

Finance & Policy Committee

11th January 2023

To: All members of the Finance & Policy Committee

Councillors: L Rhys-Jones (Chair), S Callen (Vice Chair), S Fateru, R Hailstone, S Heyes, V Manro, A Roupelis, J Fuller, R Venkatesh, and B Patrick-Okoh.

To: All other Haydon Wick Parish Councillors

Dear Councillor,

You are summoned to a meeting of the Haydon Wick Parish Council Finance & Policy Committee on Tuesday 17th January 2023 at 20:00 to be held in the 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 16th January 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**
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 Meetings**
To confirm as a true record the minutes of the meeting held on the 15th November 2022.
6. **Councillor 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.



- 7. Chief Officer's Report**
To update on issues and actions since the last meeting that do not appear on the agenda. For information only.
- 8. Financial Reports**
 - A) To note the monthly Income & Expenditure Report for December 2022 (attached).
 - B) To receive the Bank Statements and Bank Reconciliations for December 2022 (attached).
 - C) To approve the Payment Schedule for December 2022/January 2023 (to follow)
 - D) To retrospectively approve the payments made using the credit card and petty cash for statements dated December 2022 (attached).
 - E) To note the quarter three budget review (to follow)
 - F) To note the December CCLA Public Sector Deposit Fund Factsheet (attached).
- 9. Budget Setting Update**
To receive a verbal report following the Budget Setting Working Party meeting held on 10th January 2023.
- 10. Budget Virement**
To approve the following virement in accordance with expenditure agreed at Parks and Open Spaces Committee on 8th November 2022 (Min ref. POS 166): £16,381.00 from 4522/307 (Grounds Maintenance Contract) to 4000/307 (Salaries).
- 11. Financial Regulations**
To consider and recommendation to Full Council an amendment to Financial Regulation 6.16 (attached).
- 12. Council General Insurance**
To consider the General Insurance quotations for 2023/24 (attached).
- 13. Next Finance & Policy Committee**
To note that the next Finance and Policy Committee meeting will be held one week early on Tuesday 14th February 2023 to accommodate SBC's precept setting deadline.
- 14. Items for the Next Agenda**
To be sent to the Chief Officer in advance of the next meeting 14th February 2023.
- 15. 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.
- 16. Accident Reporting**
To receive details of recent accidents.
- 17. Insurance Claim**
To receive details of a potential insurance claim.
- 18. Personnel Sub Committee Recommendations**
To receive the Sub Committee's Salary Budget recommendation for 2023/24.

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