signed.

Initials: \_\_\_\_\_

**Proposed: Councillor D Rodgers      Seconded: Councillor R Hailstone**  
**Vote: Agreed with (1) one abstention.**  
**RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 16<sup>th</sup> November 2021 and the Chairman signed the minutes.**

**FP 101      COUNCILLORS REPORTS**

- Councillor S Callen      Has noticed more incidents of motorcycle & scooter usage on the footpaths in Haydon Wick but understand that North Swindon Police is aware. Noticed more rubbish in local area – *Action: Deputy Clerk asked for an email to [tidyup@haydonwick.gov.uk](mailto:tidyup@haydonwick.gov.uk) advising the area's and can monitor any events.*
- Councillor V Manro      Read out a thank you from Swindon Food Collective for the donation in lieu of Christmas cards. The Swindon Food Collective has asked if a meeting can be arranged for the Parish Council (PC) to consider whether it could be a drop off point. *Action: Councillor V Manro will report back at a later meeting.*
- Councillor D Rodgers      Was thanked by a resident for the renewed skatepark, the resident advised that their teenage son has really enjoyed practicing the sport. Investigating land ownership issues in Ealing Way with regards to a hedgerow which is not adopted by the Parish Council. Advised that Councillor Renard (SBC) is investigating as to who is responsible to maintain.
- Councillor R Hailstone      Thames Avenue closure due to water main eruption, would like it investigated to ascertain if the is a pattern of issues in the area. If so, an explanation from Thames Water as to the steps being taken to resolve this. *Councillor D Rodgers advised that Councillor Renard had escalated the problem to the CEO of Thames Water and will report back at a future meeting.*
- Councillor S Fateru      Advised that there does not appear to be a diversion sign coming from Penhill. *Issue will be raised via SBC Ward Councillors present to SBC.*
- Councillor S McDermott      None.

**20.20 – Councillor Heyes entered meeting.**

**FP 102      CHIEF OFFICER'S REPORT**

**Roundabout Income** – Received notification from Swindon Borough Council that the Parish Council is due £496.00 income from roundabout advertising for 2021/2022. The breakdown of funds is as follows:

- Akers Way – Advertiser paid £0.00 outstanding unpaid invoice
- Asda Walmart South – £1,620.00 per year to advertise on this roundabout. Therefore income due to HWPC is 50% of £1,620 less £517, or = £293.00
- Woodhall – £1,440 per year to advertise on this roundabout. Therefore income due to HWPC is 50% of £1440 less £517, or = £203.00.

**Initials: \_\_\_\_\_**

**FP 103 FINANCIAL MATTERS**

**FP 103A** Members received, discussed and noted the Income & Expenditure Reports for Month 9 – December 2021.

**FP 103B** Members received, discussed and noted the Bank Statements and Bank Reconciliations for December 2021.

**FP 103C** Members discussed and approved the December 2021/January 2022 expenditure. The total payments for approval were £100,033.99.

**Proposer: Councillor S Callen                      Seconder: Councillor S Fateru**

**Vote: Agreed Unanimously.**

**RESOLVED: Members approved December 2021/January 2022 expenditure under purchase daybook references 1917-1965 and cashbook reference 267. The total payments for approval were £100,033.99**

**FP 103D** Members discussed and approved a virement of £12,000 from Community Choices [4414/605] to Youth Engagement Salaries [402/4001]

**Proposed: Councillor S Callen                      Seconded: Councillor S McDermott**

**Vote: Agreed Unanimously.**

**RESOLVED: To approve a virement of £12,000 from Community Choices [4414/605] to Youth Engagement Salaries [402/4001].**

**FP 103E** Members discussed and agreed an increase in the petty cash limit from £75 to £100 and amend Financial Regulation 6.18a to reflect the increase.

**Proposed: Councillor D Rodgers                      Seconded: Councillor S McDermott**

**Vote: Agreed Unanimously.**

**RESOLVED: To agree an increase in the petty cash limit from £75 to £100 and amend Financial Regulation 6.18a to reflect the increase.**

**FP 103F** Members noted that the Bus Service Operators Grant (BSOG) has been submitted and this will assist in the running of the Community Bus.

**FP 103G** Members noted a VAT return for Q3 October to December 21 has been submitted to the value of £10,763.56.

**FP 104 DRAFT 2022-23 BUDGET & PRECEPT**

Members noted and after a thorough discussion approved the draft 2022-23 budget and precept charge of £906,530.62 as presented for recommendation to Full Council on 25<sup>th</sup> January 2022. This an increase in percentage terms of 4.9% or an additional £5.88 per year based on a Band D household. Total per year for a Band D household will be £100.86 or £8.36 per month, £1.93 per week and 27p per day).

**Proposed: Councillor D Rodgers                      Seconded: Councillor S Heyes**

**Vote: Agreed Unanimously.**

**RESOLVED: Members noted and approved the draft 2022-23 budget and precept charge of £906,530.62 as presented for recommendation to Full Council on 25<sup>th</sup> January 2022. This an increase in percentage terms of 4.9% or an additional £5.88 per year based on a Band D household. Total per year for a Band D household will be £100.86 or £8.36 per month, £1.93 per week and 27p per day).**

*It was agreed to move Agenda item 11 Forecast Budget 2022-2025 forward.*

**FP 105 FORECAST BUDGET 2022-2025**

Members discussed and approved the three-year budget from 1<sup>st</sup> April to 31<sup>st</sup> March 2025 for recommendation to Full Council on 25<sup>th</sup> January 2022, which will be monitored closely by the Finance & Policy Committee.

**Proposed: Councillor S McDermott      Seconded: Councillor V Manro**

**Vote: Agreed Unanimously.**

**RESOLVED: Members approved the three year budget from 1<sup>st</sup> April to 31<sup>st</sup> March 2025 for recommendation to Full Council on 25<sup>th</sup> January 2022.**

**FP 106**

**RESERVES POLICY 2022-23**

Members noted and approved the recommendation to Full Council on 25<sup>th</sup> January 2022 for the updated Reserves Policy for the 2022-23 financial year.

**Proposed: Councillor S Callen**

**Seconded: Councillor S McDermott**

**Vote: Agreed Unanimously.**

**RESOLVED: Members approved the recommendation to Full Council on 25<sup>th</sup> January 2022 for the updated Reserves Policy for the 2022-23 financial year.**

**FP 107**

**ITEMS FOR THE NEXT AGENDA**

To be sent to the Chief Officer in advance of the next meeting 15<sup>th</sup> February 2022.

**FP 108**

**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: Confidential.**

**FP 109**

**VEHICLE INSURANCE RENEWAL**

Members noted, discussed, and approved the quotation for the annual Vehicle Insurance renewal from Zurich Municipal to insure the Council's Fleet Motor Insurance for eight (8) vehicles to include the Community Bus. Cost is £2,379.07 including Insurance Premium Tax. Renewal 21<sup>st</sup> January 2022 until 20<sup>th</sup> January 2023.

**Proposed: Councillor A John**

**Seconded: Councillor V Manro**

**Vote: Agreed Unanimously.**

**RESOLVED: Members approved the quotation for the annual Vehicle Insurance renewal. from Zurich Municipal to insure the Council's Fleet Motor Insurance for eight (8) vehicles to include the Community Bus. Cost is £2,379.07 including Insurance Premium Tax. Renewal 21<sup>st</sup> January 2022 until 20<sup>th</sup> January 2023.**

**FP 110**

**INSURANCE MATTERS**

Member discussed and noted an insurance matter concerning WO17 NGZ previously reported in August was closed by the insurance company as the Third Party did not pursue a claim.

**FP 111**

**UTILITIES RENEWAL**

Members reviewed, discussed the quotations for the Utilities and agreed that a 2 year deal should be secured by the Deputy Clerk. Members acknowledged rates are changing daily, there was adequate budget allocated. The final deal with costs will be noted at a future meeting.

**Proposed: Councillor S McDermott**

**Seconded: Councillor S Callen**

**Vote: Agreed Unanimously.**

**RESOLVED: Members agreed that a 2 year deal should be sought by the Deputy Clerk. With adequate budget allocated the final deal with costs will be noted at a future meeting.**

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**FP 112 STAFF ACCIDENT**

Members noted the circumstances of the accident of a staff member on 23<sup>rd</sup> December 2021 and steps that have been implemented to mitigate against future occurrences.

**FP 113 OFFICE MOVE**

Members discussed and noted the report for the office move. The project is in line with the budget. Building works have now finished. Air conditioning quotations will be brought to a future meeting.

**The meeting closed at 21.28**

**Chairman:**