

## Finance & Policy Committee

12<sup>th</sup> January 2022

**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 18<sup>th</sup> January 2022 at 20:00 to be held in the Council Chamber, Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

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](mailto:clerk@haydonwick.gov.uk) no later than 12.00pm on Monday 17<sup>th</sup> January 2022.

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 16<sup>th</sup> November 2021.



- 6. Councillor Reports**

To receive reports from members on attendance at external meetings or events and an opportunity for members to bring matters of interest to the attention of the Council for information or future discussion.
- 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 9 – December 2021 (attached).
  - B) To receive the Bank Statements and Bank Reconciliations for December 2021 (attached).
  - C) To approve the Payment Schedule for December 2021 / January 2022 (tabled).
  - D) To approve a virement of £12,000 from Community Choices [4414/605] to Youth Engagement Salaries [402/4001].
  - E) To agree an increase in the petty cash limit from £75 to £100 and amend Financial Regulation 6.18a to reflect the increase (attached).
  - F) To note the Bus Service Operators Grant (BSOG) has been submitted this will assist in the running of the Community Bus.
  - G) To note a VAT Return for Q3 Oct-Dec has been submitted to the value of £10,763.56.
- 9. Draft 2022-23 Budget & Precept**

To consider and agree the draft 2022-23 budget and precept charge for recommendation to Full Council on 25<sup>th</sup> January 2022 (attached).
- 10. Reserves Policy 2022-23**

To consider and approve a recommendation to Full Council for the updated Reserves Policy for the 2022-23 financial year (attached).
- 11. Forecast Budget 2022-2025**

To consider a draft three-year budget from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025 (attached – see Agenda 9).
- 12. Items for the Next Agenda**

To be sent to the Chief Officer in advance of the next meeting 15<sup>th</sup> February 2022.
- 13. 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: Commercially Sensitive & Insurance Matters.
- 14. Vehicle Insurance Renewal**

To receive a quotation for the annual Vehicle Insurance renewal (attached).
- 15. Insurance Matters**



To note an insurance matter concerning WO17 NGZ previously reported in August was closed by the insurance company as the third party did not make a claim.

**16. Utilities Renewal**

To receive a quotation for the Utilities renewal (tabled).

**17. Staff Accident**

To note a staff accident which occurred on 23<sup>rd</sup> December 2021.

**18. Office Move**

To receive an update on the Office move and agree any quotations for work.

**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.**