

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 21st June 2022 at 8.00pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors L Rhys-Jones (Chairman), S Callen (Vice Chair), S Fateru, S Heyes, A Roupelis, J Fuller, R Venkatesh and B Patrick-Okoh

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

FP 020 APOLOGIES

Apologies were received and noted from Councillors E Baker Lee, V Manro and R Hailstone (Personal Commitments).

FP 021 DECLARATIONS OF INTEREST

None

FP 022 PUBLIC PARTICIPATION

There were two (2) members of the public present. One had sent a question in advance on Agenda Item 13 – asking if there would be any costs accrued by the Parish now and in the future on the areas stated? Are all these areas completely maintained by the parish at the moment? The response received confirmed that these were play areas that the leases were held up on because they were not in the remit of Swindon Borough Council at the time, so the Parish Council had them on maintenance agreements and didn't form part of the transfer of services agreement back in 2017/2018. The Havisham Drive one was more of a covenant issue as we requested to use the space to explore ideas for an outdoor gym following our Open Spaces 2020 consultation.

The transitional funding didn't apply to these play areas, but they are in better condition than most of the other play areas that the Parish Council took on at the time. This is because they are sited in newer parts of the parish. There will be costs associated with independent legal advice needed to review these documents which will be met by the Parish Council.

The member of the public also asked several questions relating to agenda items 8B, 9, 13. He was asked to submit these via email as more detail is required to answer in full.

FP 023 CHAIRMAN'S ANNOUNCEMENTS

None.

FP 024 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 17th May 2022 and the minutes signed.

Proposed: Councillor S Callen

Seconded: Councillor S Fateru

Vote: Agreed with one (1) Abstention.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 17th May 2022 and the Chairman signed the minutes.

FP 025 COUNCILLORS REPORTS

Councillor S Heyes:

Nothing to report.

Councillor B Patrick-Okoh:

Nothing to report.

Councillor R Venkatesh:

Nothing to report.

Councillor L Rhys-Jones:

Nothing to report.

Councillor S Callen:

Nothing to report.

Councillor A Roupelis:

Nothing to report.

Councillor S Fateru:

Nothing to report.

FP 026 CHIEF OFFICER'S REPORT

Advised members of the following:

1. Health & Safety Consultant

Confirmation that our current retainer arrangement with an external consultant will continue with the current rate of pay and arrangement. The work he does with us complements the work he does for Wroughton and Royal Wootton Bassett parish and town councils. All POST operational risk assessments are going to be sent to the consultant for his input.

2. Happy To Chat Benches Complaint

These benches are still causing problems to the resident adjacent – recent evidence of drug use and other used items which are not appropriate for what the benches were intended for. The Officers have reviewed this since the first complaints were received last year and the incidents have continued. The Head of Parks & Open Spaces will look at relocating the benches separately – further down the pathway away from the residential houses to see if this will mitigate the issue. The residents have been patient during the trial and have alerted us each time and the Police have attended. Suggestions for the final location and any further updates will be discussed during an agenda item at Full Council next week.

3. UK Shared Prosperity Grant Applications

Haydon Wick had the opportunity to bid for significant funding to support the development of community facilities. This was following a conditional allocation from central government of £2,070,057 to Swindon Borough. The Borough Council is required to submit an investment plan to Government by 1st August 2022. Haydon Wick submitted two bids by their deadline (20th June):

1. **Memory Café** – to fund existing Memory Café Co-ordinator for 20 hours a week, an additional Memory Café worker for 25 hours a week, and a second Mobii table- total funding applied for **£157,173.00** to run over three years.

Initials: _____

2. **Outdoor Gym**– circa ten items of equipment, installation, surfacing, reinstate area, post installation inspection, opening event - **£120,000** in one year.

Funding to be spent by March 2025. The criteria for funding include strengthening social fabric through investments in infrastructure, local green spaces and community-led projects. Boosting core skills and supporting adults to progress in work.

4. Air Conditional Price Increase

Committee agreed to £10,700 with 2-year maintenance agreement [FP 017]. When we came to finalise the order, the price had increased by £200 with no maintenance agreement. The reason for the increase was because Mitsubishi put their prices up by 5% and the contractor absorbed some of the costs, which is why they are unable to offer the maintenance deal. The maintenance will be £280 per year. We had allocated £15,000 for the project so accepted the price change and the cost remains within budget. To note that ongoing running costs will be included in the annual budget cycle.

5. Zurich Insurance Claim

Received notification at 5.00pm this evening that our insurers are dealing with a liability claim. Further details to follow in the coming few weeks.

FP 027 FINANCIAL MATTERS

- FP 027A** Members noted the Income & Expenditure Reports for Month 2 - May 2022.
- FP 027B** Members considered and noted the Bank Statements and Bank Reconciliations for May 2022.
- FP 027C** Members discussed and approved May/June 2022 expenditure under purchase daybook references 2195-2271 and cashbook reference 274. The total of payments for approval is £43,701.55.
Proposed: Councillor S Heyes **Seconded: Councillor S Fateru**
Vote: Agreed Unanimously.
RESOLVED: Members approved May/June 2022 expenditure under purchase daybook references 2195-2271 and cashbook reference 274. The total of payments for approval is, £43,701.55.
- FP 027D** Members discussed and approved the regular payments list for 2022/23.
Proposed: Councillor R Venkatesh **Seconded: Councillor S Fateru**
Vote: Agreed Unanimously.
RESOLVED: Members approved the regular payments list for 2022/23.

The Chair moved agenda item 9 after item 11.

FP 028 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22: ANNUAL GOVERNANCE STATEMENT

Members received a presentation from the Finance Officer/Deputy RFO on the AGAR 2021/22 and agreed to recommend to Full Council that the AGAR 2021/22: Annual Governance Statement be approved.

Proposed: Councillor S Heyes **Seconded: Councillor A Roupelis**

Initials: _____

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council that the AGAR 2021/22: Annual Governance Statement be approved.

FP 029 Annual Governance and Accountability Return (AGAR) 2021/22: Annual Statement.

Members received a presentation from the Finance Officer/Deputy RFO on the AGAR 2021/22 and agreed to recommend to Full Council that the AGAR 2021/22: Annual Statement be approved.

Proposed: Councillor S Callen

Seconded: Councillor B Patrick-Okoh

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council that the Accounting Statements 2021/22 be approved.

FP 030 ACCOUNTING STATEMENTS 2021/22

Members received a presentation from the Finance Officer/Deputy RFO on the Year End Accounting Statements 2021/22 and agreed to recommend to Full Council that they be approved.

Proposed: Councillor B Patrick-Okoh

Seconded Councillor A Roupelis

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council that the Year End Accounting Statements 2021/22 be approved.

FP 031 POLICY UPDATES

Members considered the following policy reviews and agreed to approve the amendments to Full Council on the 28th June 2022.

FP 031A Financial Regulations

Proposed: Councillor R Venkatesh

Seconded: Councillor S Callen

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council the revised Financial Regulations.

FP 031B Procurement Policy

Proposed: Councillor S Heyes

Seconded: Councillor A Roupelis

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council the revised Procurement Policy.

FP 031C Financial Authorisations

Proposed: Councillor R Venkatesh

Seconded: Councillor S Fateru

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council the revised Financial Authorisations.

FP 031D Fire, Health & Safety Policy

Proposed: Councillor A Roupelis

Seconded: Councillor S Heyes

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council the revised Fire, Health & Safety Policy.

FP 032 SWINDON BOROUGH COUNCIL / HWPC PUBLIC OPEN SPACE TRANSFERS (POS)

Members received the updated lease and deed covenants for the following public open spaces from SBC and agreed to seek independent legal advice:

- a) Havisham Drive Deed of Covenant
- b) Lillian Close Deed of Covenant
- c) Luna Close Deed of Covenant
- d) White Eagle Deed of Covenant
- e) Mazurek Deed of Covenant
- f) Voyager Deed of Covenant
- g) Various POS Lease

Members also agreed to seek legal advice regarding the possibility of transferring the existing allotment/leisure garden sites to freehold leases as a better option for the Council.

Proposed: Councillor A Roupelis

Seconded: Councillor B Patrick-Okoh

Vote: Agreed Unanimously.

RESOLVED: To seek independent legal advice from Surrey Hills Solicitors regarding the lease and deed covenants for the above public open spaces and the potential. Also agreed to seek legal advice regarding the possibility of transferring the existing allotment/leisure garden sites to freehold leases. Budget agreed up to the fund available in 4220 / 101 Legal Fees.

FP 033 ITEMS FOR THE NEXT AGENDA

To be sent to the Chief Officer in advance of the next meeting 19th July 2022:

FP 034 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.

21:10 The two members of public left the meeting.

FP 035 ACCIDENT REPORTING

Members received and noted an update from the Chief Officer regarding two recent minor staff accidents.

The Meeting closed at 21:15

Chairman Signed:

Initials: _____