

Finance & Policy Committee

14th May 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, A Jimmy, 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 21st May 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 20th May 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 19th March 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 April 2024 (attached).
 - B. To receive the Bank Statements and Bank Reconciliations for April 2024 (attached).
 - C. To approve the Payment Schedule for April/May 2024 (to follow)
 - D. To retrospectively approve the payments made using the credit card and petty cash for payments made in March and April 2024 respectively (attached).
- 9. 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).
- 10. Accounting Statements**
To recommend to Full Council that the Accounting Statements 2023/24 be approved (attached).
- 11. Annual Governance and Accountability Return 2023/24: Annual Governance Statement**
To recommend to Full Council that the Annual Governance Statement assertions be affirmed (attached).
- 12. Annual Governance and Accountability Return 2023/24: Annual Statement**
To recommend to Full Council that the Annual Statement be approved (attached).
- 13. 2023/24 Budget Analysis and Reserve Levels**
 - A. To note the 2023/24 Budget Analysis report (attached).
 - B. To consider the report regarding reserve levels at year ended 31st March 2024 (attached).
- 14. 2024/25 Regular Payments**
To approve the Regular Payments list for 2024/25 (attached).
- 15. Internal Audit**
 - A. To note the internal audit report completed for the year ended 31st March 2024 (attached).
 - B. To note that Darkin Miller Ltd. was appointed as Internal Auditor for a three-year term in June 2023 (Min Ref. FC067) from April 2023 to March 2026.
- 16. Grounds Maintenance Facility – Cash Flow Update**
To note the report regarding the grounds maintenance facility construction invoices to date, cash flow and loan draw down projections (attached).
- 17. Asset Register/Insurance**
To note the report regarding the asset register and sums insured (attached).
- 18. Items for the Next Agenda**
To be sent to the Chief Officer in advance of the next meeting 16th July 2024.



19. 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.

20. Accident Reporting

To receive details of recent accidents.

21. 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.