

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 20th June 2023 at 8.00pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: V Manro (Chair), A Roupelis (Vice Chair), S Fateru, C Flux, J Fuller, R Hailstone, S Heyes, J Jackson, O Munagala, B Patrick-Okoh and R Worman

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Jodie Smart, Finance Officer/Deputy RFO

FP 001 APOLOGIES

Apologies were received and noted from Councillor R Hailstone (personal commitments) and no apologies were received from Councillor C Flux.

FP 002 DECLARATIONS OF INTEREST

None

FP 003 PUBLIC PARTICIPATION

There were no members of the public present.

FP 004 CHAIRMAN'S ANNOUNCEMENTS

A reminder for all Councillors to try if possible, to volunteer at the Summer Spectacular on the 15th July 2023.

FP 005 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the Finance & Policy Meeting held on Tuesday 14th February 2023 and signed the minutes.

Proposed: Councillor S Heyes

Seconded: Councillor J Fuller

Vote: Agreed with four (4) Abstentions.

RESOLVED: To confirm as a true record the minutes of meetings held on Tuesday 14th February 2023 and the Chairman signed the minutes.

FP 006 COUNCILLOR INDUCTION TRAINING

Members reviewed the Committee's Terms of Reference and briefly reviewed the decisions to be made under tonight's agenda.

FP 007 COUNCILLORS REPORTS

Councillor V Manro:

Nothing to report.

Councillor A Roupelis:

Nothing to report.

Councillor S Fateru:

Nothing to report.

Councillor C Flux:

Not present.

Councillor J Fuller:

Nothing to report.

Councillor R Hailstone:

Not present.

Initials: _____

Councillor S Heyes:

Nothing to report.

Councillor J Jackson:

Nothing to report

Councillor O Munagala:

Nothing to report.

Councillor B Patrick-Okoh:

Nothing to report.

Councillor R Worman:

Nothing to report.

FP 008 CHIEF OFFICER'S REPORT

Advised members of the following:

Bowls Club Lease: Renewal of the Bowls Clubs Lease is in the final stages. The Working Party met a few weeks ago and went through any final changes to the lease. The Council's solicitors prepared the final draft for their solicitors to review and based on the Bowl Club feedback, included adjustment to the boundary map to include the Green, Club House and small plot in front of the building. This final draft is currently with the Bowls Club solicitors to approve.

Electric Vehicles Usage monitoring: The Finance Officer continues to chase SSE and in May they were trying to get an engineer to do a site visit to verify the meter because the electric vehicle meter does not have a meter number on it (which it should have). In the meantime, monthly meter readings are taken and there are accrued funds from last year to account for the bill which we will eventually get. Costs are estimated on the meter reading and electricity tariff.

FP 009 FINANCIAL REPORTS

FP 009A Members noted the Income & Expenditure Reports for Month 2 - May 2023. Query where the PWL will be monitored. Drawdown in stages and monitored in a control account. And a report will be brought to POS and mirrored at F&P. Some miscoding errors were highlighted and will be corrected before next month.

FP 009B Members considered and noted the Bank Statements and Bank Reconciliations for May 2023.

FP 009C Members discussed and approved May/June 2023 expenditure under purchase daybook references 2872 – 2911 and cashbook reference 325. The total of payments for approval is £81,230.04

Proposed: Councillor J Jackson

Seconded: Councillor R Worman

Vote: Agreed Unanimously.

RESOLVED: To approve May/June 2023 expenditure under purchase daybook references 2872 – 2911 and cashbook reference 325. The total of payments for approval is £81,230.04

FP 009D Members discussed and retrospectively approved the payments made using the petty cash and credit card for payments made in April and May 2023 respectively.

Proposed: Councillor A Roupelis

Seconded: Councillor B Patrick-Okoh

Vote: Agreed Unanimously.

RESOLVED: Members retrospectively approved the payments made using the petty cash and credit card for payments made in April and May 2023 respectively.

FP 009E Members noted the May CCLA Public Sector Deposit Fund Factsheet.

Initials: _____

FP 010 ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN - PRESENTATION

Members received a presentation from the Finance Officer/Deputy RFO regarding the Accounting Statements and Annual Governance and Accountability Return. Questions raised included the closing balance differing between the income and expenditure and the AGAR. This is because it is the general reserves only on the income and expenditure, the closing balance on the AGAR includes general and ear marked reserves.

Members thanked the Finance Officer for the clear and concise overview of the financial documents.

FP 011 ACCOUNTING STATEMENTS 2022/23

Members received a presentation from the Finance Officer/Deputy RFO on the Year End Accounting Statements 2022/23 and agreed to recommend to Full Council that they be approved.

Proposed: Councillor J Jackson Seconded Councillor A Roupelis

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council that the Year End Accounting Statements 2022/23 be approved.

FP 012 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23: ANNUAL GOVERNANCE STATEMENT

Members agreed to recommend to Full Council that the AGAR 2022/23 Annual Governance Statement be approved.

Proposed: Councillor S Heyes Seconded: Councillor S Fateru

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council that the AGAR 2022/23: Annual Governance Statement be approved.

FP 013 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23: ANNUAL STATEMENT

Members agreed to recommend to Full Council that the AGAR 2022/23 Annual Statement be approved.

Proposed: Councillor J Jackson Seconded: Councillor B Patrick-Okoh

Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council that the AGAR 2022/23: Annual Statement be approved.

FP 014 2022/23 BUDGET ANALYSIS

Members noted the 2022/23 Budget Analysis report. They had the following questions; is the Council Tax Support Grant calculated by electorate. The Chair responded that there is a calculation based on council taxpayers that provides the figures which has remained the same for many years now. FIT payments are received from the energy company due to the solar panels on the Parish Office roof and CIL is Community Infrastructure Levy which is administered by planning applications with a proportion the income being assigned to the Parish Council.

FP 015 2023/24 REGULAR PAYMENTS

Initials: _____

Members discussed and approved the regular payments list for 2023/24, as presented. Questions were raised about why the Council uses different solicitors and what the Fasthost invoice was for. Officers explained the Council uses different solicitors according to the case eg. Local Government experience ie Public Open Spaces Lease Renewals, Trusts and Charities versus using commercial solicitors specialising in building and land contracts (GMF). Fasthost invoice is for the Council's website '.gov.uk' domain name.

Proposed: Councillor J Jackson Seconded: Councillor A Roupelis
Vote: Agreed Unanimously.

RESOLVED: To approve the regular payments list for 2023/24, as presented.

FP 016 AUDIT WORKING PARTY

Members noted that the working party did not meet due to lack of availability and so the Finance Officer presents the potential appointment of the Council's independent Internal Auditor for 2023/24. After discussion the committee agreed to the recommendation which will be taken to Full Council next week.

Proposed: Councillor A Roupelis Seconded: Councillor J Jackson
Vote: Agreed Unanimously.

RESOLVED: To agree to recommend to Full Council the appointment of Supplier A for three years. Three-year contract at £943.31 per annum.

FP 017 DIRECT DEBIT RICOH

Members considered and approved the setup of a regular Direct Debit to Ricoh for the rental of the office photocopiers. It was suggested to look at costs of ownership versus leasing at the renewal stage.

Proposed: Councillor S Fateru Seconded: Councillor J Fuller
Vote: Agreed Unanimously.

RESOLVED: To approve the setup of a regular Direct Debit to Ricoh for the rental of the office photocopiers

FP 018 COMMUNITY GRANT POLICY

Members considered the amendments to the Community Grant Policy and agreed to recommend the revised policy to Full Council.

Proposed: Councillor R Worman Seconded: Councillor B Patrick-Okoh
Vote: Agreed Unanimously.

RESOLVED: To recommend the revised Community Grant policy to Full Council.

FP 019 BANK SIGNATORIES

Members considered and agreed to the appointment of six bank signatories as presented.

Proposed: Councillor O Munagala Seconded: Councillor S Fateru
Vote: Agreed Unanimously.

RESOLVED: To recommend to Full Council:

- 1. To remove L Rhys-Jones, D Rodgers, and S Callen as signatories.**
- 2. To set up Councillors J Fuller, S Heyes and A Roupelis as new signatories.**
- 3. For the six bank signatories to be:**
 - 1. V Manro (Chair F&P/Chairman of Council)**
 - 2. A Roupelis (Vice Chair F&P)**

Initials: _____

3. S Heyes (F&P Committee Member)
4. R Hailstone (F&P Committee Member)
5. J Fuller (F&P Committee Member)
6. Georgina Morgan-Denn, Chief Officer/Clerk

4. For the emergency approver to be: Councillor V Manro.

FP 020 ITEM FOR THE NEXT AGENDA

To be sent to the Chief Officer in advance of the next meeting 19th July 2022:

FP 021 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 022 ACCIDENT REPORTING

Members received and noted an update from the Chief Officer regarding a staff accident.

FP 023 INSURANCE CLAIMS UPDATE

Members received and noted the update from the Finance Officer on current insurance claims.

The Meeting closed at 21.25

Chairman Signed:

Initials: _____