

POLICY & FINANCE COMMITTEE

12th February 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 18th February 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 21st January 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. Grants Working Party Recommendation**
To receive recommendations from the Grants Working Party (tabled).
- 9. Financial Matters**
 - A) To receive the Income & Expenditure Statement for January 2020 (attached).
 - B) To receive the Bank Statements and Bank Reconciliations for January 2020 (tabled).
 - C) To approve the Payment Schedule for January/February 2020 (tabled).
 - D) To nominate two Councillors to attend the office to check and sign the Payment Schedule.
- 10. Internal Auditors Interim Report**
To consider and note the Internal Auditors interim report and actions arising (attached).
- 11. Swindon Borough Council (SBC) & Protocols**
To consider a response to recommend to Full Council concerning SBC's review of Codes & Protocols (to follow).
- 12. Trustees Update**
To receive a verbal update on various Trustee matters.
- 13. Swindon & Cricklade Railway Lease**
To note the correspondence from SBC that Swindon and Cricklade Railway have approached them to renew their lease (attached).
- 14. Emergency Plan**
To request additional volunteers to attend a February Working Party to validate the existing plan.
- 15. CCTV Operational Guidelines & Policies**
To receive operational guidelines and policies for consideration and recommendation to Full Council (attached).
- 16. Update from IT Working Party**
To receive an update from the IT Working Party and to agree any recommendations arising.
- 17. 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.
- 18. Insurance matters**
To receive a verbal update on insurance matters.

19. Payroll Provision

To consider a report by the Finance Officer on the provision of payroll services (tabled).

20. External Services Prices

To receive a report on pricing for contracted services (tabled).

21. Meeting Room and Reception Refurbishment Project

To note committed expenditure and to consider three furniture quotations (tabled).

22. Items for Next Agenda

To receive items for the next agenda.

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.