

Finance & Policy Committee

9th November 2022

To: All members of the Finance & Policy Committee

Councillors: L Rhys-Jones (Chair), S Callen (Vice Chair), S Fateru, R Hailstone, S Heyes, V Manro, A Roupelis, J Fuller, R Venkatesh, and B Patrick-Okoh.

To: All other Haydon Wick Parish Councillors

Dear Councillor,

You are summoned to a meeting of the Haydon Wick Parish Council Finance & Policy Committee on Tuesday 15th November 2022 at 20:00 to be held in the 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 no later than 12.00pm on Monday 14th November 2022.

Yours sincerely

Georgina Morgan-Denn

Georgina Morgan-Denn BA (Hons), FSLCC
Chief Officer/Clerk & RFO

AGENDA

1. **Apologies**
To receive and note.
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 18th October 2022.
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 Reports**
 - A) To note the monthly Income & Expenditure Report for October 2022 (attached).
 - B) To receive the Bank Statements and Bank Reconciliations for October 2022 and the latest CCLA Public Sector Fact Sheet (attached).
 - C) To approve the Payment Schedule for October/November 2022 (to follow)
 - D) To retrospectively approve the payments made using the credit card and petty cash for October 2022 (attached).
- 9. Cost Savings**
To receive a report concerning potential cost savings (attached).
- 10. Cross Charging In-House Resources**
To discuss the pros and cons of cross charging in house resources e.g. Leisure Garden maintenance costs and Memory Café venue and bus hire costs.
- 11. Councillors' Allowances 2022-23**
To discuss and agree Parish Councillors' allowances for 2022-23 (attached).
- 12. Internal Auditor's Interim Report**
To consider the Internal Auditor's interim report (attached).
- 13. Budget Setting Update**
To receive a report following the Budget Setting Working Party meeting held on 8th November 2022 (to follow).
- 14. Budget Aspirations**
To receive a budget aspiration for a replacement laptop for the Editor (attached).
- 15. Bowls Club Trust & Lease Renewal**
 - A) To note the Bowls Club Annual General Meeting was held on 25th October 2022 (attached).
 - B) To note Councillor R Hailstone will continue as the Parish Council's representative on the Bowls Club Trust and to receive a nomination to recommend to Full Council for the second position.
 - C) To recommend to Full Council the existing lease terms are renewed for a further 25 years (attached).
- 16. Leisure Garden Terms & Conditions**
To recommend to Full Council to approve amendments to the Leisure Garden Terms and Conditions (attached).
- 17. Safeguarding Policy**
To recommend to Full Council adopting the Safeguarding Policy (to follow).
- 18. Next Finance & Policy Committee**
To note there will not be a committee meeting in December. All finance related items will be discussed at Full Council on the 13th December 2022.
- 19. Items for the Next Agenda**
To be sent to the Chief Officer in advance of the next meeting 17th January 2023.



20. 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: Staffing Matter.

21. Accident Reporting

To receive details of a recent staff accident.

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.