

Full Council

15th March 2023

To: All members of Haydon Wick Parish Council

Councillors V Manro (Chairman), E Baker Lee (Vice Chairman), L Brown, S Callen, S Fateru, J Fuller, R Hailstone, S Heyes, J Jackson, A John, S McDermott, K T Naik, B Patrick-Okoh, L Rhys-Jones, D Rodgers, R Ross, A Roupelis and R Venkatesh.

Dear Councillor,

You are summoned to a meeting of Haydon Wick Parish Council on Tuesday 21st March at **20:00. Please note the later start time.** Meeting will be held at the Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ. 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 no later than 12.00pm on Monday 20th March 2023.

Yours sincerely,

Georgina Morgan-Denn

Georgina Morgan-Denn BA (Hons), FSLCC
Chief Officer/Clerk & RFO

AGENDA

1. **Apologies**
To receive and note.
2. **Declarations of Interest**
To receive any Declarations of Interest.
3. **Public Participation**
Public questions must be sent to clerk@haydonwick.gov.uk no later than 12.00pm on Monday 20th March 2023.
4. **Chairman's Announcements (if any)**
5. **Minutes of Previous Meetings**
To confirm as a true record the minutes of the meetings held on 28th February 2023 (attached).
6. **Swindon Borough Ward Councillor Reports**
To receive reports from Swindon Borough Ward Councillors, for information only.
7. **Councillors Reports**
To receive reports from members on attendance at external meetings or events and an opportunity for members to bring matters of interest to the attention of the Council for information or future discussion.

8. Chief Officer's Report

To update on issues and actions since the last meeting that do not appear on the agenda. For information only.

9. Parks & Open Spaces Grounds Maintenance Facility

- A) To note the outcome of the Public Works Loan consultation which closed on Friday 17th March 2023 (to follow).
- B) To note the Grounds Maintenance Facility update presented to Parks & Open Spaces Committee on 14th March and to consider any recommendations arising (attached).

10. Financial Reports

- A) To note the monthly Income & Expenditure Report for February 2023 (attached).
- B) To receive the Bank Statements and Bank Reconciliations for February 2023 (attached).
- C) To approve the Payment Schedule for February/March 2023 (to follow)
- D) To approve that a further payment run will be completed later in March, for retrospective approval at the April 2023 meeting, to enable invoices to be processed prior to financial year end where possible.
- E) To retrospectively approve the payments made using the credit card and petty cash for statements dated January 2023 (attached).
- F) To note the December CCLA Public Sector Deposit Fund Factsheet (attached).
- G) To note that the Chief Officer has written off a bad debt in the sum of £64.00 in accordance with Financial Regulation 9.4.
- H) To note that HMRC have recently conceded that charges for Council sports facilities are treated as 'non-business' activities (attached).

11. Internal Audit

To note the second Internal Audit report for 2022/23 and actions arising (to follow).

12. Ear Marked Reserves

To consider the recommended year end movements to and from Ear Marked Reserves (attached).

13. Financial & Operational Risk Assessment

To consider and approve the Financial & Operational Risk Assessment (attached).

14. Installation of Defibrillator

To receive quotations for the installation of the defibrillator at the Parish Office (to follow).

15. Community Development Matters

To consider a report and recommendations presented (to follow).

16. Annual Parish Meeting & Community Networking Event

To receive an update, and to remind Members, about this year's Annual Parish Meeting & Community Networking Event on Tuesday 28th March 2023.

17. Items for the next Agenda

To propose agenda items for the Full Council meeting on Tuesday 25th April 2023.

18. 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: Confidential Staffing/Contractual.

19. Parks & Open Spaces Grounds Maintenance Facility

To receive any exempt items relating to the Grounds Maintenance Facility (tabled).

20. Insurance Matter

To receive details of a current claim and agree the next steps (attached)

21. Legal Matters

To consider the draft lease for Haydon Wick Bowls Club and amendments as recommended by the Solicitor (attached).

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 Chief Officer 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 Chief Officer/Clerk at least 24 hours before the meeting so that every effort may be made to provide access.