

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 19th July 2022 at 8.00pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors L Rhys-Jones (Chairman), A Roupelis, V Manro, R Venkatesh R Hailstone and B Patrick-Okoh

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

FP 051 APOLOGIES

Apologies were received and noted from Councillors E Baker Lee, S Heyes, S Callen, S Fateru and J Fuller (Personal Commitments).

FP 052 DECLARATIONS OF INTEREST

Councillor V Manro has an interest in Agenda Item 13 being a Swindon Borough Council Ward Councillor.

FP 053 PUBLIC PARTICIPATION

One (1) member of the public was present who made representation. Has several questions within the financials and will email these to the Finance Officer. Item 13 – SBC/HWPC Transfers POS was happy to see the amount of detail and congratulated the Chief Officer. However, wondered why a 99 year lease which has no break clauses why not a shorter lease?. Members advised that this is a standard time and it could also have the reverse effect in that the Lessee would have the right to not renew. But this is obviously a relevant point and will be discussed further in the meeting. Also, would like confirmation that the reserve figure was correct. The Finance Officer advised that it is correct.

FP 054 CHAIRMAN'S ANNOUNCEMENTS

None.

FP 055 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 21st June 2022 and the minutes signed.

Proposed: Councillor A Roupelis Seconded: Councillor B Patrick-Okoh
Vote: Agreed with two (2) Abstentions.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 21st June 2022 and the Chairman signed the minutes.

FP 056 COUNCILLORS REPORTS

Councillor V Manro:

Advised that he and Councillor Baker Lee visited the Abbey Meads Swindon Food Collection (SFC) based at Abbey Meads Church. A very good and positive visit. Centre operates on a referral basis via SBC. Committed to visiting centre regularly. *Action: HWPC to advertise all SFC points across Swindon on social media.*

Councillor B Patrick-Okoh:

Visited the Summer Event at the Orbital Shopping Centre and represented the Parish Council on the stand. Good turnout and the Council's stand was well visited by visitors.

Initials: _____

Councillor R Venkatesh:

Nothing to report.

Councillor L Rhys-Jones:

Nothing to report.

Councillor A Roupelis:

Nothing to report.

Councillor R Hailstone:

Nothing to report.

FP 057 CHIEF OFFICER'S REPORT

That the church group who have booked the main meeting room for some years have outgrown the space so will be moving to nearby bigger premises. They will remove their items currently stored with us at the end of July. This will have an impact on our room booking revenue to approximately £4,000 per annum. Now advertising and contacting local groups who have previously used the facilities.

FP 058 FINANCIAL REPORTS

FP 058A Members considered and noted the Income & Expenditure Reports for Month 3 - June 2022.

FP 058B Members considered and noted the Bank Statements and Bank Reconciliations for June 2022. Councillor Hailstone commented that the CCLA interest rate seems low considering that interest rates have risen slightly. It was acknowledged that the Council's investments would be reviewed as part of the Grounds Maintenance Facility and essential Public Works Loan, which would identify what reserves left to invest. *Action: To contact CCLA regarding their interest rates and reasons why they have not increased consistent with other savings products.*

FP 058C Members discussed and approved June/July 2022 expenditure under purchase daybook references 2272-2319 and cashbook reference 278. The total of payments for approval is £86,503.88.

Proposed: Councillor V Manro

Seconded: Councillor R Venkatesh

Vote: Agreed Unanimously.

RESOLVED: Members approved June/July 2022 expenditure under purchase daybook references 2272-2319 and cashbook reference 278. The total of payments for approval is £86,503.88.

FP 058D Members received and noted 22/23 Quarter 1 budget comparisons. These reports would be carefully reviewed on a regular basis in view of escalating costs affecting all areas of the Council.

FP 058E Members received and noted the Quarter 1 EMR report. Members were invited to meet with the Chief Officer and Finance Officer to go through the Council's budgets and EMRs.

FP 059 BUDGET MONITORING

Members received a verbal update on how the 3-year budgets will be carefully monitored to include new expenditure, new projects and rising costs to track the impact on the precept.

FP 060 BANKING ARRANGEMENTS

Members received and approved the recommendation to Full Council to change the Council's current banking arrangements. *Action: Bring T&Cs of the two Cooperative accounts to Full Council.*

Proposed: Councillor R Venkatesh

Seconded: Councillor A Roupelis

Vote: Agreed Unanimously.

Initials: _____

RESOLVED: Members approved the recommendation to Full Council to change the Council's current banking arrangements from HSBC Bank to either Co-operative Community Account or Business Account.

FP 061 POLICY UPDATES

FP 061A Training and Development – Members recommended adopting the Training & Development Policy, as presented.

Proposed: Councillor A Roupelis Seconded: Councillor R Hailstone
Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council to adopt the Training & Development Policy.

FP 061B Expenses and Subsistence – Members received the updated policy and agreed to recommend to Full Council the policy be adopted, with an amendment to revise the mileage rate from HMRC's rate of 0.45p per mile to 0.95p per mile to reflect current fuel prices. Review date January 2023.

Proposed: Councillor V Manro Seconded: Councillor A Roupelis
Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council to adopt the revised policy, with an amendment to revise the mileage rate from HMRC's rate of 0.45p per mile to 0.95p per mile to reflect current fuel prices. Review date January 2023

FP 062 DEFIBRILLATOR DONATION

Members discussed and agreed to the donation of a defibrillator, with cost of the installation (£300) and 50% of the first year's maintenance (£200) to be met by the Church. Ongoing maintenance cost in the region of £200 will be met by the Parish Council and included in future budgets. Delegated authority given to the Chief Officer to confirm the final location of the machine. *Action: To devise a policy with a maintenance schedule and add unit to the national register once operational.*

Proposed: Councillor A Roupelis Seconded: Councillor R Hailstone
Vote: Agreed Unanimously.

RESOLVED: Agreed to the donation of a defibrillator from Redeemed Christian Church of God (Christ's Love Assembly), Swindon. The cost of the installation (£300) and 50% of the first year's maintenance (£200) to be met by the Church. Ongoing maintenance cost in the region of £200 will be met by the Parish Council and included in future budgets. Delegated authority given to the Chief Officer to confirm the final location of the machine.

FP 063 SWINDON BOROUGH COUNCIL (SBC)/HWPC PUBLIC OPEN SPACE TRANSFERS (POS)

Members considered the report detailing the 17 POS stated in a revised SBC/HWPC lease and various deed of covenants. It was noted that Little Copse needs to be removed from the list and two POS (Doyle Close and Francomes) have not been included because there is an outstanding ownership query which needs to be addressed before they can be transferred. These two POS need to be discussed at Parks & Open Spaces Committee and their recommendations brought to Full Council before proceeding with Council potentially taking them on. This is in view of Francomes being outdated and needing substantial investment to bring it up to the standard of other play areas in the parish. The Council's lawyers

have been instructed to liaise with SBC to review the revised lease, giving proper consideration of the titles and Land Registry documentation. The deeds of covenant are in a conventional form, but they need to be investigated further with the titles as it is not clear what the deeds of covenants relate to. Other matters such as reviewing Ventnor and Goodearl leases will take place once the lease and deeds of covenants are settled. *Action: Add the future of Francomes & Doyle Close POS to Parks & Open Spaces Committee. Write to SBC Legal to request a copy of Ventnor Road lease and SBC Property with confirmation the Grounds Maintenance Facility planning permission has been granted.*

FP 064 COUNCILLOR RESIGNATION FROM COMMITTEE

Members noted that Councillor E Baker Lee has submitted her resignation from the Finance & Policy Committee. As Vice Chairman of the Council, Cllr Baker Lee will be required to attend as an *ex-officio* councillor with voting rights, in the event of the Committee not being quorate. *Action: to add the committee vacancy onto Full Council agenda.*

FP 065 PURCHASE ORDER MODULE ON RIALTAS SOFTWARE

Member considered the report agreed to the recommendations.

Proposed: Councillor A Roupelis Seconded: Councillor V Manro

Vote: Agreed Unanimously.

RESOLVED:

- 1. To add the Purchase Order Module to the current Rialtas financial software suite at an additional cost of £395.00 (one off purchase) and £146.00 per annum for support and maintenance.**
- 2. To note the overspend in 4024/101 will be met partly by the underspend in Audit 4023/101 and from General Reserves.**
- 3. To note the three-year financial impact of the purchase.**

FP 066 ALLOTMENT/LEISURE GARDEN RATES – ANNUAL REVIEW

Members received the report. Given the current RPI levels are at 11.7% affecting the cost of living for all residents, it was recommended that Council take a view to minimise the increase this year and set the increase at 4% and round to the nearest pound, which is just under the increase for last year and makes receipting more efficient.

Proposed: Councillor V Manro

Seconded: Councillor A Roupelis

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council the 2022/23 rates for Allotment/Leisure Garden Rates be increased by 4%. As presented:

	2021/22 Rate (£)	4% Increase for 2022/23 (£)	Concessionary rate 25% discount (£)
Goodearl			
Full plot	34.79	36	27
0.5 plot	13.45	14	11
0.25 plot	10.68	11	8
Rose Walk			
Full plot	40.73	42	32
0.5 plot	27.94	29	22

Initials: _____

0.25 plot	14.24	15	11
Ventnor Close			
0.5 plot	34.79	36	27
0.25 plot	25.84	27	20

FP 067 ITEMS FOR THE NEXT AGENDA

To be sent to the Chief Officer in advance of the next meeting 16th August 2022:

FP 068 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: Sensitive.

FP 069 ACCIDENT REPORTING

Members noted the details of a minor accident and remedial measures in place.

The Meeting closed at 21.13.

Chairman Signed:

Initials: _____