

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 18th July 2023 at 8.00pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors V Manro (Chair), J Fuller, R Hailstone, S Heyes, O Munagala, and R Worman

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

FP 024 WILTSHIRE AND SWINDON PREPARED

An excellent presentation was received from Wiltshire and Swindon Prepared regarding community resilience and working with the local emergency services within the parish. Communication is key to the local working groups' success as the Council should understand the local needs best. This would include where the most vulnerable residents reside and if necessary, the plan to evacuate and the same for the identified businesses which would require an evacuation plan to be in place. These plans would cover all emergency services, Fire, Ambulance, Police, Floods and even pandemics. Currently the Council has a hub for residents in the main meeting room in the Council Offices on Thames Avenue. There are schemes currently running in Wiltshire and Swindon to employ Snow & Flood Wardens and obtain more local community safe places. Wiltshire and Swindon encourage all parish and town councils to have an emergency plan and a community group of volunteers. There is funding in place for a few years to run this project in the Wiltshire and Swindon.

FP 025 APOLOGIES

Apologies were received and noted from Councillors J Jackson and B Patrick-Okoh (personal commitments) and Councillor R Roupelis (work commitments). No apologies were received from Councillor C Flux.

FP 026 DECLARATIONS OF INTEREST

There were none.

FP 027 PUBLIC PARTICIPATION

There were no members of the public present.

FP 028 CHAIRMANS ANNOUNCEMENTS

Councillor V Manro gave thanks to everyone that attended and volunteered their time at the Summer Spectacular. The day was a great success despite the bad weather.

FP 029 MINUTES OF THE PREVIOUS MEETING

Members reviewed the minutes of Finance and Policy Committee held on Tuesday 20th June 2023 and agreed they were a true record.

Proposed: Councillor S Heyes Seconded: Councillor S Fateru

Vote: Agreed with one (1) Abstention.

RESOLVED: To confirm as a true record the minutes of meetings held on Tuesday 20th June 2023 and the Chairman signed the minutes.

Initials: _____

FP 030 COUNCILLORS REPORTS

Councillor V Manro: Nothing to report.

Councillor A Roupelis: Nothing to report.

Councillor S Fateru: Gave apologies for not attending the Summer Spectacular.

Councillor C Flux: Nothing to report.

Councillor J Fuller: Nothing to report.

Councillor R Hailstone: Was pleased to report he had received no enquiries regarding the hedge cutting or grass cutting programme, so hopefully the recent communications and getting back on to the planned schedule has helped.

Councillor S Heyes: Nothing to report.

Councillor J Jackson: Nothing to report.

Councillor O Munagala: Nothing to report.

Councillor B Patrick-Okoh: Nothing to report.

Councillor R Worman: Reported the DBS checks at SBC had been carried forward and continues for all SBC Councillors. Not yet been introduced for Parish Councillors.

FP 031 CHIEF OFFICER'S REPORT

Nothing to report.

FP 032 FINANCIAL REPORTS

FP 032A Members noted the Income & Expenditure reports for Month 3 (June).

FP 032B Members considered and noted the bank statements and reconciliations for June 2023.

FP 032C Members discussed and approved June/July 2023 expenditure under purchase daybook references 2914-2965 and cashbook reference 328. The total of payments for approval is £115,623.08.

Proposed: Councillor J Fuller

Seconded: Councillor O Munagala

Vote: Agreed Unanimously.

RESOLVED: To approve June/July 2023 expenditure under purchase daybook references 2914-2965 and cashbook reference 328. The total of payments for approval is £115,623.08.

FP 032D Members discussed and retrospectively approved the payments for the petty cash and credit card payments.

Proposed: Councillor R Worman

Seconded: Councillor S Fateru

Vote: Agreed Unanimously.

RESOLVED: Members retrospectively approved the payments made using the petty cash and credit card for payments made in May and June 2023 respectively.

FP 033 QUARTER ONE BUDGET REVIEW

Members considered and noted the Quarter One Budget Review April – June 2023.

FP 034 PARKS AND OPEN SPACES EXPENDITURE REVIEW

Members considered and approved the expenditure for Parks and Open Spaces. It was noted that a more robust inspection of vehicles and machinery must be implemented as a priority with a checklist when taking on hired items and when hiring to ensure defects, damages and items such as trackers are not lost again.

Action: Deputy Clerk & Services Manager to implement with Head of POS.

Proposed: Councillor S Fateru

Seconded: Councillor O Munagala

Initials: _____

Vote: Agreed Unanimously.

RESOLVED:

- 1. To approve a virement of £6,308.19 from budget 4633/307 Street Sweeper Hire to budget 4634/307 Street Sweeper Maintenance.**
- 2. To note the installation of three new trackers on the electric vehicles will result in an overspend of approximately £32.00 (4511/307).**
- 3. To approve that the 'lost tracker' contract be cancelled at a cost of £175.00 (4509/307).**

FP 035 PRS MUSIC LICENCE

Members discussed the report and approved that no recorded music is permitted to be played aloud within the Council Offices due to the cost to licence the activity. This will be displayed on all booking forms so should any hirer wish to play music during their booked activity they must show evidence of having their own licence.

Proposed: Councillor R Hailstone Seconded: Councillor S Heyes

Vote: Agreed Unanimously.

RESOLVED: To approve that no recorded music is permitted in the Council Offices. To amend the Venue Hire Terms & Conditions to include a clause that evidence of holding a PRS Music Licence must be presented if music is being played during the room booking.

FP 036 WILTSHIRE AND SWINDON PREPARED NEXT STEPS

The Council heard that Haydon Wick already has a Community Emergency Plan and a Working Party to review and progress it. Councillor R Hailstone asked to join the Working Party and Nick Bancroft of Wiltshire and Swindon Prepared will be invited to help review the current documents and give advice on improvements. The Deputy Clerk & Community Development Officer are also attending the Wiltshire & Swindon Prepared's Community Resilience event on 31st August 2023 in Tidworth. The meeting also heard that the Community Development Officer is in the process of applying for a Community Resilience Grant via SSE to help fund items for a public emergency

FP 037 EXCLUSION OF PUBLIC AND PRESS

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'.

FP 038 GROUNDS MAINTENANCE FACILITY

FP 038A

The meeting discussed the report which detailed borrowing options for the committee to consider which included amended the current application to a alternative repayment method. After discussion the Committee agreed to recommend the following to Full Council.

- 1. To note the report on options for financing the GMF.**
- 2. To recommend to Full Council that Council amend the permission for borrowing application so that the repayment method is maturity for a term of 3 years with the intention of refinancing with an annuity loan at the maturity date.**
- 3. To recommend to Full Council that the difference between the maturity repayments and £50,000 budget for repayments be moved into an Ear**

Initials: _____

Marked Reserve at each year end for the 3-year term with the balance paid on the loan at maturity.

Proposed: Councillor R Hailstone

Seconded: Councillor V Manro

Vote: Agreed with one (1) Abstention and one (1) Against.

FP 038B Waterside Licence to Occupy

Members agreed for the Chief Officer to sign Swindon Borough Council's Licence to Occupy Waterside.

Proposed: Councillor J Fuller

Seconded: Councillor O Munagala

Vote: Agreed with one (1) Abstention.

21.31 Meetings Administrator left the meeting.

The Meeting closed at: 21.35.

Chairman Signed:

Initials: _____