

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 19th March 2024 at 19.30 at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors: V Manro (Chair), A Roupelis, J Fuller, R Hailstone, S Heyes, J Jackson, B Patrick-Okoh and R Worman

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

FP 123

APOLOGIES

No apologies were received from Councillors O Munagala and S Fateru.

FP 124

DECLARATIONS OF INTEREST

Councillors J Fuller and R Hailstone declared an interest in FC 143 due to being volunteers at Cricklade and Swindon Railway.

FP 125

PUBLIC PARTICIPATION

There was one (1) member of the public present who wished to discuss the accessibility of the Council meetings and where they take place, as well as concerns to do with the air quality in Swindon. The resident has concerns that the Council's meetings only took place in the Offices, not in any outdoor events and only in the evening. They felt outdoor and more online (Zoom) meetings would be healthier for energy use and more environmentally friendly. Chairman responded that all meetings are in the public domain, advertised on noticeboards as well as the Council's website. He explained there are occasional outdoor Working Party meetings, for example at Play Areas and Seven Fields but it is legislation that does not permit any Council in England or Wales to hold their formal meetings online. Meeting locations are agreed by the Council every May and there is legislation that dictates where they must take place. It was stated that these are not Haydon Wick Parish Council's own rules and they are laid down by legislation. The Chairman acknowledged the issue with air quality and advised that this is the responsibility of Swindon Borough Council (SBC) offered to put the comments into them on the resident's behalf.

Member of the public left at 19.49.

FP 126

CHAIRMAN'S ANNOUNCEMENTS

Chairman gave thanks for the Councillors that had volunteered to participate with litter picking. He also advised that youth centre at the Orbital - 'The Underground' will be undertaking a redecoration of the internal walls and would welcome any help from any Councillors who could volunteer their time, as well as inviting any of their parishioners, to spare time to help with this project.

It was also reported, with sadness, that Councillor E Baker-Walker's beloved mum has recently passed and Councillors sent their condolences and support at this sad time.

FP 127

MINUTES OF THE PREVIOUS MEETING

Members reviewed the minutes of Finance and Policy Committee held on Tuesday 23rd January 2024 and agreed they were a true record.

Proposed: Councillor J Fuller Seconded: Councillor S Heyes

Vote: Agreed Unanimously.

Initials: _____

RESOLVED: To confirm as a true record the minutes of meetings held on Tuesday 23rd January 2024 and the Chairman signed the minutes.

FP 128

COUNCILLOR REPORTS

Councillor R Worman – Attended a meeting at SBC and advised that it was discussed to postpone the current plans for Transfer of Services scheduled for October 2024.

Councillor R Hailstone – Advised that a Swindon Local Councils Forum (SLCF) meeting with SBC had been cancelled due to SBC not making available the resourcing/financial information needed to help Swindon's parishes with their decision making on the Transfer of Services proposals.

Councillor V Manro – Attended fish & chip Friday held on 15th March 2024 which was highly successful and everyone thoroughly enjoyed.

Councillor J Fuller – nothing to report.

Councillor B Patrick-Okoh – nothing to report.

Councillor A Roupelis – nothing to report.

Councillor J Jackson – nothing to report.

Councillor S Heyes – nothing to report.

FP 129

CHIEF OFFICER'S REPORT

The Chief Officer gave an update on HWPC (Haydon Wick Parish Council) emergency planning scheme on behalf of the Deputy Clerk and confirmed Wiltshire and Swindon Prepared will be attending the Annual Parish Meeting on the 26th March 2024 to will explain the programme should an emergency occur.

FP 130

FINANCIAL REPORTS

FP 130A

Members noted the Income & Expenditure reports for Month 11.

FP 130B

Members noted the bank statements and reconciliations for February 2024.

FP 130C

Members discussed and approved February 2024 and March 2024.

expenditure under purchase daybook references 3283-3327 and cashbook reference 361. The total for approval is £78,232.66.

Proposed: Councillor J Jackson Seconded: Councillor R Worman

Vote: Agreed Unanimously.

RESOLVED: To approve expenditure under purchase daybook references 3283-3327 and cashbook reference 361. The payments total is £78,232.66.

FP 130D

Members authorised a further payment run in late March 2024 to be retrospectively approved at the next Full Council meeting to enable payments for the financial year to be completed where possible.

Proposed: Councillor J Jackson Seconded: Councillor B Patrick-Okoh

Vote: Agreed Unanimously.

RESOLVED: To authorise a payment run in late March 2024 to be retrospectively approved at the next Full Council meeting April 2024.

FP 130E

Members discussed and retrospectively approved the payments for the credit card and petty cash totaling £1,004.29 and £147.30 made in January and February 2024 respectively.

Proposed: Councillor S Heyes Seconded: Councillor J Jackson

Vote: Agreed Unanimously.

RESOLVED: To retrospectively approve the payments for the credit card and petty cash totaling £1,004.29 and £147.30 made in January and February 2024 respectively.

FP 131

EAR MARKED RESERVES

The Finance Officer gave a recommendation and a detailed report to suggest approval for year-end movements from General Reserves to Ear Marked

Initials: _____

reserves. After consideration it was agreed to approve the recommendations of all three in one block.

Proposed: Councillor J Jackson Seconded: Councillor A Roupelis

Vote: Agreed Unanimously.

RESOLVED: To agree all three (3) recommendations as follows:

- 1. To approve year-end movements from General Reserves to Ear Marked Reserves as follows:**
 - a) The balance of the CIL income (1184/101) to EMR 319**
 - b) The balance of the Elections (4090/101) to EMR 323**
 - c) The balance of the Arboricultural (4301/307) to EMR 328**
 - d) The balance of the Website and Social Media (4401/402) to EMR 341**
 - e) The balance of the Branding (4412/402) to EMR 342**
 - f) The balance of the Consultation and Events (4413/402) to EMR 347**
 - g) The balance of the Leisure Garden (305) to EMR 356**
 - h) £12,500 from PWLB payments (4700/307) to EMR 357**
 - i) The balance of the Legal Fees (4220/101) to EMR 361**
 - j) The balance of the Play Surface (4518/302) to EMR 362**
 - k) £500 from Grant Income (1005/402) to EMR 363.**
- 2. To approve the year-end movements from Ear Marked Reserves to General Reserves as follows:**
 - a) The balance of the Great Western Community Forest (4206/307) from EMR 359**
 - b) £2,000 from EMR 358 – Hybrid Meeting Technology to General Reserves**
 - c) The balance of the Defib Maintenance (4702/101) from EMR 355 to General Reserves.**
- 3. To remove EMR 351, move funds to 'other receipts' and release income over 5 year period.**

FP 132

INTERNAL AUDIT

Committee noted the Internal Auditor had just two minor points in her second of three visits. Members commented that the internal controls of Officers and Members were working well.

FP 133

FIRE RISK ASSESSMENT

Committee noted the annual Fire Risk Assessment. Standard office checks would take place in the form of defib re-training, checking all first aid kit and ensuring all fire extinguishers are in date. Three officers have been made responsible for the fire log and to undertake Fire Marshall training.

FP 134

PARISH COUNCILLOR VACANCY

Committee were advised that no election was called in the Haydon Wick parish councillor vacancy. The Parish Council will now be able to advertise the seat as a Co-option for the next three weeks. The advertisement will go live on the 20th March with the intention to co-opt someone at the 16th April Full Council. The Chief Officer asked for volunteers to sit on the panel to interview the candidates, this invite would be extended to all members of Full Council.

FP 135

PARISH HARMONISATION ORDER

Members noted the SBC Parish Harmonisation Order, which will mean the Parish Council Elections will next take place in 2026 and every four (4) years thereafter. It was acknowledged this is one (1) year shorter than usual.

Initials: _____

FP 136

SWINDON ELECTORAL REVIEW

The Committee discussed the Local Government Boundary Commission for England which is currently running a public consultation inviting views on the electoral wards of Swindon. The Commission is asking for suggestions about where the ward boundaries should be. The Committee reviewed a draft Council submission following a recent Electoral Review Working Party. Members agreed to a submission which stated the two wards of Haydon Wick are wholly contained within the established parish boundaries. Residents have developed a strong sense of local pride and identity over decades. Splitting up the existing wards would unnecessarily disrupt this long-standing community identity and cause confusion among residents. The Parish Council is urging the Boundary Commission to keep the Haydon Wick wards largely within the parish boundaries to preserve the local identity. Councillors were asked to send any additional comments to add to the submission by 1pm on 22nd March, before the Chief Officer completed the submission by (an extended deadline) of the 24th March 2024.

FP 137

WILTSHIRE PENSION FUND – EMPLOYER COVENANT RISK POLICY

Committee noted the report on an Employer Covenant Risk policy from Wiltshire Pension Fund.

FP 138

EXCLUSION OF PUBLIC AND PRESS

There were none.

FP 139

TEMPORARY ACCOMMODATION FOR PARKS & OPEN SPACES TEAM AT WATERSIDE

It was noted that the lease between Haydon Wick Parish Council and Swindon Borough Council to house the Parks & Open Spaces Team has been renewed from 1st April 2024 and can be cancelled with four weeks' notice.

FP 140

INSURANCE MATTERS

Members noted recent updates on an insurance claim for a resident in Stevenson Road.

FP 141

DEBTOR

Members noted the report detailing the approval of the Chief Officer to hold over an outstanding sum of £480.00 until January 2025 in agreement with the customer.

FP 142

FREEDOM OF INFORMATION REQUESTS (FOI)

Members were advised that there have been three (3) FOI requests from parishioners and one (1) Subject Access Request. The requests have either been dealt with, referred on to SBC or still live. The Chief Officer and the Deputy RFO handling all future requests and taking on the Council's Data Protection Officer (DPO) role for the parish.

FP 143

TADPOLE FIELD

There has been interest in the land adjacent to Cricklade & Swindon Railway which is owned the Parish Council. This will be discussed in more detail with all members at the April Full Council where the Railway will present their plans to Council.

The Meeting Closed at: 20.55 Chairman Signed: _____

Initials: _____