

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 16th July 2024 at 19.30 at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors: V Manro (Chair), A Roupelis (Vice Chair), R Hailstone, S Heyes, J Jackson, A Jimmy, O Munagala, B Patrick-Okoh and R Worman

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk and RFO
Jodie Smart, Finance Officer, Deputy RFO

FP 022 APOLOGIES

Apologies were received from Councillor J Fuller (Personal Commitments) and no apologies were received from Councillor S Fateru.

FP 023 DECLARATIONS OF INTEREST

There were none.

FP 024 PUBLIC PARTICIPATION

There were none.

FP 025 CHAIRMAN'S ANNOUNCEMENTS

Good attendance at the Schools Summer Fayres but more Councillors are needed to attend to ensure good exposure is achieved.

FP 026 MINUTES OF THE PREVIOUS MEETING

Members reviewed the minutes of Finance and Policy Committee held on Tuesday 21st May 2024 and agreed they were a true record.

Proposed: Councillor S Heyes Seconded: Councillor J Jackson

Vote: Agreed Unanimously.

RESOLVED: To confirm as a true record the minutes of meetings held on Tuesday 21st May 2024 and the Chairman signed the minutes subject to adding Councillor J Jackson who was missed off the attendance list.

FP 027 COUNCILLOR REPORTS

Cllr R Hailstone – Attended Personnel Sub Committee and Working Party on Parks and Open Spaces to discuss various grounds maintenance matters including grass/hedge cutting schedules.

Cllr R Worman: Attended the same Personnel Sub Committee and Working Party as above. Hoping to see some good progress from the team as a result. Tree episode at Sunningdale now has local MP involved. Asked Members to consider the Council's official response to the current Ward Boundary Review – Chairman confirmed this was on next week's Full Council agenda. Meeting was advised that only Wards are affected and not the Parish boundaries.

Cllr S Heyes – Attended the same meetings as above. Identified three streetlights that are out and has reported to SBC - they are the same as last year which shouldn't happen as LED bulbs now.

Cllr O Munagala – has approached a couple of sponsors for the Summer Event so hopefully will hear back shortly.

Cllr B Patrick-Okoh – Nothing to report

Cllr J Jackson – Nothing to report

Cllr A Roupelis – Nothing to report

Cllr V Manro – Attended the same Personnel Sub Committee and WP as above. Reminded Members there is an opportunity to visit GMF site next week but to confirm in advance to arrange necessary PPE.

FP 028 CHIEF OFFICER'S REPORT

Initials: _____

Chief Officer informed Members that the finance function is now largely paper light.

Councillor A Jimmy arrived 19:47.

FP 029

FINANCIAL REPORTS

FP 029A

Members noted the quarter three budget report.

FP 029B

Members noted the bank statements and reconciliations for June 2024.

FP 029C

Members discussed and approved June and July 2024 expenditure under purchase daybook references 3514-3556 and cashbook reference 372 The total for approval is £130,146.30.

Proposed: Councillor B Patrick- Okoh Seconded: Councillor J Jackson

Vote: Agreed with one Abstention.

RESOLVED: To approve expenditure under purchase daybook references 3514 - 3556 and cashbook reference 372. The payments total is £130,146.30.

FP 029D

Members retrospectively approved the payments made using the credit card and petty cash for payments made in May and June 2024 respectively.

Proposed: Councillor A Jimmy Seconded: Councillor R Worman

Vote: Agreed unanimously.

RESOLVED: To retrospectively approve expenditure using the credit card for payments totaling £1522.44 in May 2024 and petty cash for payments totaling £3.02 in June 2024.

FP 030

GROUND'S MAINTENANCE FACILITY – CASH FLOW UPDATE

Proposed: Councillor R Hailstone Seconded: Councillor A Roupelis

Vote: Agreed with one Abstention.

RESOLVED:

- 1. To note the report and to recommend to Full Council to approve that the General Reserves will temporarily fall below the three-month net revenue expenditure target during the months of August and September 2024.**
- 2. To recommend to Full Council to approve the transfer of funds of up to £59,279.40 and £53,29.66 respectively from the two HSBC savings accounts to the HSBC current account.**
- 3. To recommend to Full Council to approve the transfer of funds of up to £100,000.00 from the CCLA investment account to the HSBC current account as a contingent measure to cover payments leaving the account in September prior to the receipt of the precept instalment.**
- 4. To recommend to Full Council to approve the transfer of funds of up to £100,000.00 from the HSBC current account to the CCLA investment account in September after the receipt of the precept instalment.**

FP 031

FINANCIAL REGULATIONS

Members agreed to recommend the amended Financial Regulations to Full Council.

Proposed: Councillor O Munagala Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: To recommend to Full Council the amended Financial Regulations.

Initials: _____

FP 032

FINANCIAL AUTHORISATIONS

Members agreed to recommend the amended Financial Authorisations to Full Council.

Proposed: Councillor A Roupelis

Seconded: Councillor R Worman

Vote: Agreed unanimously.

RESOLVED: To recommend to Full Council the amended Financial Authorisations.

FP 033

CREDIT CARD AND PETTY CASH

Members agreed to approve a trial period of removing petty cash as a payment method for 3 months and introducing smarter working practices where making purchases are concerned. It was also agreed approve a second credit card is issued (on the existing Barclaycard account) under the name of the Deputy RFO which must be always kept in the Parish office.

Proposed: Councillor B Patrick-Okoh

Seconded: Cllr A Roupelis

Vote: Agreed unanimously

RESOLVED:

- 1. To approve a trial period with no petty cash and introduce smarter working with a credit card only.**
- 2. To approve a second credit card issued under the name of the Deputy RFO.**

FP 034

ASSET REGISTER/INSURANCE

Members received a verbal update and the insurer has requested that the asset register be reviewed with up-to-date costs for all assets before a new insurance premium can be calculated. The Finance Officer and Deputy RFO is working on this with the Office Administrator but it will take some time to complete.

FP 035

FIRE EVACUATION PLAN AND PERSONAL EMERGENCY EVACUATION PLAN

Members agreed to adopt the Fire Evacuation Plan and Personal Emergency Evacuation Plan. Discussion around Fire Marshall trained staff members being present during all working hours. Agreed to recommend to Full Council and add further information after getting advice from the H&S Consultant.

Proposed: Councillor A John

Seconded: Councillor B Patrick-Okoh

Vote: Agreed Unanimously.

RESOLVED: To agree to recommend the Fire Evacuation Plan to Full Council.

FP 036

ITEMS FOR THE NEXT AGENDA

To advise the Chief Officer.

FP 037

EXCLUSION OF PUBLIC AND PRESS

There were none

FP 038

FREEDOM OF INFORMATION REQUEST: FO101072024

Members noted the receipt of a Freedom of Information request and is currently being dealt with in the appropriate manner within the statutory timescale.

The meeting closed at 8.25pm.

Chairman Signed: _____

Initials: _____

