

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 19th April 2022 at 8.00pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors L Rhys-Jones (Chairman), S Callen (Vice Chair), V Manro, R Hailstone, S Heyes, A Roupelis, and S McDermott

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Jill Sharp, Senior Administrator

ALSO IN ATTENDANCE: Jodie Smart, Incoming Finance Officer/Deputy RFO

FP 147 APOLOGIES

Apologies were received and accepted from Councillors S Fateru and D Rodgers (personal commitments).

FP 148 DECLARATIONS OF INTEREST

Councillor S Heyes declared an interest in Agenda Item 16 – Tadpole Field.

FP 149 PUBLIC PARTICIPATION

No members were present. Questions were raised via email received.

1). Please confirm that agenda item 9a income and expenditure report month 12 is in fact representative of the end of financial year statement 2021/2. If not where and when will the statement be published?

This is not the end of financial year statement because there are accruals, prepayments and year-end adjustments still yet to do. The statement will be published as part of the annual return timetable i.e. in June.

2) Looking back at May 2021 detailed/income/expenditure report and comparing it with month 12 report I find numerous alterations to the original projected annual Bid against individual items. As this report set the benchmark for the % spent totals I pose the question Why is this? It is liking to moving the goalposts when it comes to performance evaluations.

The most recent Income & Expenditure reports brought to meetings show expenditure against projections and not the annual budget. Let me reassure you that we have not changed the annual budget merely the projections. Going forward we will revert to bringing the monthly reports showing expenditure against the actual budget and not the projections.

3). The surplus total of underspend £109753, what will happen to that? Appreciate there are obvious reasons for some surpluses.

Some of the underspend will be carried forward to support this year's (22/23) budget lessening the overall impact of the precept.

FP 150 CHAIRMAN'S ANNOUNCEMENTS

There were none.

Initials: _____

FP 151 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 15th February 2022 and the minutes signed, including the error in the spelling of Councillor Manro.

Proposed: Councillor S Heyes Seconded: Councillor V Manro

Vote: Agreed with two (2) Abstentions.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 15th February 2022 and the Chairman signed the minutes.

FP 152 COUNCILLORS REPORTS

Councillor S Heyes Nothing to report.

Councillor R Hailstone Nothing to report.

Councillor S McDermott Nothing to report.

Councillor V Manro Nothing to report.

Councillor L Rhys-Jones Nothing to report.

Councillor S Callen Nothing to report.

Councillor A Roupelis Nothing to report.

FP 153 CHIEF OFFICER'S REPORT

Our current electricity providers have raised an objection to the cancellation of the existing contract earlier than the contractual term. The Council's utility broker is liaising on our behalf and will provide an update soon. It was acknowledged that this could mean the previously agreed rates with our new provider may need to be renegotiated.

FP 154 @HAYDONWICK YOUR COMMUNITY MATTERS – STRATEGY CONSULTATION

Reported the event was successful. Good turnout of residents who were engaged in the interactive sessions. Now awaiting the draft strategy which will be discussed with the Strategic Working Party, Committee and finally Full Council for adoption. The Chief Officer is planning to organise a workshop for Councillors and Senior Officers to help with embedding the new strategy.

FP 155 FINANCIAL MATTERS

FP 155A Members received, discussed and noted the Income & Expenditure Reports for Month 12 2022. Councillor Heyes commented that on Page 3 item 4314, 43100 were overspent. *Action: Chief Officer will report back following an investigation.*

FP 155B Members received, discussed and noted the Bank Statements and Bank Reconciliations for March 2022.

FP 155C Members discussed and approved the March/April expenditure The total payments for approval were £72,718.78 – interim spreadsheet (due to year end) references 1-35. Members also noted the retrospective payments up to 30th March 2022 – ref 2087-2111, total £8,054.83 – agreed FC 215B.

Proposed: Councillor V Manro Seconded: Councillor A Roupelis

Vote: Agreed with one (1) Abstention.

RESOLVED: Members approved March/April 2022 expenditure under interim spreadsheet references 1-35. The total payments for approval were £72,718.78. Members also noted retrospective payments up to

30th March 2022 agreed FC 215B. References 2087-2111, total £8,054.83.

FP 155D Members noted the Solar Panel FIT payments for the period spanning December 2021 to March 2022 has been claimed for value of £403.22.

FP 155E Members retrospectively authorised the Direct Debit for the Investec Contract Hire Agreement for two electric caged vehicles – per vehicle cost is £554.12 per month on a 5-year term – agreed FP145

Proposed: Councillor S McDermott Seconded: Councillor V Manro

Vote: Agreed Unanimously.

RESOLVED: Members retrospectively authorised the Direct Debit for the Investec Contract Hire Agreement for two electric caged vehicles – per vehicle cost is £554.12 per month on a 5-year term – agreed FP145.

FP 156 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2021/2022

Members noted the timetable for the Annual Governance and Accounts (AGAR) as below:

19 April – Policy & Finance Committee to note AGAR timetable

27 May – End of Year closedown and reporting – undertaken internally by Deputy RFO

10 June – End of Year Internal Auditor visit (signs IA section of AGAR and form ready for Full Council)

14 June – Policy & Finance Committee receives interim End of Year Internal Auditor report

21 June – Full Council signs AGAR (by Chairman & Chief Officer/Clerk & RFO). Section 1 to be approved before Section 2. Both must be approved and published on the website before 1 July 2020.

28 June – AGAR to External Auditor and confirm of dates for notifying public to view. External Auditor's deadline for receipt of the completed AGAR is Friday 1st July 2022. Although extensions to this deadline may be considered (max of 4 weeks at a time up to 15 September), it is not anticipated that this is required.

28 June – Publish completed and signed Notice of Public Rights and Sections 1 & 2 of the AGAR

1 July - 12 August (tbc) – Tentative period set for inspection of Public Rights and Publication of Unaudited AGAR. This complies with the required 30 working day period, which must include the first 10 working days in July.

30 September – deadline for publishing Notice of Conclusion of Audit, completed Section 3, Sections 1 & 2 if any amendments arise as a result of the review. Also, recommended to upload the Annual Internal Audit Report.

FP 157 ROOM HIRE RATES

Members received the Officer's report. More information was requested before any decision could be made on future rates.

FP 158 FREEDOM OF INFORMATION REQUEST (FOI)

Members received, discussed and noted a FOI request regarding the recruitment and retention of British Muslims was submitted on the 7th March and responded to on 16th March 2022.

FP 159 ARTICLES FOR HAYDON WICK “LIVING” MAGAZINE

Members discussed potential Finance & Policy articles for the summer edition of Haydon Wick “Living” Magazine. Copy deadline end of May 2022. Further details on Teams and who has been assigned what article to write.

FP 160 ITEMS FOR THE NEXT AGENDA

To be sent to the Chief Officer in advance of the next meeting 17th May 2022: Room Hire.

Councillor S Heyes left the meeting.

FP 161 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: Sensitive.

FP 162 TADPOLE FIELD

Members discussed the requirement for independent legal advice to advise the Council on the potential to unlock the land at Tadpole Field. It was acknowledged free advice had been provided by NALC and SLCC but required a solicitor to make sense of it. It was agreed that a budget of £1,000 be allocated. Budget available £8,000 101/4220.

Proposed: Councillor S McDermott Seconded: Councillor V Manro

Vote: Agreed with one (1) Abstention.

RESOLVED: To give delegated authority to the Chief Officer to obtain legal advice up to £1,000 to advise on unlocking the land at Tadpole Field. Budget available £8,000 101/4220.

The meeting closed at 21.26

Chairman: