

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 21st January 2025 at 19.00 at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

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

ALSO IN

ATTENDANCE: Councillors R Ross, A John and P Park

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk and RFO
Jodie Smart, Finance Officer, Deputy RFO
Laura Cutter, Deputy Clerk & Services Manager

FP 077

APOLOGIES

Apologies were received and noted from Councillors J Jackson and A Roupelis (Personal Commitments).

No apologies received from Councillors S Fateru.

FP 078

DECLARATIONS OF INTEREST

There were none.

FP 079

PUBLIC PARTICIPATION

There were none.

FP 080

CHAIRMAN'S ANNOUNCEMENTS

There were none.

FP 081

MINUTES OF THE PREVIOUS MEETING

Members reviewed the minutes of Finance and Policy Committee held on Tuesday 19th November 2024 and agreed they were a true record.

Proposed: Councillor S Heyes Seconded: Councillor J Fuller

Vote: Agreed unanimously.

RESOLVED: To confirm as a true record the minutes of meetings held on Tuesday 19th November 2024 and the Chairman signed the minutes.

FP 082

COUNCILLOR REPORTS

To report in Full Council following this meeting.

Councillor O Munagala arrived 19.05.

FP 083

CHIEF OFFICER'S REPORT

To report in Full Council following this meeting.

FP 084

ACTIONS ARISING FROM PREVIOUS FINANCE & POLICY COMMITTEE MEETINGS

Members noted the report.

FP 085

FINANCIAL REPORTS

FP 085A

Members noted the quarter three budget review to December 2024.

FP 085B

Members received and noted the Bank Statements and Bank reconciliation for December 2024.

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- FP 085C** Members approved expenditure under purchase daybook references 3838-3905 and cashbook reference 409. The payments total is £102,854.41. The next installment invoice for the GMF build was received last minutes and approved, outside of the payment schedule. It was confirmed the Project Manager had signed off on the build certificate to confirm the works had been completed. Invoice amount £127,060.97.
Proposed: Councillor A Jimmy Seconded: Councillor S Heyes
Vote: Agreed unanimously.
RESOLVED: To approve expenditure under purchase daybook references 3838-3905 and cashbook reference 409. The payments total is £102,854.41. The additional GMF build installation invoice was approved, outside of the payment schedule – amount £127,060.97.
- FP 085D** Members retrospectively approved the payments made using the credit card for payments made in November 2024 respectively.
Proposed: Councillor R Worman Seconded: Councillor O Munagala
Vote: Agreed unanimously.
RESOLVED: To retrospectively approve expenditure using the credit card for payments totaling £3,310.38 in November 2024.
- FP 086** **GENERAL INSURANCE RENEWAL**
Members noted that quotes are still being obtained from the Insurance Providers. Renewal costs are approximately £6,830.75. The Asset Register has been reviewed, and more accurate costs has resulted in an uplift in pricing. It was confirmed the renewal cost is inclusive of the Grounds Maintenance Facility and the previously agreed additional protection for play area equipment. Members agreed to agree to the monetary value and to give delegated authority to the Chief Officer to agree the supplier up to that amount.
Proposed: Councillor R Hailstone Seconded: Councillor S Heyes
Vote: Agreed unanimously.
RESOLVED: To agree to give delegated authority for the Chief Officer to proceed with a General Insurance renewal up to the value of £6,830.75.
- FP 087** **GROUND'S MAINTENANCE FACILITY WORKING PARTY**
SSE work in the pipeline and therefore it is hoped for completion and handover in early April 2025. There is some additional overspend – approximately £19k and awaiting confirmation from the Contractor. Mainly due to utilising the first floor space as a potential work space for future proofing. The costs cover ensuring the space is kitted out, air ventilation, storage and heating. It was acknowledged to retro fit the first floor would be more expensive.
- FP 088** **EXCLUSION OF PUBLIC & PRESS**
The Finance Officer left the meeting.
- FP 089** **PERSONNEL SUB COMMITTEE RECOMMENDATIONS:**
- FP 089A** **EMPLOYEE WELFARE PROPOSAL**
Aspiration received from Councillor S Heyes regarding Employee Welfare schemes which have been explored in other parish councils. Generally, the consensus of the Personnel Sub Committee was that this decision should be deferred for 12 months to ensure that there is adequate benefit to both parties. Also, maybe scope working with other parish councils to obtain a

more competitive rate. The budget line will therefore be removed from the aspirations for Financial Year 25/26.

FP 089B RECRUITMENT

An update was received that the Council has successfully recruited a Receptionist/Administrative Assistant who is starting on 27th January 2025 and an Accounts Assistant who is starting on 3rd February 2025.

FP 089C CALL OUT POLICY

A Call Out Policy will be brought to a future meeting. It is not necessary to any additional salary budget and will use the small surplus in the agreed staffing budget.

FP 089D ACCOUNTANT CONSULTANT CONTRACT

Members considered three quotations received from local accounting professionals. After discussion It was agreed to proceed with SPF services at a cost of £8,100.00. A confidential report is held on file.

Proposed: Councillor R Hailstone Seconded: Councillor R Worman

Vote: Agreed unanimously.

RESOLVED:

- 1. To contract SPF services to provide Accounting Services in 25/26 to commence from 1st April 2025. There is allocated £8,100 in 4008/101 (FC 148A).**
- 2. To use SPF services for 2 days for 24/25 February month end/payroll services using fund available in 4008/101.**

FP 090 HEALTH & SAFETY CONSULTANT RENEWAL

Members noted the competitive quote for the Health & Safety consultant and agreed to proceed. The Health and Safety Consultant provides an annual health and safety (including fire risk) assessment of the council buildings and is on retainer for any in-year enquiries. The quotation received is within the budget allocated.

Proposed: Councillor B Patrick-Okoh Seconded: Councillor A Jimmy

Vote: Agreed unanimously.

RESOLVED:

- 1. To approve the Health and Safety Consultant Renewal for the Parish Office at a cost of £804.00 (4102/102)**
- 2. To approve the Health and Safety Consultant appointment for the Grounds Maintenance Facility (GMF) at a cost of £804.00 (4102/307)**

FP 091 OPEN SESSION

Whilst there were no members of the public or press present, the meeting resumed in open session.

Finance Officer returned to the meeting.

FP 092 BUDGET & PRECEPT

Members thanked the Officers and the Budget Setting Working for their hard work preparing the budgets for presentation this evening.

The Budget Setting Working Party's recommendation for the 2025/26 budget and resulting precept was presented by the Finance Officer. It was acknowledged that the surplus in the budget has now been allocated to the

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overspend in the Grounds Maintenance Facility. The base budget is around a 12.9% increase without any additional enhancements or aspirations. The Council has balanced the budget fairly and assessed all the services it delivers to work more efficiently. It was acknowledged there has also been an increase in National Insurance costs, which are outside of the Council's control.

Proposed: Councillor S Heyes Seconded: Councillor O Munagala

VOTE: Agreed unanimously.

RESOLVED: To recommend to Full Council that they approve the three-year budget, as presented, which will result in a precept of £1,373,734.00 - which equates to a £24.54 (19.04%) per annum increase per band D household.

FP 088

ITEMS FOR THE NEXT AGENDA

To be sent to the Chief Officer in advance of the next meeting on 25th March 2025.

The meeting closed at: 19.43. Chairman Signed: _____

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