

POLICY & FINANCE COMMITTEE

10th February 2021

To: All members of Policy & Finance Committee

Councillors S Callen (Chairman), A Roupelis, D Rodgers, J Fuller, L Rhys-Jones, R Hailstone, S Fateru, S Heyes, R Venkatesh, L Brown and V Manro

To: All other Haydon Wick Parish Councillors

Dear Members

You are summoned to a remote meeting of Haydon Wick Parish Council on **Tuesday 16th February 2021 at 7:45pm**. Link: <https://tinyurl.com/y43o6duk>

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 15th February 2021.

Yours sincerely

Georgina Morgan-Denn

**Georgina Morgan-Denn BA (Hons), FSLCC
Chief Officer/Clerk & RFO**

AGENDA

- 1. Apologies**
To receive and approve.
- 2. Declarations of Interest**
To receive any Declarations of Interest.
- 3. Public Participation**
Public questions must be sent to clerk@haydonwick.gov.uk no later than 12.00pm on Monday 15th February 2021.
- 4. Chairman's Announcements (if any)**
- 5. Minutes of the Previous Meeting**
To confirm as a true record the minutes of the meeting held on Tuesday 19th January 2021 (attached).

- 6. Councillor Reports**
To receive reports from Councillors. For information only.
- 7. Clerk's Report**
To update on issues and actions since the last meeting that do not appear on the agenda. For information only.
- 8. Grants Working Party Recommendation**
To receive recommendations from the Grants Working Party held on 16th February 2021 (tabled).
- 9. Financial Matters**
 - A) To receive the Income & Expenditure Report for January 2021 (attached).
 - B) To receive the Bank Statements and Bank Reconciliations for January 2021 (attached).
 - C) To approve the Payment Schedule for January/February 21 (tabled).
- 10. Internal Auditor's Interim Report**
To consider and note the Internal Auditor's interim report and actions arising (attached).
- 11. End of year close down**
To agree to appoint Rialtas Business Solutions (RBS) to assist with financial end of year closedown and to undertake a financial system overhaul for a cost of £560.00 plus VAT. Budget code 101/4023.
- 12. Policies for Recommendation to Full Council on 23rd February 2021**
To consider a draft Fire, Health & Safety policy for recommendation to Full Council on 23 February 2021 (attached).
- 13. Swindon Borough/Parish Charter**
To review and provide feedback to Councillor R Hailstone on the Parish Charter prior to the next meeting of the Swindon Area Committee (SAC) on 16th March 2021 (attached).
- 14. Swindon Borough Council (SBC) Licensing Policies**
To review and comment on SBCs two licensing policies:
 - A) Statement of Licensing Policy
 - B) Cumulative Impact PolicyConsultations are running from 25th January to 8th March 2021 and available to download from the Council's website: [Swindon Borough Council](#)
- 15. General Data Protection Regulations (GDPR) Update & Policy**
To receive a verbal update on GDPR matters and to review the GDPR Policy for recommendation to Full Council on 23rd February 2021 (attached).
- 16. Next Agenda Items**
To propose agenda items for the Policy & Finance meeting on 16th March 2021.

17. 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: Commercially Sensitive & Insurance Matters.

18. Insurance Matters

To receive a verbal update on insurance matters.

19. Boiler Replacement

To consider three quotations and agree to replace and re-site the boiler (tabled).

20. Request to hire the Parish Council building

To note a request from Swindon Borough Council to hire the building for use as a Polling Station on Thursday 6th May 2021.

21. Debt Write Off

To consider and approve writing off outstanding income (tabled).

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 Clerk at least 24 hours before the meeting so that every effort may be made to provide access.