

## POLICY & FINANCE COMMITTEE

12<sup>th</sup> January 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, V Manro

Dear Councillor,

You are summoned to a remote meeting of Haydon Wick Parish Council on **Tuesday 19<sup>th</sup> January 2021 @ 7:45pm**. Link: <https://tinyurl.com/y5bns4bz>

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](mailto:clerk@haydonwick.gov.uk) no later than 12.00pm on Monday 18<sup>th</sup> January 2021.

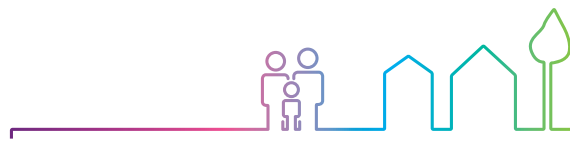
Yours sincerely

**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](mailto:clerk@haydonwick.gov.uk) no later than 12.00pm on Monday 18<sup>th</sup> January 2021.
- 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 Tuesday 17<sup>th</sup> November 2020.
- 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 December 2020 (attached).
- B) To receive the Bank Statements and Bank Reconciliations for December 2020 (attached).
- C) To approve the Payment Schedule for December 20/January 21 (tabled).
- D) To receive the Q3 budget Report for October-December 2020 (attached).
- E) To approve a virement of £20,000 from Capital Projects [4626/605] to Parks & Opens Spaces Salaries [307].
- F) To agree an increase in the spend limit for the credit card from £5,500 to £8,000.

**9. Draft Budget 2021-2022**

To consider and agree the draft budget for 2021-2022 for recommendation to Full Council on Tuesday 26<sup>th</sup> January 2021 (attached).

**10. Precept 2021-2022**

To agree to recommend to Full Council the Precept charge to serve on Swindon Borough Council by 31<sup>st</sup> January 2021 for the 2021-2022 financial year (attached A – Calculation, B – Explanation, C - Percentage Breakdown).

**11. Reserves Policy 2021-2022**

To consider and approve a recommendation to Full Council for the updated Reserves Policy for the 2021-22 financial year (attached).

**12. Forecast Budget 2021-2024**

To consider a draft three-year budget from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2024 (to follow).

**13. Telecommunications update**

To receive a verbal update on the recent transfer of service provision.

**14. Internal Audit Working Party**

To set up an Internal Audit Working Party to implement additional quarterly internal financial controls.

**15. Next Agenda Items**

To propose agenda items for the Full Council meeting on 16<sup>th</sup> February 2021.

**16. 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.



**17. Insurance Matters**

- A) To receive a verbal update on insurance matters.
- B) To receive and approve the vehicle insurance premium.

**18. Debt Write Off**

To consider and approve an outstanding debt is written off (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.**