

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 17th January 2023 at 8pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

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

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

FP 138 APOLOGIES

Apologies were received and noted from Councillor B Patrick-Okoh (personal commitments) and S Fateru (work commitments).

FP 139 DECLARATIONS OF INTEREST

There were none.

FP 140 PUBLIC PARTICIPATION

One (1) member of the public was present who had submitted a question in advance:

Where exactly are the electricity and water costs shown on the detailed income and expenditure report. When considering next year's precept, will you use this excellent report to show the comparisons in budget totalling against all the individual entries? Will you use this report to show saving's bearing in mind the present economic situation for all residents?

The water and electricity costs are included under budget code 4101 Utilities and there will be a budget review report presented when the year end is completed.

FP 141 CHAIRMAN'S ANNOUNCEMENTS

Informed members that the resident was recording the meeting.

FP 142 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 15th November 2022 were a true record.

Proposed: Councillor A Roupelis Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 15th November 2022 and the Chairman signed the minutes.

FP 143 COUNCILLORS REPORTS

Councillor S Heyes: Changes to doctors in the parish seems to be working. He personally managed to get a same day appointment and referred to GWR that day. Very efficient.

Councillor L Rhys-Jones: Nothing to report.

Councillor J Fuller: Nothing to report.

Councillor V Manro: Judging a debate at Haydonleigh School.

Councillor S Callen: Tidy Up matters raised.

Councillor A Roupelis: Nothing to report.

Councillor R Venkatesh – Nothing to report

Councillor R Hailstone: Asked if the Council had been informed of SBC's

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intention to conduct a Boundary Review of the Borough. Apparently, the results to be announced by end of 2024. *Chief Officer will try to get update by next Full Council.*

FP 144 CHIEF OFFICER'S REPORT

1. Legal matters ongoing:
 - **Informed by Bowls Club** that their solicitors cannot instruct the new lease. They've been told that we must use our solicitors to raise this - have approached the original branch who dealt with it and they are providing a quote for the scope of works. Unfortunately, this is unexpected delay which both parties were not expecting and the current lease has now lapsed. Committee very keen to keep the renewal instructions very brief and clear. *Committee requested a quick update to the Club to reassure them of the situation and full support of the renewal.*
 - **Grounds Maintenance Facility** – we have received advice on the ITT building contract element of the tender process. *Committee requested the contractor should draw up the contract and we send to our solicitor for verification and withdrawls terms.* Deed of Variation and Supplemental Lease for the additional land at Blunsdon Road will be taken to next week's Full Council for official signing.
 - **Public Open Spaces Lease Renewal** has been delayed due to staff shortages at SBC. Anticipate the final lease amendments at our February or March meetings.
2. POST's caged crew cabin (SF16) was off the road with water pump problem and we took it in for an emergency repair – cost £1,200 taken from the Vehicle Servicing & Maintenance budget. 71.4% spent with £2,955.00 remaining.
3. Increased costs for our Financial Software provider (Rialtas) has resulted in us reducing the number of cloud users to slightly mitigate the price rise. We will now have two instead of three users and the renewal is from June 2023. A generic login name will be set up.

FP 145 FINANCIAL REPORTS

FP 145A Members considered and noted the Income & Expenditure Reports for Month 9 – December 2022 and commented on the usefulness of the accompanying the report.

FP 145B Members considered and noted the Bank Statements and Bank Reconciliations for Month 9 – December 2022.

FP 145C Members discussed and approved December 22/January 23 expenditure under purchase daybook references 2598-2634 and cashbook reference 306. The total of payments for approval is £72,181.95.

Proposed: Councillor S Callen

Seconded: Councillor R Venkatesh

Vote: Agreed unanimously.

RESOLVED: To approve December 22/January 23 expenditure under purchase daybook references 2598-2634 and cashbook reference 306. The total of payments for approval is £72,181.95.

FP 145D Members received and approved the December 2022 payments using the credit card - £2,330.19 and Petty Cash - £249.26.

Proposer: Councillor V Manro

Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: To approve the December 2022 payments using the credit card

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at £2,330.19 and Petty Cash at £249.26.

FP 145E Members considered and noted the Q3 budget report.

Suspended Standing Orders to allow the Resident to ask a clarification question.

FP 145F Members considered and noted the December CCLA Public Sector Deposit Fund Factsheet. *Committee requested a summary of performance is included for scrutiny at future meetings.*

FP 146 BUDGET SETTING UPDATE

Members received a verbal report from the Budget Setting Working Party held on 10th January 2023. Discussion included:

- a. Community choices – reduced from £12k to £8k but with other projects budgeted for the Council is still delivering a lot in the community.
- b. Postponed Bus EMR to 2024 – will reinstate next financial year.
- c. Elections – keep £19k in the budget for any contested elections and repurpose for another project if not required.
- d. Play Area refurbishment – there are some in EMRs (£23k) so we have reduced Trent Road refurb that same amount.
- e. Climate Change reduced to £2.5k which releases £7.5k and intention is to build funds up as work gains momentum.

Projections for the current financial year have been given a full review and based on information available (not withstanding any major impacts in the last quarter) we have reduced the projected use of General Reserves from the budgeted £176k to around £112k. This in turn should assist with the subsidy for 2023/24.

Currently calculating next year's budget with a £130k subsidy – this represents a precept rise of under 10% but still working on the budget to see if this can be reduced further. With a £130k subsidy from General Reserves that would leave just over £4k over the minimum three months level of reserves.

FP 147 BUDGET VIREMENT

Members considered and approved a virement in accordance with expenditure agreed at Parks and Open Spaces Committee on 8th November 2022 (Min ref. POS 166): £16,381.00 from 4522/307 (Grounds Maintenance Contract) to 4000/307 (Salaries). This was following Council's decision to go in house for the hedge cutting contract and allocating staff costs from the maintenance contract budget.

Proposer: Councillor S Callen

Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: To approve a virement in accordance with expenditure agreed at Parks and Open Spaces Committee on 8th November 2022 (Min ref. POS 166): £16,381.00 from 4522/307 (Grounds Maintenance Contract) to 4000/307 (Salaries).

FP 148 FINANCIAL REGULATIONS

Members considered and approved a recommendation to Full Council to amend to financial regulation 6.16 to permit the authorisation online by the Clerk/Chief Officer of any variable Direct Debits for utility supplies (energy, telephone, and water).

Proposer: Councillor S Heyes

Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

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RESOLVED: To recommend to Full Council to amend to financial regulation 6.16 to permit the authorisation online by the Clerk/Chief Officer of any variable Direct Debits for utility supplies (energy, telephone, and water).

FP 149 COUNCIL GENERAL INSURANCE

Members noted the report and agreed to the recommendations. It was reported that two other insurance providers would not quote because they could not match the price received from our current provider. It was noted that as the renewal is due in February only two months of the premium will be coded to the current financial year, with the remaining being prepaid into 2023/24. The total for the current financial year will be £608.33 from the budget of £3,500.00. The result is the budget being underspent by £2,891.67. The total predicted premium cost to 2023/24 is £3,696.00 and the draft budget has been set to reflect this.

Proposed: Councillor V Manro

Seconded: Councillor R Venkatesh

Vote: Agreed unanimously.

RESOLVED: To approve the General Insurance renewal and request an extension of the long-term agreement for a further two years at a cost of £3,744.85. Members noted the budgetary impact for the current financial year (22/23) and prepayment for 23/24.

FP 150 NEXT FINANCE & POLICY COMMITTEE

Members noted the next committee will be held one week early on Tuesday 14th February 2023 to accommodate Swindon Borough Council's precept setting deadline.

FP 151 ITEMS FOR THE NEXT AGENDA

To be sent to the Chief Officer in advance of the next meeting on 14th February 2023.

Member of the public left the meeting 20:55.

FP 152 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: Staffing Matter.

FP 153 ACCIDENT REPORTING

Members noted the accidents which had taken place.

FP 154 INSURANCE CLAIM

Members received details of a potential insurance claim.

Chief Officer & Finance Officer left the meeting at 21:00.

FP 155 PERSONNEL SUB COMMITTEE RECOMMENDATIONS

Members received a report from members of Personnel Sub Committee regarding the salary budget for 2023/24. A confidential report of the discussion is held on file. After a thorough discussion the following

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recommendations were agreed for Full Council ratification.

Proposed: Councillor S Heyes

Seconded: Councillor A Roupelis

Vote: Agreed with two (2) abstentions.

RESOLVED: To recommend to Full Council on 24th January 2022:

- 1. A total salary budget for 2023/24 at £767,087, as presented.**
- 2. To note the total salary budget includes all contractual increments, an estimated 5% Cost of Living pay award, employers NI contribution rate of 15.05% and employers Pension contribution rate of 19.70%.**
- 3. To regrade the role of the Chief Officer from 1st April 2023.**
- 4. To regrade the role of the Deputy Clerk & Services Manager from 1st April 2023.**
- 5. To regrade the role of the Finance Officer/Deputy RFO from 1st April 2023.**
- 6. To retain £15,000 in the salary budget for the part time Administration vacancy but to put recruitment on hold until after the precept has been finalised.**
- 7. To regrade a POST Operative to SCP 5-9 from 1st April 2023.**
- 8. To regrade a POST Operative to SCP 10-15 from 1st April 2023.**
- 9. To allocate budget for Spot Awards at £250 x five, based on the performance.**
- 10. To allocate budget for Spot Awards at £1,250 x 2, based on performance.**
- 11. To reduce the impact of the above additional expenditure by releasing funds from various budget lines.**
 - a. To release £4,500 EMR Training leaving £1,500 for future training**
 - b. To release £1,600 101 Training leaving £1,550 for future training**
 - c. To release £1,000 101 Training leaving £0 as self-funded.**
- 12. Using funds 11a-c and with Point 6 above, the proposed regrades and spot bonuses result in no additional budgetary impact on the precept.**

The Meeting closed at 21.27.

Chairman Signed:

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