

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 16th March 2021 at 7.45pm held remotely via Teams.

ATTENDANCE

MEMBERS: Councillors S Callen (Chairman), A Roupelis, D Rodgers, J Fuller, L Brown, L Rhys-Jones, R Venkatesh, R Hailstone, S Fateru, S Heyes and V Manro

OFFICERS: Clerk & RFO, Georgina Morgan-Denn
P&F Committee Officer and Deputy RFO, Sandra Kelly
Deputy Clerk, Laura Cutter

ALSO IN ATTENDANCE Councillor S McDermott

PF 076 APOLOGIES
There were no apologies.

PF 077 DECLARATIONS OF INTEREST
There were no declarations of interest.

PF 078 PUBLIC PARTICIPATION
There was one member of the public present. Questions were raised prior to the meeting. The Clerk and Deputy Responsible Finance Officer will address these questions outside of the meeting.

PF 079 CHAIRMAN'S ANNOUNCEMENTS
There were no Chairman's announcements.

PF 080 MINUTES OF THE PREVIOUS MEETING
Members received and approved the minutes of the Policy & Finance Meeting held on Tuesday 16th February 2021.

Proposed: Councillor A Roupelis Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: The Minutes of the Policy & Finance Committee Meeting held on Tuesday 16th February 2021 be agreed and signed as a true record.

PF 081 COUNCILLORS REPORTS

Councillor R Hailstone Youths still getting into the Skatepark, despite it being closed. Suggest getting the fence repaired until such time as the height has been raised. The Clerk confirmed this is already in hand.

Councillor S Heyes Also had concerns about the Skatepark and youths using it prior to it being open.

Councillor V Manro A long-standing Borough Councillor, Deputy Leader and Deputy Mayor. Brian Mattock passed away at the weekend. Mr Mattock had many years of Council service and as an officer in the Borough.

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Swindon Borough Council flew the flag at half mast yesterday as a sign of respect.

Resolved to bring forward Agenda item 10A as Councillor S McDermott is presenting this item.

PF 082 MEDIA POLICY

Members were notified that there were a few amendments to the document received prior to the meeting. Councillor S McDermott presented the updated Media Policy and explained the amendments made. It was suggested that Councillors are given an example signature to ensure consistency.

Proposed: Councillor S Callen Seconded: Councillor L Brown

VOTE: Agreed unanimously.

RESOLVED: To recommend to Full Council on 23rd March 2021 that the Media Policy be adopted.

Councillor S McDermott left the meeting at 20:05

PF 083 CLERK'S REPORT

Virement (Dementia Café) - it has not been possible to make the virement from the grants budget to the Dementia Café project as agreed in the P&F meeting on 16th February. This is because the finance system will not enable this transaction to take place due to there being no initial budget set for the Dementia Café at the start of the financial year. Therefore, it can only be noted that the Grants budget will be under spent and the Dementia Café budget will have expenditure against a zero budget, to reflect this.

Waste removal - in previous meetings it was suggested that we could reduce expenditure by disposing of office waste using our in-house team. However, after discussion with the Head of Parks & Open Spaces, this is not a recommended option as we need to dispose of the cardboard in an environmentally friendly way which would mean that our team would have to join the same queue as residents, taking extra time and would therefore have cost and resource implications. We have been having collection issues with our confidential waste provider so are trialing an alternative company. The new company's charges are a little higher but it is expected to still come in on budget as not as many collections will be required as budgeted for.

Investments - an appointment has been made with Churches, Charities & Local Authorities (CCLA) on the 19th March to discuss long term investments. Councillors from the Finance Working Party have been invited to attend. Councillor R Hailstone said he would also be willing to attend this session.

Insurance Matters - funds have been received for the sale of the TucTuc (£200) to Absolute Motor Care and for £8,850 from the insurance company for the stolen vehicle (BD58 ZLZ). The total of £9,050 received has been moved to Ear Marked Reserves to spend on replacement vehicle(s), if required, in the new financial year.

Barclaycard – Unknown charges have appeared on the February Statement. Staff were consulted but no-one was aware of any purchases made to Costco (for £15 and £259.99) and one to Royal Mail (for £26.65). As such these are presumed to be fraudulent transactions so PF082 the credit card will be

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cancelled and the charges removed. A review of internal process will take place.

Roundabout income – a total of £163.37 to be received from Swindon Borough Council for the 2020-2021 financial year from Akers Way, Asda Walmart South and Woodhall roundabout advertising.

PF 084 FINANCIAL MATTERS

- A) To receive and approve the Income & Expenditure Statement for Month 11, February 2021.
- B) To receive the Bank Statements and Bank Reconciliations for Month 11, February 2021.
- C) To approve the payment schedules for February/March 2021.
- D) To approve the direct debit to Quadiant (franking machine provider)
- E) To clear down Ear Marked Reserves unspent from 2020/21 in preparation for the new financial year 2021/2022.

PF 084A Proposed: Councillor V Manro Seconded: Councillor S Fateru
Vote: Agreed unanimously.
RESOLVED: To approve the Income & Expenditure Statement for February 2021.

PF 084B Proposed: Councillor L Rhys-Jones Seconded: Councillor A Roupelis
Vote: Agreed unanimously.
RESOLVED: To approve the Bank Statements and Bank Reconciliations for February 2021.

PF 084C Committee considered the payment schedules for February/March 2021 under purchase daybook references 1377-1425 and cash book reference 251, totaling £128,631.81 and no queries were raised.
Proposed: Councillor R Hailstone Seconded: Councillor R Venkatesh
Vote: Agreed unanimously.
RESOLVED: To approve the Payment Schedule for February/March 2021 under purchase daybook references 1377-1425 and cash book reference 251, totaling £128,631.81.

PF 084D PROPOSED: Councillor S Callen Seconded: Councillor L Brown
Vote: Agreed Unanimously
RESOLVED: To approve the direct debit to Quadiant.

PF 084E Proposed: Councillor V Manro Seconded: Councillor S Fateru
Vote: Agreed unanimously.
RESOLVED: To clear down the remaining Earmarked Reserves from the 2020/21 budget in preparation for the new financial year 2021/2022. As at 16th March 2021 this totalled £147,812.27.

PF 085 INTERNAL FINANCIAL AUTHORISATIONS

Members received and noted the financial authorisations allocated to Officers, to include limits for purchases and signing off on transactions and documents.

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PF 086 POLICIES FOR RECOMMENDATION TO FULL COUNCIL ON 23RD FEBRUARY 2021

- B) Petitions Policy
- C) Website Accessibility Statement

PF 086B Proposed: Councillor S Heyes Seconded: Councillor A Roupelis
Vote: Agreed unanimously.
RESOLVED: To recommend to Full Council that the amended Petitions Policy be adopted.

PF 086C Proposed: Councillor S Callen Seconded: Councillor A Roupelis
Vote: Agreed unanimously.
RESOLVED: To recommend to Full Council that the Website Accessibility Statement be adopted.

PF 087 COVID-19 DISCRETIONARY GRANT
Members received and noted a report of how the Discretionary Grant received from Swindon Borough Council has been used to date. As the impact was ongoing the grant will continue to be monitored in the new financial year.

PF 088 ITEMS FOR NEXT AGENDA
Members were asked to contact the Clerk with any Agenda items for the next meeting to be held on 20^h April 2021.

20:50 the Clerk and member of the public left the meeting.

PF 089 EXCLUSION OF PRESS & PUBLIC
RESOLVED: 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.

PF 090 DEBT WRITE OFF
Members received details of debts that remain outstanding to the Council despite several reminder letters and phone calls being made. It was agreed to write these off, totalling £1,983.44 against code 401/1001 (Newsletter advertising) for the sum of £1,013.00 against code 102/1001 (Room hire) for £970.44.

Proposed: Councillor D Rodgers Seconded: Councillor S Fateru
VOTE: Agreed unanimously.
RESOLVED: To write off a total of £1,983.44 against code 401/1001 (Newsletter advertising) for the sum of £1,013.00 and against code 102/1001 (Room hire) for £970.44.

The meeting closed at 20:59

Chairman:

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