

POLICY & FINANCE COMMITTEE

14th April 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 20th April 2021 at 7:45pm**. Link: <https://tinyurl.com/4zhumymm>

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 no later than 12.00pm on Monday 19th April 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 no later than 12.00pm on Monday 19th April 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 16th March 2021 (attached).
- 6. Councillor Reports**
To receive reports from Councillors. For information only.

7. Clerk's Report

To receive an 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 March 2021 (attached)
- B) To receive the Bank Statements and Bank Reconciliations for March 2021 (attached)
- C) To approve the Payment Schedule for March/April 2021 (tabled)
- D) To receive the Q4 budget report (to follow)
- E) Notification of Hills price review (attached)

9. Covid-19 Discretionary Grant Overpayment

To receive notification from Swindon Borough Council (SBC) of an overpayment of £20,000 and review the current status of how the Grant has been spent (attached). To discuss and confirm returning the overpayment of £20,000 to SBC.

10. Annual Governance & Accountability Return (AGAR)

To receive a report on the requirements and timeline for the 2021 AGAR Return (to follow).

11. Round up of 2020/2021 Committee Projects

To note the report detailing the project completions during 2020/2021 (attached).

12. Policies for Recommendation

To consider the following policies for recommendation to Full Council on 27th April 2021:

- A) Financial Regulations (to follow)
- B) Standing Orders (to follow)
- C) Procurement Policy (to follow)

13. Terms of Reference

To review the Committee's Terms of Reference and any recommendations for implementation from May 2021 (attached).

14. Investments

- A) To receive a report for recommendation to Full Council on 27th April 2021 (to follow).
- B) To receive an Investment Report from the CCLA (to follow).

15. General Data Protection Regulations (GDPR) Update

To receive a verbal update on GDPR matters, if appropriate.

16. Next Agenda Items

To propose agenda items for the Policy & Finance meeting on 18th May 2021.

17. 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.

18. IT Renewal

To receive the annual IT Support renewal quotation with additional reporting and statistical information (to follow). Contract is due for renewal on 30 April 2021.

19. Insurance update

To receive a verbal update on insurance matters.

20. Room hire enquiry

To receive a verbal report to consider a request from a potential room hire booker for a discretionary rate.

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.