

## POLICY & FINANCE COMMITTEE

11<sup>th</sup> March 2020

**To: All members of Policy & Finance Committee**

Councillors S Callen (Chairman), I Liddon, L Brown, S Fateru, J Fuller, R Hailstone, V Manro, S Heyes, D Rodgers, A Roupelis and R Venkatesh.

**To: All other Haydon Wick Parish Councillors**

Dear Councillor,

You are summoned to a meeting of Haydon Wick Parish Council which will be held at the Parish Council Offices, Thames Avenue, Haydon Wick, Swindon, SN25 1QQ on **Tuesday 17<sup>th</sup> March 2020 at 7.30pm.**

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.

Yours sincerely

*Georgina Morgan-Denn*

**Georgina Morgan-Denn BA (Hons), PSLCC**  
**Clerk to Council**

---

### AGENDA

- 1. Apologies**  
To receive and approve.
- 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 Meeting**  
To confirm as a true record the minutes of the Policy & Finance Committee meeting held on 18<sup>th</sup> February 2020 (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. Financial Matters**

- A) To receive the Income & Expenditure Statement for February 2020 (attached).
- B) To receive the Bank Statements and Bank Reconciliations for February 2020 (tabled).
- C) To approve the Payment Schedule for February/March 2020 (tabled).
- D) To nominate two Councillors to attend the office to check and sign the Payment Schedule.

**9. Climate Change Working Party**

To consider a recommendation to Full Council for the formation of a Climate Change Working Party to develop a plan for how environment sustainability can be achieved (attached).

**10. Update from IT/Telephony Working Party**

To receive an update from the IT Working Party and to agree any recommendations arising.

**11. Habitual & Vexatious Complainant Policy Review**

To consider any updates to the 2019 Habitual & Vexatious Complainant Policy.

**12. Business Continuity Plan**

To request additional members to join the Emergency Planning Working Group (next meeting 24<sup>th</sup> March) who can assist with the Council's Business Continuity Plan.

**13. Items for Next Agenda**

To receive items for the next agenda.

**14. Exclusion of Press & Public**

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.

**15. Insurance matters**

To receive a verbal update on current insurance claims, if required.

*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.*