

HAYDON WICK PARISH COUNCIL

DRAFT Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 16th August 2022 at 8.00pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors L Rhys-Jones (Chairman), E Baker Lee, S Heyes, R Venkatesh, R Hailstone, S Fateru and J Fuller

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Jodie Smart, Finance Officer/Deputy RFO
Senior Administrator, Jill Sharp

FP 070 APOLOGIES

Apologies were received and noted from Councillors S Callen, A Roupelis, V Manro and B Patrick-Okoh (Personal Commitments).

FP 071 DECLARATIONS OF INTEREST

None

FP 072 PUBLIC PARTICIPATION

One (1) member of the public was present who made representation under Agenda Item 10 – CCLA Interest Information. From the report, it seems to be a little confusing as to the interest rate as it is not clear what percentage is used. Also, concerned about the exposure/liability that the council may have to bear. Chairman confirmed that it did appear to be confusing and thanked him for his comments and of course would be discussed in more depth under the agenda item. (item FP 079 of these minutes). Also

FP 073 CHAIRMAN'S ANNOUNCEMENTS

None.

FP 074 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 19th July 2022 and the minutes signed.

Proposed: Councillor S Heyes Seconded: Councillor R Hailstone

Vote: Agreed with two (2) Abstentions.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 19th July 2022 and the Chairman signed the minutes.

FP 075 COUNCILLORS REPORTS

Councillor S Heyes:

Nothing to report

Councillor S Fateru:

Nothing to report

Councillor R Venkatesh:

Nothing to report.

Councillor L Rhys-Jones:

Nothing to report.

Councillor J Fuller:

Nothing to report.

Councillor R Hailstone:

Nothing to report.

Initials: _____

FP 076 CHIEF OFFICER'S REPORT

Advised that the air conditioning was in the process of being installed and will be completed by Thursday 18th August.

20.06 Councillor S McDermott arrived

FP 077 FINANCIAL REPORTS

FP 077A Members considered and noted the Income & Expenditure Reports for Month 4 - July 2022.

FP 077B Members considered and noted the Bank Statements and Bank Reconciliations for Month 4 - July 2022.

FP 077C Members discussed and approved July/August 2022 expenditure under purchase daybook references 2320-2371 and cashbook reference 278. The total of payments for approval is £75,902.40. Members discussed and noted that Reference 2370 - Purchase of fire Engine Play Equipment as per minute reference FC235A (Full Council 26.04.22) is £200 over the agreed £3,000 expenditure.

Proposed: Councillor S Fateru

Seconded: Councillor R Venkatesh

Vote: Agreed Unanimously.

RESOLVED: Members approved July/August 2022 expenditure under purchase daybook references 2320-2371 and cashbook reference 278. The total of payments for approval is £75,902.40.

FP 078 INTERNAL AUDIT WORKING PARTY 26TH JULY 2022 RECOMMENDATIONS

Members received, discussed and approved the recommendation to Full Council to appoint supplier B as the Internal Auditor for 2022/2023. Also agreed, item 4 of the report that sets out for the Finance Officer/Deputy RFO to arrange for 3 Members to visit the office and be shown the process to complete the first audit in late August. Thereafter the checks can be completed remotely in order to more robust in financial matters.

Proposed: Councillor R Hailstone

Seconded: Councillor J Fuller

Vote: Agreed Unanimously.

RESOLVED: Approved the recommend to Full Council to appoint supplier B as the Internal Auditor for 2022/2023. Also agreed, item 4 of the report that sets out for the Finance Officer/Deputy RFO to arrange for 3 Members to visit the office and be shown the process to complete the first audit in late August. Thereafter the checks can be completed remotely.

FP 079 CCLA INTEREST INFORMATION

Members received the report, fully discussed and confirmed that clarification of the information is required:

- a) difference between daily and monthly yields on the fact sheet
- b) confirm what our actual interest is on the current savings product
- c) what are the withdrawal terms
- d) the notice and any loss of interest
- e) how safe are the funds if overseas and not in UK
- f) is this a fixed term product
- g) can the council expect any bonus for the length of time the account has been held'

Action: Officers will report back at the next meeting.

Initials: _____

FP 080 POLICY UPDATES

Members received the report, discussed and agreed to recommend to Full Council to adopt the Policies as presented.

Proposed: Councillor R Venkatesh Seconded: Councillor S Heyes

Vote: Agreed Unanimously.

RESOLVED: Agreed to recommend to Full Council to adopt the following Policies:

- A) Flag Hoisting Policy**
- B) Bin Policy**
- C) Complaints Procedure Policy**
- D) Finance & Policy Committee Terms of Reference**

FP 081 FREEDOM OF INFORMATION (FOI)

Members received and noted the contents of the report in that information on the suppliers of the play area equipment was supplied and also noted that these were already in the public domain and the project had been completed.

FP 082 ITEMS FOR THE NEXT AGENDA

To be sent to the Chief Officer in advance of the next meeting 20th September 2022:

20.26 Member of the public left the meeting

FP 083 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: Sensitive.

FP 084 HAYDON WICK ‘LIVING’ MAGAZINE DISTRIBUTION

Members received the report, fully discussed and agreed that in view of the very disappointing distribution by the new company, the terms and conditions must be checked and that the companies formal complaints procedure be adhered to and a refund be pursued. Members approved a post on Social Media should be posted in order for anyone who did not receive the Magazine to click a web link or call the office to have one posted. Plus possibly in future issues a QR code be entered for residents to confirm receipt which will allow the council to monitor distribution better in the future. Thanks were given from Councillor McDermott to Laura Cutter (Deputy Clerk) and Caroline Hunt (Events Senior Officer) for all their efforts in gaining information and the return of the excess magazines. Deputy Clerk and/or editor will report back at a future meeting.

The Meeting closed at 21.03

Chairman Signed:

Initials: _____