

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee of Haydon Wick Parish Council held on Tuesday 17th March 2020 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDANCE

MEMBERS: Councillors I Liddon (Chairman), L Brown, J Fuller, S Fateru, R Hailstone, V Manro, S Heyes, A Roupelis and R Venkatesh.

OFFICERS: Clerk, Georgina Morgan-Denn
Deputy RFO, Sandra Kelly

OBSERVERS: Councillors E Baker-Lee & S McDermott

PF 143 APOLOGIES

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

PF 144 DECLARATIONS OF INTEREST

No declarations of interest.

PF 145 PUBLIC PARTICIPATION

No members of the public present.

PF 146 CHAIRMAN'S ANNOUNCEMENTS

In the absence of Councillor S Callen, Councillor I Liddon took the role of chairman

PF 147 MINUTES OF THE PREVIOUS MEETING

Members received and approved the minutes of the Policy & Finance Meeting held on Tuesday 18th February 2020.

Proposed: Councillor V Manro Seconded: Councillor A Roupelis

Vote: Agreed with One (1) abstention.

RESOLVED: The Minutes of the Policy & Finance Committee Meeting held on Tuesday 18th February 2020 be agreed and signed as a correct record.

PF 148 COUNCILLORS REPORTS

None.

PF 149 CLERK'S REPORT

Informed meeting there will be a remote End of Year with RBS instead of a visit to the offices. Introduced our new Administrator. Regarding the issues around our Trustee obligations just heard from the Solicitors today with regard to those obligations which need to be undertaken by end of year. Further update to follow from the Clerk. Seeking legal advice regarding the previous security provider. Any outstanding payments to the provider will be earmarked until the situation is resolved to ensure they get included in the correct financial year.

PF 150 FINANCIAL MATTERS

Initials: _____

- A) To receive and approve the Income & Expenditure Statement for February 2020.
- B) To receive the Bank Statements and Bank Reconciliations for February 2020.
- C) To approve the payment schedules for February/March 2020.
- D) To nominate two councillors to attend the office to check and sign the Payment Schedule.

PF 150A **Proposed: Councillor L Brown** **Seconded: Councillor V Manro**
Vote: Agreed unanimously.
RESOLVED: To approve the Income & Expenditure Statement for February 2020.

PF 150B **Proposed: Councillor R Venkatesh** **Seconded: Councillor S Heyes**
Vote: Agreed unanimously.
RESOLVED: To approve the Bank Statements and Bank Reconciliations for February 2020.

PF 150C Committee considered the payment schedules for February/March 2020 under purchase daybook references 848-886 and cash book reference 224, totaling £65,381.21
Proposed: Councillor V Manro **Seconded: Councillor A Roupelis**
Vote: Agreed unanimously.
RESOLVED: To approve the Payment Schedule for February/March 2020.

Councillor V Manro requested the Committee scrutinize any underspends in the budget at a future meeting.

PF 150D Committee considered this requirement to physically attend the offices to check and sign the payments. It was the view of the committee that in view of the Covid-19 outbreak it would be unsafe to come out of social distancing to visit the office. The physical checks for this month's payments be delegated it to the Clerk.
Proposed: Councillor L Brown **Seconded: Councillor A Roupelis**
Vote: Agreed unanimously.
RESOLVED: In view of the Covid-19 outbreak to suspend the requirement for two councillors to attend the office to check and sign the payments and delegate this month to the Clerk to check.

PF 151 **CLIMATE CHANGE WORKING PARTY**
Agreed to set up a working party. Committee to let Clerk know who is interested. Councillors Roupelis; Baker-Lee; Hailstone; Venkatesh; Manro and Liddon all volunteered.
Proposed: Councillor R Hailstone **Seconded: Councillor V Manro**
Vote: Agreed unanimously.
RESOLVED: To implement a Climate Change Working Party.

PF 152 **UPDATE FROM IT/TELEPHONY WORKING PARTY**
Members were informed that the IT Working Party met with the current IT provider. This was a timely meeting as the current contract and licenses were

Initials: _____

discussed, as well as setting up remote working. An interim business continuity plan was implemented to reduce disruptions to business during the Covid-19 outbreak. There was a discussion about how to improve and make the IT provision more efficient going forward. Further discussions took place around security measures, and upgrading the current Office 365 licenses to enable remote meetings and sharing documents with each other. The costs will follow for future approval.

PF 153 HABITUAL & VEXATIOUS COMPLAINANT POLICY REVIEW

The meeting was reminded that this policy had already been adopted and was due for a review and renewal this month. The meeting agreed that it is still fit for purpose and no amendments needed.

Proposed: Councillor L Brown Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: No amendments necessary to the Habitual & Vexatious Complainant Policy.

PF 154 BUSINESS CONTINUITY PLAN

Additional members were requested to join the Emergency Planning Working Party to assist with the Council's Business Continuity Plan. It was agreed Councillors Liddon and Callen join the working party in view of their expertise.

Proposed: Councillor L Brown Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: To add Councillors Liddon and Callen to the Emergency Planning Working Party for their business continuity experience.

PF 155 ITEMS FOR THE NEXT AGENDA

Consider underspends in budgets. Any other items to be passed to the Clerk in advance of the next meeting.

PF 156 INSURANCE MATTERS

Skatepark fencing has been vandalised and requires repairing. Costings are being identified before deciding to pursue this with an insurance claim.

20:00 meeting suspended to convene an Emergency Planning Working Party to address the Council's Emergency Response to Covid-19 Outbreak.

21.05 meeting reconvened to agree recommendations from Emergency Planning Working Party. Mr P Eagle, Councillors McDermott and Baker Lee left the meeting.

PF157 EMERGENCY RESPONSE TO COVID-19 OUTBREAK

The following recommendations were received from the Emergency Planning Working Party and agreed by Committee:

Background

The Council is facing an evolving situation and in order to continue with, and maintain Council business safely and with minimal disruption, the following will be implemented with immediate effect:

Initials: _____

1. The Parks & Open Spaces Team will continue to function prioritising its critical services, which include emptying bins, graffiti removal and urgent safety issues in the parish's play parks. It was suggested that if resourcing allows, to continue with grass cutting duties. Residents will be updated with these measures via notices and social media posts.
2. All meetings of the Council to be cancelled until the end of April. Will consider ways for Councillors to keep in touch with developments via remote meetings using Zoom or other platforms e.g. Office 365 Teams.
3. The Community Bus Service will be cancelled until the end of April. All users will be personally contacted about the suspension and to check on their welfare/ongoing need for shopping etc.
4. All venue hire will be cancelled until the end of April.
5. The Parish Council Office will be closed to all visitors until further notice. Residents will be encouraged to make conduct remotely.
6. The Annual Parish Meeting due to be held on the 31st March will be postponed and rescheduled at a later date. A virtual meeting will take place on the Council's Facebook page.
7. The Easter Egg Hunt across all 24 play parks between 4th April – 12th April will continue as planned.
8. The VE Event due to be held on the 8th May will be postponed to VJ Day on 15th August 2020.
9. The three Leisure Gardens (Allotments sites) will remain open with no operational changes.
10. Urgent decisions and payments to maintain uninterrupted Council services will be delegated to the Clerk and two Councillors to ensure ongoing transparency.
11. Planning applications and any other Council business to be conducted remotely where possible.
12. Reporting on financial year end has been extended to end September

Community Activities

No Smoking signs for playpark poster competition: Prizes to be taken to schools on 18 March and present to students if possible or if not, schools to present.

Editor working on next copy of Newsletter. Copy deadline has been circulated and will be end of May. Delivery planned end of June/July. Will get a quote for smaller magazine. Email to go out to Councillors inviting articles.

Skate park opening may have to be further delayed.

Initials: _____

Park Run continue to update their participants on current advice.

Communicating with residents

Need to identify ways of communicating with the residents and how to assist and advise those in need. Suggestions were via Facebook, website, Radio Swindon 105.5, Swindon Advertiser.

Use Christmas parcel and bus users' list to start contacting vulnerable residents - send letter to say get in touch if they need help and spread the word to other vulnerable people.

The Council will be the co-ordinating centre/liaison point for volunteers and any residents in need.

The Council will make their presence known to other voluntary agencies and Swindon Borough Council's Emergency team that we are available to help where possible. Councillors to check in and be aware of their residents needs.

Councillors attending this meeting were all agreeable to contact a few people on the lists.

Proposed: Councillor L Brown

Seconded: Councillor V Manro

Vote: Agreed unanimously.

Resolved: To give delegated authority to the Clerk to implement the recommendations above.

The meeting closed at 21:10

Chairman:

Initials: _____