

Finance & Policy Committee

11th October 2023

To: All members of the Finance & Policy Committee

Councillors: V Manro (Chair), A Roupelis (Vice Chair), S Fateru, C Flux, J Fuller, R Hailstone, S Heyes, J Jackson, 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 17th October 2023 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 16th October 2023.

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 19th September 2023.
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 September 2023 (attached).
- B. To receive the Bank Statements and Bank Reconciliations for September 2023 (attached).
- C. To approve the Payment Schedule for September/October 2023 (to follow).
- D. To retrospectively approve the payments made using the credit card and petty cash for payments made in August and September 2023 respectively (attached).
- E. To note the Q2 Budget Review 23/24 (attached).
- F. To note the Q2 Ear Marked and General Reserves update (attached).

9. Precept Impact

To note any recent budgetary impacts on the Council's future precept (attached).

10. Mobile Phone Use Policy

To consider recommending to Full Council the Mobile Phone Use policy is adopted (attached).

11. Complaints Policy

To consider recommending to Full Council that the revised Complaints Policy be adopted (attached).

12. Legal Matters

To receive a verbal update on various legal matters and consider any recommendations arising.

13. 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: Contracts and Sensitive.

14. Contracts

To consider the report regarding council contracts for Telephone and Broadband (to follow).

15. Grounds Maintenance Facility

- A. Finance Update — To consider and note any updates on the Grounds Maintenance Facility financing (if available).
- B. Contract Update – To consider and note any updates on the Grounds Maintenance Facility build contract (if available).

16. Insurance

To receive a verbal update on ongoing insurance matters, if any.

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.