

Finance & Policy Committee

13th March 2024

To: All members of the Finance & Policy Committee

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

To: All other Haydon Wick Parish Councillors

Dear Councillor,

You are summoned to a meeting of the Haydon Wick Parish Council Finance & Policy Committee on **Tuesday 19th March 2024 at 19:30** to be held in the Council Offices, Thames Avenue, Swindon, SN25 1QQ.

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. Any questions for the public participation must be sent to clerk@haydonwick.gov.uk no later than 12.00pm on Monday 18th March 2024.

Yours sincerely

Georgina Morgan-Denn

**Georgina Morgan-Denn BA (Hons), FSLCC
Chief Officer/Clerk & RFO**

AGENDA

- 1. Apologies**
To receive and note.
- 2. Declarations of Interest**
To receive any Declarations of Interest.
- 3. Public Participation**
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
- 4. Chairman's Announcements (if any)**
- 5. Minutes of the Previous Meetings**
To confirm as a true record the minutes of the meeting held on the 23rd January 2024.
- 6. Councillor Reports**
To receive reports from members on attendance at external meetings or events and an opportunity for members to bring matters of interest to the attention of the Council for information or future discussion.



- 7. Chief Officer's Report**
To update on issues and actions since the last meeting that do not appear on the agenda. For information only.
- 8. Financial Reports**
 - A. To note the monthly Income & Expenditure Report for February 2024 (attached).
 - B. To receive the Bank Statements and Bank Reconciliations for February 2024 (attached).
 - C. To approve the Payment Schedule for February/March 2024 (to follow).
 - D. To authorise 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.
 - E. To retrospectively approve the payments made using the credit card and petty cash for payments made in January and February 2024 respectively (attached).
- 9. Ear Marked Reserves**
To consider the recommended year end movements to and from ear marked reserves (to follow).
- 10. Internal Audit**
To note the report of the Internal Auditor (attached).
- 11. Fire Risk Assessment**
To note the annual Fire Risk Assessment (attached).
- 12. Parish Councillor Vacancy**
To receive a verbal update on the Haydon Wick Ward Councillor vacancy and agree matters arising.
- 13. Parish Harmonisation Order**
To note that Swindon Borough Council have made an order to alter the years of ordinary elections of Parish Councillors to harmonise the parish and ward elections. Haydon Wick Parish Councillors term of office will now end in May 2026 (reduced by one year) (attached).
- 14. Swindon Electoral Review**
To agree a response to the consultation on the Swindon Electoral Review of ward boundaries in Swindon.
- 15. Wiltshire Pension Fund – Employer Covenant Risk Policy**
To consider a response to the Wiltshire Pension Fund's consultation on the draft Employer Covenant Risk Policy (attached).
- 16. Exclusion of Public and 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'. Reasons: Contractual & Sensitive.
- 17. Temporary Accommodation for Parks & Open Spaces Team at Waterside**
To note a lease extension for temporary accommodation at Waterside from 1st April 2024, which can be terminated at four weeks' notice (attached).
- 18. Insurance Matters**
To note the report on an insurance matter (attached).
- 19. Debtor**
To note the report on an outstanding invoice which will be carried into the next financial year by agreement with the customer and the Chief Officer (attached).



20. Freedom of Information (FOI) & Subject Access (SAR) Requests

To receive a verbal update on recent FOI and SAR requests:

- A. 060324KT
- B. WNorton151123
- C. HWPCSAR-24012024-KN

21. Tadpole Field

To receive an update on a potential partnership to develop Tadpole field.

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