

Finance & Policy Committee

10th July 2024

To: All members of the Finance & Policy Committee

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

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 16th July 2024 at 19:30** 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 15th July 2024.

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 21st May 2024.
- 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 quarter one budget review (attached).
 - B. To receive the Bank Statements and Bank Reconciliations for June 2024 (attached).
 - C. To approve the Payment Schedule for June/July 2024 (to follow)
 - D. To retrospectively approve the payments made using the credit card and petty cash for payments made in May and June 2024 respectively (attached).
- 9. Grounds Maintenance Facility – Cash Flow Update**
To receive the report regarding the Grounds Maintenance Facility construction invoices to date, cash flow and loan draw down projections and to recommend to Full Council the transfer of funds between bank accounts (attached).
- 10. Financial Regulations**
To recommend to Full Council that the Financial Regulations be amended as per the revised policy (attached).
- 11. Financial Authorisations**
To recommend to Full Council that the financial authorisations be amended as per the attached schedule (attached).
- 12. Credit Card and Petty Cash**
To consider the report regarding the future use of petty cash and subsequent requirement for an additional credit card (attached).
- 13. Asset Register/Insurance**
To receive a verbal update regarding the asset, register and sums insured.
- 14. Fire Evacuation Plan and Personal Emergency Evacuation Plan**
To adopt the fire evacuation plan and personal emergency evacuation plan (attached).
- 16. Items for the Next Agenda**
To be sent to the Chief Officer in advance of the next meeting 17th September 2024.
- 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: Sensitive.
- 18. Freedom of Information Request: FOI01072024**
To receive a verbal update on a recent FOI request.

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 Chief Officer at least 24 hours before the meeting so that every effort may be made to provide access.