

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 17th October 2023 at 8.00pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors: V Manro (Chair), J Fuller, R Hailstone, B Patrick-Okoh and R Worman.

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

FP 070 APOLOGIES

Apologies were received and noted from Councillors S Fateru, A Roupelis, S Heyes, J Jackson and C Flux (Personal Commitments).

FP 071 DECLARATIONS OF INTEREST

There were none.

FP 072 PUBLIC PARTICIPATION

There were none.

FP 073 CHAIRMANS ANNOUNCEMENTS

Thanks, and congratulations were given to the Council on winning the prestigious award 'Most Innovative Community Project' for Community First in Wiltshire. A wonderful achievement and testament to all the work involved and thanks to the volunteer drivers.

FP 074 MINUTES OF THE PREVIOUS MEETING

Members reviewed the minutes of Finance and Policy Committee held on Tuesday 19th September 2023 and agreed they were a true record.

Proposed: Councillor J Fuller

Seconded: Councillor R Worman

Vote: Agreed Unanimously

Resolved: Members confirmed as a true record the minutes of meetings held on Tuesday 19th September 2023 and they were signed by the chairman.

FP 075 COUNCILLOR REPORTS

Councillor V Manro – Nothing to report.

Councillor J Fuller – Nothing to report.

Councillor R Hailstone – Attended the Local Council Forum (extra-ordinary) meeting on Thursday 12th October 2023 where it was announced that SBC (Swindon Borough Council) will be appointing local Councillors to work on Parish Council issues, more detail to follow.

Councillor R Worman – Confirmed SBC (Swindon Borough Council) haven't decided on the frequency of Parish Council Elections in Swindon since agreeing an all-out system for Borough Councillors. Only three (3) Parish Councils had representation out of twenty-one (21) and Haydon Wick's submission was referenced in the report.

Councillor B Patrick-Okoh – Nothing to report.

FP 076 CHIEF OFFICER'S REPORT

Nothing to report.

FP 077 FINANCIAL REPORTS

FP 077A Members noted the Income & Expenditure reports for Month 6 (September).

FP 077B Members considered and noted the bank statements and reconciliations for September 2023.

FP 077C Members discussed and approved September/October 2023 expenditure under purchase daybook references 3059-3058 and cashbook reference 341. The total for approval is £57,967.29

Initials: _____

Proposed: Councillor B Patrick-Okoh
Vote: Agreed Unanimously.

Seconded: Councillor R Worman

RESOLVED: To approve expenditure under purchase daybook references 3059-3058 and cashbook reference 341. The payments total is £57,967.29.

- FP 077D** Members discussed and retrospectively approved the payments for the credit card and petty cash made in August totaling £678.21 and September 2023 totaling £15.68 respectively.

Proposed: Councillor R Worman
Vote: Agreed Unanimously

Seconded: Councillor J Fuller

RESOLVED: To retrospectively approve the payments made using the credit card and petty cash made in August totaling £678.21 and September 2023 totaling £15.68 respectively.

- FP 077E** Committee members noted the Q2 Budget Review 23/24.

- FP 077F** Committee members noted the Q2 Ear Marked and General Reserves update.

FP 078 PRECEPT IMPACT

The report showed how it will track decisions made by the Council and its Committees which have the potential to impact the future budgets as agreed at the formal budget setting in February 2023. Committee noted there have been no additional budgetary impacts on the Council's future precept.

FP 079 MOBILE PHONE USE POLICY

Committee members read through the policy which covered, purpose, scope and usage. It was agreed to recommend the policy to the Full Council for adoption.

Proposed: Councillor R Hailstone

Seconded: Councillor V Manro

Vote: Agreed Unanimously

RESOLVED: To recommend the Mobile Phone Use policy to Full Council for adoption.

FP 080 COMPLAINTS POLICY

Committee members read through the complaints policy which explained who to approach depending on the nature of a complaint. This will now go to Full Council.

Proposed: Councillor V Manro

Seconded: Councillor B Patrick-Okoh

Vote: Agreed Unanimously

RESOLVED: To recommend the revised Complaints policy to Full Council for adoption.

FP 081 LEGAL MATTERS

Committee were informed that Council has heard from its solicitor with changes regarding the Public Open Spaces leases and these will be fed back to SBC. Once finalised this will go back to the Committee when the leases are ready to signed. Haydon Wick Bowls Club have appointed a new solicitor and we have given our own solicitor permission to deal with them and to expedite the matter so that the lease details can be finalised.

FP 082 EXCLUSION OF PUBLIC AND PRESS

RESOLVED: 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: Contracts

FP 083 CONTRACTS

Considered and agreed to continue with the existing supplier which is option B in the presented report. To continue supplying broadband and wave (landlines) for the Parish Office. As all copper in the ground is being replaced with fibre during 2024 the Finance Officer and Deputy RFO was instructed to check with the supplier on their policy and timescales to move to fibre.

Initials: _____

Action: Finance Officer to check with the supplier on the policy for changing to fibre in 2024.

Proposed: Councillor R Hailstone

Seconded: Councillor J Fuller

Vote: Agreed Unanimously.

Resolved: To enter into a new three-year contract with the existing supplier (Gradwell) at a cost of £122.50 per month for 7 wave licenses and 2 broadband connections. Cost £1,930.35 in Y1, £1,499.40 Y2 and £1,529.39 in Y3 using budget allocation [4110/102]

FP 084 GROUNDS MAINTENANCE FACILITY

FP 084A Finance Update – No update

FP 084B Contract Update –. No update

FP 085 INSURANCE MATTERS

Chatsworth Road matter is outstanding.

The Meeting Closed at: 8.42pm

Chairman Signed: _____

Initials: _____