

## FULL COUNCIL

11<sup>th</sup> December 2019

**To: All members of Haydon Wick Parish Council**

Councillors L Brown (Chairman), E Baker Lee, S Callen, S Fateru, J Fuller, R Hailstone, J Jackson, S Heyes, A John, I Liddon, V Manro, S McDermott, D Rodgers, R Ross, A Roupelis, L Rhys-Jones, K T Naik and R Venkatesh.

Dear Councillor,

You are summoned to a meeting of Haydon Wick Parish Council which will be held at the Parish Council Offices, Thames Avenue, Haydon Wick, SN25 1QQ on **Tuesday 17<sup>th</sup> December 2019** at 7.30pm.

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.

Yours sincerely

*Georgina Morgan-Denn*

**Georgina Morgan-Denn BA (Hons), PSLCC**  
**Clerk to Council**

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### AGENDA

- 1. Acceptance of Office**  
Mrs L Rhys-Jones to sign Acceptance of Office.
- 2. Apologies**  
To receive and approve.
- 3. Declarations of Interest**  
To receive any Declarations of Interest.
- 4. Public Participation**  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
- 5. Chairman's Announcements (if any)**
- 6. Minutes of the Previous Meetings**  
To confirm as a true record the minutes of the meeting held on Tuesday 19<sup>th</sup> November 2019 (attached).

**7. Councillor Reports**

To receive reports from Councillors. For information only.

**8. Swindon Borough Ward Councillor Reports**

To receive reports from and raise questions to Swindon Borough Ward Councillors. For information only.

**9. Clerk's Report**

To update on issues and actions since the last meeting that do not appear on the agenda. For information only.

**10. Committee Recommendations**

To approve any Committee recommendations made to the Full Council:

**Policy & Finance - October & November 2019:**

- A) To resolve to adopt the Publication Scheme (attached)
- B) To resolve to adopt the revised Financial Regulations (attached)
- C) To resolve to adopt the Policy Review table (attached)
- D) To resolve to adopt the revised Scheme of Delegation (attached)
- E) To resolve to adopt the Community Grant Policy (attached)
- F) To increase Community Grant budget to £9,000 per year which is to be split evenly between three rounds, ability to carry forward any remaining funds to next round and do a Virement of any left-over funds into another budget.
- G) With effect from January 2020 the monthly Policy & Finance Committee meetings will take place in week 3 and Full Council in week 4.
- H) To resolve to adopt the revised Standing Orders to reflect Full Council will take place in week 4 of the month from January 2020 (tabled).

**Amenities & Leisure - November 2019:**

See Exclusion of Public & Press Agenda Item: 14

**11. Financial Matters**

- A) To receive the Income & Expenditure Statement for November 2019 (attached).
- B) To receive the Bank Statements and Bank Reconciliations for November 2019 (tabled).
- C) To approve the Payment Schedule for November/December 2019 (tabled).
- D) To nominate two Councillors to attend the office to check and sign the Payment Schedule.
- E) To approve the amended bank signatory list.
- F) To approve telephone banking for HSBC current accounts.
- G) To approve Direct Debit for Quartix (Vehicle trackers approved A&L 135).

**12. Bulb Planting**

To receive a proposal to consider planting bulbs in various locations in the parish.

**13. Items for Next Agenda**

To propose agenda items for the Full Council meeting on 28<sup>th</sup> January 2020.

**14. 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: Contractual & Staffing Matters.

**15. Amenities & Leisure Committee Recommendations**

To approve any November 2019 Recommendations made to the Full Council:

- A) Grounds Maintenance Tender (Shrubs, Bushes, Hedges, Low-Level Trees) 2020-23
- B) Grass Cutting (Playparks) Contract

**16. Personnel Sub-Committee**

To agree to recommendations arising from the 16<sup>th</sup> December 2019 Personnel Sub-Committee (tabled).

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