

Finance & Policy Committee

15th November 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 21st November 2023 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 November 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 17th October 2023.
- 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 October 2023 (attached).
 - B. To receive the Bank Statements and Bank Reconciliations for October 2023 (attached).
 - C. To approve the Payment Schedule for October/November 2023 (to follow).
 - D. To retrospectively approve the payments made using the credit card and petty cash for payments made in September and October 2023 respectively (attached).
- 9. Precept Impact**
To note any recent budgetary impacts on the Council's future precept (attached).
- 10. Parish Councillor Allowances 23/24**
To consider increasing Parish Councillor Allowances for 2023/24 (attached).
- 11. Budget Setting 2024/25 Update**
To receive a verbal update on the budget setting process following the budget setting working party meeting on 21st November 2023.
- 12. Financial and Operational Risk Assessment – Annual Review**
To review the Financial and Operational Risk Assessment and make a recommendation to Full Council on the readoption of the document (attached).
- 13. Policy Reviews**
To review the following Council policies (attached):
 - a. Petitions Policy
 - b. Procurement Policy
 - c. Tree Management Policy
- 14. Insurance – Key Personnel Cover**
To note that the key personnel cover on the Council's insurance has been extended to include the Head of Parks and Open Spaces. Those covered now include:
 - a. Chief Officer
 - b. Deputy Clerk & Services Manager
 - c. Finance Officer & Deputy RFO
 - d. Parks and Open Spaces Team Manager
- 15. CIL Receipt**
To note that the Council has recently received £6,544.26 in CIL receipts. A breakdown of what developments have triggered this receipt has been requested from Swindon Borough Council.
- 16. Bad Debt Write Off**
To note that the Chief Officer has authorised a bad debt write off of £84.00 for a cancelled room hire booking.
- 17. Petty Cash – HSBC Branch Temporary Closure**
To note that the local HSBC branch is closed for refurbishment until 11th December 2023. This means that there is no means to replenish the petty cash until this date. The Council's credit card will be used in the first instance, with staff expenses paid directly via bank transfer where the Council's credit card is unsuitable/impractical.
- 18. Polling Districts and Polling Places Review**
To recommend to Full Council a response to Swindon Borough Councils polling districts and polling places review (attached).



19. Smokefree Generation

To agree the Council's response to the Swindon Borough Councils smokefree generation consultation (attached).

20. Parish Election Cycle

To recommend to Full Council a response to the Swindon Borough Council parish election cycle consultation (attached).

21. Mouldon Hill – Footpath Improvement Works

To receive correspondence from Swindon Borough Council regarding Mouldon Hill improvements (attached).

22. Flooding Engagement

To receive correspondence from Swindon Borough Council regarding Flooding improvements (attached).

23. 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: Contracts and Sensitive.

24. Tractor & Flail Hire

To consider extending the hire of the Tractor and Flail (to follow).

25. Grounds Maintenance Facility

- A. Finance Update — To consider and note any updates on the Grounds Maintenance Facility financing (if available).
- B. Contract Update – To consider and note any updates on the Grounds Maintenance Facility build contract (if available).

26. Insurance

To receive a verbal update on ongoing insurance matters, if any.

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.