

Finance & Policy Committee

14th June 2023

To: All members of the Finance & Policy Committee

Councillors: V Manro (Chair), A Roupelis (Vice Chair), S Fateru, C Flux, 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 20th June 2023 at 20:00** 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 19th June 2023.

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 14th February 2023.
- 6. Councillor Induction Training**
 - A. To review the Finance & Policy Committee Terms of Reference (attached)
 - B. To briefly review tonight's agenda.



7. 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.

8. Chief Officer's Report

To update on issues and actions since the last meeting that do not appear on the agenda. For information only.

9. Financial Reports

- A. To note the monthly Income & Expenditure Report for May 2023 (attached).
- B. To receive the Bank Statements and Bank Reconciliations for May 2023 (attached).
- C. To approve the Payment Schedule for May/June 2023 (to follow)
- D. To retrospectively approve the payments made using the petty cash and credit card for payments made in April and May 2023 respectively (attached).
- E. To note the May CCLA Public Sector Deposit Fund Factsheet (attached).

10. Accounting Statements and Annual Governance and Accountability Return

To receive a presentation from the Finance Officer/Deputy RFO regarding the Accounting Statements and Annual Governance and Accountability Return (attached).

11. Accounting Statements

To recommend to Full Council that the Accounting Statements 2022/23 be approved (attached).

12. Annual Governance and Accountability Return 2022/23: Annual Governance Statement

To recommend to Full Council that the Annual Governance Statement assertions be affirmed (attached).

13. Annual Governance and Accountability Return 2022/23: Annual Statement

To recommend to Full Council that the Annual Statement be approved (attached).

14. 2022/23 Budget Analysis

To note the 2022/23 Budget Analysis report (attached).

15. 2023/24 Regular Payments

To approve the Regular Payments list for 2023/24 (attached).

16. Audit Working Party

To consider the recommendation of the Audit Working Party regarding appointing the Internal Auditor for 2023/24 and agree a recommendation to Full Council.

17. Direct Debit to Ricoh

To approve the setup of a regular Direct Debit to Ricoh for the rental of the office photocopiers.

18. Community Grant Policy

To recommend to Full Council amendments to the Community Grant Policy (attached).

19. Bank Signatories

To consider and agree the appointment of six (6) bank signatories (attached).

20. Items for the Next Agenda

To be sent to the Chief Officer in advance of the next meeting 18th July 2023.



21. 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.

22. Accident Reporting

To receive details of recent accidents.

23. Insurance Claims Update

To receive an update on insurance claims (attached).

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.