

## POLICY & FINANCE COMMITTEE

10<sup>th</sup> March 2021

**To: All members of Policy & Finance Committee**

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

To: All other Haydon Wick Parish Councillors

Dear Members

You are summoned to a remote meeting of Haydon Wick Parish Council on **Tuesday 16<sup>th</sup> March 2021 at 7:45pm**. Link: <https://tinyurl.com/4m7ekcyd>

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 15<sup>th</sup> March 2021.

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**  
Public questions must be sent to [clerk@haydonwick.gov.uk](mailto:clerk@haydonwick.gov.uk) no later than 12.00pm on Monday 16<sup>th</sup> March 2021.
- 4. Chairman's Announcements (if any)**
- 5. Minutes of the Previous Meeting**  
To confirm as a true record the minutes of the meeting held on Tuesday 16<sup>th</sup> February 2021 (attached).
- 6. Councillor Reports**  
To receive reports from Councillors. For information only.

**7. Clerk'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 Report for February 2021 (attached)
- B) To receive the Bank Statements and Bank Reconciliations for February 2021 (attached)
- C) To approve the Payment Schedule for February/March 21 (tabled)
- D) To approve direct debit to Quadient (franking machine provider)
- E) To clear down Ear Marked Reserves unspent from 2020/2021 in preparation for the new financial year 2021/2022 (attached).

**9. Internal Financial Authorisations**

To note the internal financial authorisation limits for purchases and signing off transactions (attached).

**10. Policies for Recommendation to Full Council on 23<sup>rd</sup> March 2021**

- A) To consider the updated Media Policy (attached)
- B) To consider the Petitions Policy (attached)
- C) To consider the Website Accessibility Statement (attached).

**11. Covid-19 Discretionary Grant**

To receive and note the report that shows the breakdown of how the grant has been used (attached).

**12. Next Agenda Items**

To propose agenda items for the Policy & Finance meeting on 20<sup>th</sup> April 2021.

**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.

**14. Debt Write Off**

To consider and approve writing off outstanding income (tabled).

**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 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.**