

POLICY & FINANCE COMMITTEE

14th October 2020

To: All members of Policy & Finance Committee

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

To: All other Haydon Wick Parish Councillors

Dear Councillor,

You are summoned to a remote meeting of Haydon Wick Parish Council on **Tuesday 20th October 2020** at 7.30pm. Link: <https://tinyurl.com/yxuwxb3s>

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), (FSLCC)
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 18th 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. Grants Working Party Recommendation**
To receive recommendations from the Grants Working Party (tabled).

9. Financial Matters

- A) To receive the Income & Expenditure Statement for September 2020 (attached).
- B) To receive Q1-Q2 (April-September) budget report (attached).
- C) To receive the Bank Statements and Bank Reconciliations for September 2020 (attached).
- D) To approve the Payment Schedule for September/October 2020 (tabled).

10. Future Budget Aspirations

To review the current budget and discuss future projects and aspirations affecting for future budgets (attached).

11. Trustees – King George V Field

To receive an update on the Council's Trustee obligations and consider matters arising (attached).

12. Policies for Recommendation to Full Council on 27th October 2020

- A) To review the Data Retention and Disposal Policy (attached).
- B) To review the Publication Scheme (attached)
- C) To consider amendments to the Financial Regulations (attached)
- D) To consider a new Safeguarding Policy (attached)
- E) To consider a new Youth Worker Safeguarding Policy (attached)
- F) To consider a new Disclosure and Barring Service (DBS) Policy (attached).

13. Telephone System

To receive an update on the implementation of the new telephone system (attached).

14. GDPR

To receive a report on new GDPR requirements regarding the storage of data (attached).

15. Items for Next Agenda

To receive items for the next agenda.

16. 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.

17. Insurance matters

To receive a verbal update on insurance matters.

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.