

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 21st January 2020 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDANCE

MEMBERS: Councillors S Callen (Chairman), I Liddon, L Brown, S Fateru, R Hailstone, V Manro, S Heyes, D Rodgers, A Roupelis and R Venkatesh

OBSERVERS: Councillors A John and L Rhys-Jones

OFFICERS: Clerk, Georgina Morgan-Denn
Deputy RFO, Sandra Kelly
Deputy Clerk, Laura Cutter

PF 108 APOLOGIES
Apologies were received and accepted from Councillor J Fuller (personal commitment).

PF 109 DECLARATIONS OF INTEREST
There were no Declarations of Interest.

PF 110 PUBLIC PARTICIPATION
There was one member of the public present but no representation was made.

PF 111 CHAIRMAN'S ANNOUNCEMENTS
Councillors Brown, Liddon and Rodgers confirmed they were on call and need to have their phones on silent in case of a call.

PF 112 MINUTES OF THE PREVIOUS MEETING
Members received and approved the minutes of the Policy & Finance Meeting held on Tuesday 26th November 2019.
Proposed: Councillor S Heyes Seconded: Councillor S Fateru
Vote: Agreed unanimously.
RESOLVED: The Minutes of the Policy & Finance Committee Meeting held on Tuesday 26th November 2019 be agreed and signed as a correct record.

PF 113 COUNCILLORS REPORTS
There were no Councillor reports.

PF 114 CLERK'S REPORT
SBC Codes and Protocols Consultation
The Clerk has received a very thorough review from Mr Roy Worman on the proposals received from SBC following their Codes and Protocols Consultation. The response deadline to SBC was 27th January in order to go to their Standards meeting. The Clerk has requested an extension to end of February and it will be brought to next P&F Meeting. SBC

Initials: _____

Officers have confirmed our comments will feed into a wider review taking place.

Roundabout advertising

We had been waiting to receive roundabout income for 2018/19 and the £506.50 which was due has now been received. A further £379 is due for 2019/20 and £106.25 for 2020/21.

CCLA

We have received a good return on our investment - the first month's interest on the Bond amounted to £70.

Making Tax Digital

We are now set up with HMRC for Making Tax Digital in order to submit our VAT claims through the digital route and have successfully submitted the September to December return.

Year-end closedown with RBS

We will be using Rialtas Business Solutions (RBS) again this year to assist with year-end closedown. This also provides us with a good opportunity to do a financial health check, prior to the internal auditor coming in and in preparation of the Annual Return. The cost for providing this service is £560 plus travelling expenses (from Offcut, nr Wroughton).

PF 115 FINANCIAL MATTERS

- A) To receive and approve the Income & Expenditure Statement for December 2019.
- B) To receive the Bank Statements and Bank Reconciliations for December 2019.
- C) To approve the payment schedules for December 2019/January 2020.
- D) To nominate two Councillors to attend the office to check and sign the Payment Schedule.
- E) To approve the Direct Debit for 2020/21 for the annual payment to the Information Commissioner's Office.

**PF 115A Proposed: Councillor I Liddon Seconded: Councillor V Manro
Vote: Agreed with 1 (one) abstention.**

RESOLVED: To approve the Income & Expenditure Statement for December 2019.

**PF 115B Proposed: Councillor L Brown Seconded: Councillor S Heyes
Vote: Agreed unanimously.**

RESOLVED: To approve the Bank Statements and Bank Reconciliations for December 2019.

PF 115C Committee considered the payment schedules for December 2019/January 2020 under purchase daybook references 756-802, totaling £67,987.42.

**Proposed: Councillor S Fateru Seconded: Councillor L Brown
Vote: Agreed with 1 (one) abstention.**

Initials: _____

RESOLVED: To approve the Payment Schedule for December 2019/ January 2020.

PF 115D Councillor R Hailstone and Councillor S Heyes were nominated to check and sign the payments.

19:45 Councillor A Roupelis joined the meeting.

PF 115E **Proposed: Councillor R Hailstone** **Seconded: Councillor I Liddon**
Vote: Agreed unanimously.
RESOLVED: To approve the Direct Debit for 2020/21 for the Information Commissioner's Office annual payment.

PF 116 **DRAFT BUDGET 2020/2021**
 The meeting was presented with three budget models. Option A was calculated on a standstill basis, Option B included three new posts and Option C included one new post. The meeting discussed the budget models in detail and in particular, the Council's Capital projects for the forthcoming year.

It was acknowledged that the detailed budget circulated to members omitted the previous year's budget figures, to assist them with their comparisons. The Officers confirmed this would be added for Full Council scrutiny.

The resolution was made after the next Agenda item (9 Precept 20/21) was discussed and agreed.

Proposed: Councillor L Hailstone **Seconded: Councillor D Rodgers**
Vote: Agreed unanimously
RESOLVED: To recommend to Full Council that Option C budget for 2020/21 be approved

PF 117 **PRECEPT 2020/2021**
 Members received three precept calculations for 2020/2021 which were based on draft budget Options A, B and C with explanations how the three calculations would impact on the Precept. There was also a discussion about the future Earmarked Reserves (EMRs). Members agreed to recommend Option C to Full Council which would require a Precept of £822,375.57 - a 9% increase on last year's Precept and on a Band D Household the equivalent to £91.23 per year.

Thanks were expressed to the Officers for preparing the detailed budget models and calculations.

Proposed: Councillor R Hailstone **Seconded: Councillor D Rodgers**

Vote: Agreed with 1 (one) abstention.

RESOLVED: To recommend to Full Council, that the £822,375.75. precept for 2020/21 be approved. This represents an annual precept of £91.23 per year.

Initials: _____

PF 118 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 119 MOTOR INSURANCE RENEWAL

The Committee received a verbal update regarding the vehicle insurance renewal for 2020. Three quotes were received. The Deputy RFO recommended the best value, Zurich Municipal at a cost of £2,328.09. This is saving of £2,462.91 on the current provider. As renewal was due on the day of the meeting and there was a significant saving, with the same level of cover as the other providers, the Committee had no objection with the renewal having taken place.

Thanks were given to the Deputy RFO for saving the Council a significant amount of money. There was a suggestion to keep a track of cost savings.

PF 120 ITEMS FOR NEXT AGENDA

To be given to the Clerk in advance of the next meeting.

- CCTV documentation

The meeting closed at 20:50

Chairman:

Initials: _____