

HAYDON WICK PARISH COUNCIL

Minutes of the Finance & Policy Committee of Haydon Wick Parish Council held on Tuesday 21st May 2024 at 19.30 at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors: V Manro (Chair), A Roupelis (Vice Chair), J Fuller, R Hailstone, S Heyes, A Jimmy, O Munagala, and R Worman.

OFFICERS: Jodie Smart, Finance Officer, Deputy RFO

FP 022 APOLOGIES

Apologies were received from Councillors J Ali and B Patrick-Okoh.

FP 002 DECLARATIONS OF INTEREST

There were none.

FP 003 PUBLIC PARTICIPATION

There were none.

FP 004 CHAIRMAN'S ANNOUNCEMENTS

None.

FP 005 MINUTES OF THE PREVIOUS MEETING

Members reviewed the minutes of Finance and Policy Committee held on Tuesday 19th March 2024 and agreed they were a true record.

Proposed: Councillor A Roupelis Seconded: Councillor S Heyes

Vote: Agreed with one abstention.

RESOLVED: To confirm as a true record the minutes of meetings held on Tuesday 19th March 2024 and the Chairman signed the minutes.

FP 006 COUNCILLOR REPORTS

Councillor R Worman – nothing to report.

Councillor R Hailstone – commented that he had completed the charity walk on Sunday.

Councillor V Manro – Had been invited to Uplands School for a military engagement day – the children had been learning about WWII – some military personnel were in attendance and opened a memorial garden for the school. During 2022, the school sadly lost seven (7) students to covid.

Councillor J Fuller – nothing to report.

Councillor B Patrick-Okoh – nothing to report.

Councillor A Roupelis – nothing to report.

Councillor J Jackson – nothing to report.

Councillor S Heyes – commented that the grass cutting in Taw Hill has been completed and he had never seen it looking so good.

Councillor A Jimmy – nothing to report.

Councillor O Munagala – nothing to report.

Cllr O Munagala entered at 19.35.

FP 007 CHIEF OFFICER'S REPORT

Nothing to report.

FP 008 FINANCIAL REPORTS

FP 008A Members noted the Income & Expenditure reports for Month 1.

FP 008B Members noted the bank statements and reconciliations for April 2024.

Initials: _____

FP 008C Members discussed and approved April and May 2024 expenditure under purchase daybook references 3408-3460 and cashbook reference 367. The total for approval is £88,858.62.

Proposed: Councillor S Heyes Seconded: Councillor A Roupelis
Vote: Agreed Unanimously.

RESOLVED: To approve expenditure under purchase daybook references 3408-3460 and cashbook reference 367. The payments total is £88,858.62.

FP 008D Members retrospectively approved the payments made using the credit card and petty cash for payments made in March and April 2024 respectively.

Cllr R Hailstone asked why there were multiple Easter egg purchases. This was due to limited stocks available.

Cllr R Hailstone requested an update on bus shelter repairs after noticing the perspex purchases.

Cllr O Munangala noticed that the vehicle tax supplier on the report is Amazon and needs amending to DVLA.

Proposed: Councillor R Worman Seconded: Councillor R Hailstone
Vote: Agreed Unanimously.

RESOLVED: To retrospectively approve expenditure using the credit card for payments totaling £2,897.10 in March 2024 and petty cash for payments totaling £72.86 in April 2024.

Actions: Finance Officer and Deputy RFO to amend the report to note the vehicle tax supplier as DVLA. POS Manager to provide an update on the bus shelter repairs.

FP 009 ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – PRESENTATION
Committee received a full presentation from the Finance Officer & Deputy RFO on the accounting statements and the annual governance and accountability return (AGAR) for year ended 31st March 2024.

FP 010 ACCOUNTING STATEMENTS
Committee discussed and agreed to recommend to Full Council, that the Accounting statements 2023/24 be approved.

Proposed: Councillor J Fuller Seconded: Councillor O Munagala

Vote: Agreed unanimously.

RESOLVED to recommend to Full Council that the Accounting Statements 2023/24 be approved.

FP 011 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24: ANNUAL GOVERNANCE STATEMENT

Committee discussed and agreed to recommend to Full Council that the Annual Governance Statement assertions be affirmed.

Proposed: Councillor S Heyes Seconded: Councillor A Jimmy
Vote: Agreed unanimously.

RESOLVED to recommend to Full Council that the Annual Governance Statement assertions be affirmed.

FP 012 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24: ANNUAL STATEMENT

Committee discussed and agreed to recommend to Full Council that the Annual Statement be approved.

Prop: Councillor A Roupelis Seconded: Councillor R Hailstone
Vote: Agreed unanimously.

Initials: _____

- FP 013**
FP 013A
FP 013B
- 2023/24 BUDGET ANALYSIS AND RESERVE LEVELS**
Members noted the 2023/24 budget analysis report.
Committee discussed the report regarding reserve levels at year ended 31st March 2024 and agreed to recommend to Full Council that the recommendations within the report are approved.
Members requested that the report to Full Council be amended to state that the electricity installation was more expensive due to opting for the higher capacity.
Proposed: Councillor R Hailstone Seconded: Councillor O Munagala
Vote: Agreed unanimously.
RESOLVED to recommend to full council that the additional reserve of £37,621.00 is allocated to the Grounds Maintenance Facility contingency for the term of the build.
- FP 014**
- 2024/25 REGULAR PAYMENTS**
Committee noted the regular payments list and agreed to approve the list for the 2024/25 financial year.
Members questioned whether Chubb is still a regular supplier.
Proposed: Councillor S Heyes Seconded: Councillor J Fuller
Vote: Agreed unanimously.
RESOLVED to approve the regular payments list for 2024/25.
Action: Finance Officer and Deputy RFO to confirm Chubb is a regular supplier and remove it from the list if it is not.
- FP 015**
FP 015A
FP 015B
- INTERNAL AUDIT**
Committee noted the final internal audit report completed for the year ended 31st March 2024.
Committee noted that Darkin Miller Ltd. had been appointed as Internal Auditor for a three-year term in June 2023 (Min Ref. FC067) from April 2023 to March 2026.
- FP 016**
- GROUND'S MAINTENANCE FACILITY – CASH FLOW UPDATE**
Committee discussed noted the report regarding the grounds maintenance facility construction invoices to date, cashflow, and loan drawdown projections.
- FP 017**
- Asset Register/Insurance**
Committee discussed the asset register and insured values discrepancy and proposed increasing the insurance values approving an increase in premium of up to £1,000.00.
Proposed: Councillor J Fuller Seconded: Councillor S Heyes
Vote: Agreed with one abstention.
RESOLVED: to increase the insured values to better reflect the asset register and note that this will incur an overspend on budget 4012/101 of up to £1000.00
- FP 018**
- ITEMS FOR THE NEXT AGENDA**
Committee were reminded to send any items for the next agenda to the Chief Officer in advance of the next meeting on 16th July 2024.
 - Breakdown of insurance premiums for the previous 3 years.
- FP 019**
- EXCLUSION OF PUBLIC AND PRESS**
There were none.
- FP 020**
- ACCIDENT REPORTING**
Committee noted the verbal report of one minor accident.

FP 021

INSURANCE CLAIMS UPDATE

Members noted recent updates on an insurance claim from a residents in Stevenson Road and High Street.

The Meeting Closed at: 21.06

Chairman Signed: _____