

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 19th September 2023 at 8.00pm at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE	
MEMBERS:	Councillors: V Manro (Chair), S Fateru, J Fuller, R Hailstone, S Heyes, J Jackson, B Patrick-Okoh, R Worman and A Roupelis
OFFICERS:	Georgina Morgan-Denn, Chief Officer/Clerk & RFO Jodie Smart, Finance Officer, Deputy RFO Julie Coe, Meetings Administrator
Also in Attendance:	Councillor P Park
FP 051	APOLOGIES
	Apologies were received and noted from Councillors C Flux and O Munagala (Personal Commitments) No apologies were received from Councillor G Choudhury
FP 052	DECLARATIONS OF INTEREST
	There were none
FP 053	PUBLIC PARTICIPATION
	There were none
FP 054	CHAIRMAN'S ANNOUNCEMENTS
	There were none
FP 055	MINUTES OF THE PREVIOUS MEETING
	Members reviewed the minutes of Finance and Policy Committee held on Tuesday 15 th August 2023 and agreed they were a true record.
	Proposed: Councillor S Heyes Seconded: Councillor S Fateru
	Vote: Agreed with one (1) Abstention
	Resolved: Members confirmed as a true record the minutes of meetings held on Tuesday 15th August 2023 and they were signed by the chairman.
FP 056	COUNCILLOR REPORTS
	Councillor R Hailstone: Advised he had attended SBC planning training on 19/09/2023 at 18.00hrs.
	Councillor J Fuller: Advised he had attended SBC planning training on 19/09/2023 at 18.00hrs.
	Councillor S Fateru: Advised he had been unable to attend SBC planning training due to work schedules.
	Councillor S Heyes: Told committee that he felt Thames Water had cleared flooded areas of the Parish efficiently.
	Councillor A Roupelis: Apologised for being recently unavailable for meetings due to a new position at work.
	Councillor V Manro: Identified and advised committee of areas that had unfortunately had rain damage after the storms on 18/09/2023.
	Councillor R Worman: Nothing to report.
	Councillor J Jackson: Nothing to report.
	Councillor B Patrick-Okoh: Nothing to report.
FP 057	CHIEF OFFICER'S REPORT
	There were none.

Initials: _____

FP 058	FINANCIAL REPORTS
FP 058A	Members noted the Income & Expenditure reports for Month 5 (August).
FP 058B	Members considered and noted the bank statements and reconciliations for August 2023.
FP 058C	Members discussed and approved August/September 2023 expenditure under purchase daybook references 2995-3058 and cashbook reference 334. The total for approval is £99705.57.
	Proposed: Councillor J Jackson
	Seconded: Councillor A Roupelis
	Vote: Agreed Unanimously.
	Resolved: To approve expenditure under purchase daybook references 2995-3058 and cashbook reference 334. The payments total is £99,705.57
FP 058D	Members discussed and retrospectively approved the payments for the credit card and petty cash made in July totaling £994.49 and August 2023 totaling £34.21 respectively.
	Proposed: Councillor A Roupelis
	Seconded: Councillor S Fateru
	Vote: Agreed Unanimously.
	Resolved: To retrospectively approve the payments made using the credit card and petty cash made in July totaling £994.49 and August 2023 totaling £34.21 respectively.
FP 059	PRECEPT IMPACT
	Committee noted there have been no additional budgetary impacts on the Council's future precept
FP 060	ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW (AGAR)
	Committee noted the AGAR external report had come back with a 'clean bill of health' and no issues were found. Members congratulated all involved with special thanks to the Finance Officer.
FP 061	SOLAR TOGETHER
	Members considered the report which is was a preliminary investigation for committee to review, this is a long term monetary income source and will require further discussion and a more in depth look at options. Members asked Officers to further investigate to the option of purchasing a battery for the existing panels on the Parish Council Office roof.
FP 062	SBC ELECTION CYCLE CONSULTATION
	Members noted the report and approved that the following submission be sent to SBC's Election Cycle consultation:
	Haydon Wick Parish Council supports moving to a four-year as this brings the following benefits to the parish:
	1. Council has a clear mandate for four years, allowing it to adopt a more strategic, long-term approach to policy and decision making – and focus less on yearly election campaigning. 2. Avoids election fatigue and the results are simpler and more easily understood by the electorate. There would be a clear opportunity for the electorate to change the political composition of the Council once every four years. 3. Greater publicity of whole council elections may generate higher turnout. The Electoral Commission suggests that electorates associate more clearly with whole Council elections. 4. Better value for the Council and political parties as well as less disruptive to public buildings used as polling stations.
	Proposed: Councillor R Worman
	Seconded: Councillor J Fuller
	Vote: Agreed with three (3) Abstentions.
	Resolved: It was resolved to support moving to a four-year cycle as presented.

FP 063	WILTSHIRE AND SWINDON PREPARED – COMMUNITY RESILIENCE	
	The report was observed and noted. It was shared within the committee that a new plan for resilience is required. Procedures need to be re-written so anyone can use it and know exactly who to go to within whichever service was required, names and contacts need to be defined and therefore it was identified that the working party need to meet at an agreeable date to start putting together a clear plan. The recent weather has identified the need for this with residents calling regarding flooding and the office having difficulty providing help with services not responding in a timely manner. One of our own Councillors sadly suffered with flooding in his own home and had a response from Thames Water twenty-four hours after reporting and his case is still ongoing. This could be used as an ideal case study to work with as part of the working group. Councillors were invited to join the working party and should they wish to advise the Chief Officer.	
FP 064	LEGAL MATTERS	
	There were three outstanding items to advise committee on 1. Grounds Maintenance Facility – Officers await an update from public works loan board, this is now of an urgent nature unfortunately. HWPC will continue to press for a response and will report to Full Council in due course. 2. Public Open Spaces – this is held with the solicitors and will be addressed to committee next month. 3. Bowls lease renewal, this is with the bowls club's solicitor. HWPC require a new Trustee to represent the Council. This requires attendance of approximately one meeting a year, as no Councillors came forward this will go to Full Council.	
FP 065	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'. Contractual matters.	
FP 066	CONTRACTS	
FP 066A	IT Support – Report was noted and the recommendation was agreed to approve Sysgroup as the supplier for ongoing IT support and maintenance at a cost of £5,334.64 (to be met from 4024/101 IT Support) and approve the migration of the Council files from the onsite server to the Cloud at a one-off cost of £2,000.00 to be funded from EMR 385 (meeting technology).	
	Proposed: Councillor S Fateru	Seconded: Councillor A Roupelis
	Vote: Agreed Unanimously	
	Resolved: To approve Sysgroup as the supplier for ongoing IT support and maintenance at a cost of £5,334.64 (to be met from 4024/101 IT Support) and approve the migration of the Council files from the onsite server to the Cloud at a one-off cost of £2,000.00 to be funded from EMR 385 (meeting technology).	

FP 066B	Mobile Phones - The Council currently supplies 14 mobile telephones to staff members at a cost of £10 each per month. Most staff members with mobile telephones either do not use them regularly or have requested to use their personal mobile phones instead. Following an audit of mobile phone usage, only five out of the 14 staff members requested to keep their council supplied mobile phone. However, those staff members offering to use their own mobile phones have requested a small contribution of £5 per month towards their mobile phone bills. The existing contract is now out of its 'tie-in' period so individual contracts can be cancelled with one month's notice. A personal mobile phone usage policy will be brought to the October Committee meeting for approval.	
	Proposed: Councillor S Heyes	Seconded: Councillor A Roupelis
	Vote: Agreed with two (2) Abstentions.	
	Resolved: To terminate all but five mobiles and give staff £5.00 per month towards their mobile phone bills.	
FP 067	GROUNDS MAINTENANCE FACILITY	
FP 067A	Finance Update – Unfortunately unable to give an update as Officers await a response from Public Loan Board. HWPC will add additional pressure to get a reply.	
FP 067B	Contract Update – Working party meeting with the contractors and project manager proved positive, Affleck seemed keen to work alongside and Officers await revised costings. Contracts are ready to sign and a quote from SSE is expected. The next working party meeting will take place on 26/09/23 prior to Full Council.	
FP 068	MEMORY CAFÉ – MEMORIAL PLAQUE POLICY	
	Committee noted the report. It was identified that the three colour option should be changed to just the one colour. Currently there is a choice of gold, silver and bronze. As one plaque has been put up in silver it was suggested they should all be the same due to the plaques being of a sensitive nature. HWPC will check the materials of the plaques to understand how plaques will cope with different weather fronts, rain, harsh winters and report back to Full Council.	
FP 069	INSURANCE	
	The resident of 'Hardy Close' has not put in a claim against HWPC since Council removed the hedgerow next to the residence and the timescale to do so has now lapsed, the insurer has now closed the case.	
	The Meeting Closed at: 9.27pm	
	Chairman Signed:	