

Minute Book: Page 5

Minutes of the **Finance & Policy Committee** of Haydon Wick Parish Council held on **Tuesday 15th July 2025** at 19.30 at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors: V Manro (Chair), B Patrick-Okoh (Vice Chair), R Hailstone, S Heyes, A John, A Jimmy, P Park, B Patrick-Okoh and R Worman.

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Laura Cutter, Deputy Clerk/RFO, HR & Services Manager

ALSO IN ATTENDANCE: The Roxi Foundation
Draycott Sports Camp
Community First Responders

FP 023 APOLOGIES

Apologies were received and noted from Councillors J Fuller (personal commitments) and A Roupelis (work commitments).

No apologies received from Councillor S Fateru.

Councillor P Park will be arriving late due to a prior meeting.

FP 024 DECLARATIONS OF INTEREST

There were none.

FP 025 PUBLIC PARTICIPATION

None.

FP 026 CHAIRMAN'S ANNOUNCEMENTS

None.

FP 027 MINUTES OF THE PREVIOUS MEETINGS

Members reviewed the minutes of Finance and Policy Committee held on Tuesday 20th May 2025 and agreed they were a true record.

Proposed: Councillor A John Seconded: Councillor B Patrick-Okoh
Vote: Agreed with one (1) abstention.

RESOLVED: To accept and sign the minutes of the Finance & Policy Committee to be held on Tuesday 20th May 2025.

FP 028 COMMUNITY GRANT PRESENTATIONS

FP 028A Swindon Community First Responders - they are volunteers who work alongside day jobs, arrive at emergencies ahead of the front-line emergency services to assess the situation, reassure patients and carry out some observations. There are four volunteer responders in Haydon Wick parish. The funds will purchase new oxygen and heart rate monitoring kits which are more flexible for use on babies and elderly people. The kit will identify key factors for sepsis and ensure the priority is passed on to the emergency services to attend as a priority. The kit will last 12 – 15 years and will be used on thousands of people in North Swindon. There are 15 kits in total and there are four left to be replaced with the newer model.

FP 028B Roxi Foundation – they are applying for funding for an events gazebo and enhance the visibility. Events provide a good space for speaking with parents. The support offers a funded assessment of ADHD and autism,

Initials: _____

Minute Book: Page 6

typically within a three-week period, which is a quicker turnaround for diagnosis than the standard NHS three year waiting lists. They fundraise to provide these assessments and take some pressure off the NHS waiting list. Full charity status received earlier this year, since then the grant funding and support has grown significantly. The total required is now £800.00 less than on the application form due to a recently awarded grant.

FP 028C

Draycott Sports Camp – they run childcare holiday camps in nursery to school year 7. Post-Covid a half-term activity (HAF) programme was created which enables snacks and food to be provided to feed deprived children. HAF support will provide four hours of activity per day during the holidays. Minimum stay for privately funded children is 9am – 3pm, therefore the children who are funded by the HAF programme must leave at 1pm, leaving two hours earlier from the friends made earlier that day. The feedback from meals and activities provided was good. Funding is needed for an extra 10 hours per week. The social impact on children is very valuable. There are five different activities through a six-hour day which may encourage children to pursue an interest in new sports. Draycott will introduce nutritional education and how the healthy meals provided give a lot of energy and make the children feel healthier.

FP 029

COUNCILLOR REPORTS

Councillor R Hailstone – Attended a meeting with the Tadpole Working Party which was joint with Swindon & Cricklade Railway, the joint project seems to be progressing well. The CCLA is being taken over by Jupiter.

Councillor R Worman – Attended the Tadpole Working Party and the Internal Audit Working Party.

Councillor A John – Attended the Swindon Local Councils Forum, key focus was on getting engagement with the Leadership Team and signing off the protocol documents.

Councillor V Manro – Attended the Shared Leadership Forum with Chairs & Clerks of all parishes and the Leadership Team at Swindon Borough Council. Attended a meeting to discuss bettering Swindon and how to partner with each other and signpost. Will invite the grant applicants that attended this evening along. Wiltshire Community First attended the Swindon Local Councils Forum to provide a demonstration on the Data Insight Tool which will help with statistics for funding.

Councillor A Jimmy – Nothing to report.

Councillor S Heyes – Nothing to report.

Councillor B Patrick-Okoh – Nothing to report.

FP 030

CHIEF OFFICER'S REPORT

Nothing new to report that's not already on the agenda.

FP 031

ACTIONS ARISING FROM PREVIOUS FINANCE & POLICY COMMITTEE MEETINGS

Noted there were no outstanding actions from the previous Finance & Policy Committee meetings.

Minute Book: Page 7

FP 032
FP 032A

COMMUNITY GRANT APPLICANTS

Members noted there is a total of £5,000 available for three rounds of grants in this financial year. After discussion, Members agreed to fund all the applications received in this first round

Proposed: Councillor R Worman Seconded: Councillor A Jimmy

Vote: Agreed with one (1) Abstention.

RESOLVED: To approve all the grant applications:

- **£464.46 Swindon Community First Responders**
- **£311.58 The Roxi Foundation**
- **£1,000.00 Draycott Sports Camp**

FP 033
FP 033A

FINANCIAL REPORTS

Members noted the Q1 budget review. It was commented that funds in the short term CCLA investment fund are accruing approximately £3,000.00 per month which is assisting with the rental payment of the temporary depot accommodation in Waterside.

FP 033B

Members received and noted the bank statements and Bank Reconciliations for June 2025. Queries were raised about closing the two dormant HSBC accounts or to consider using one of the accounts with the highest interest rate for the day-to-day finances. It was noted that this may incur higher bank charges because the current account is classed as a community/charity bank account. Investigations will be made and reported back at a future meeting.

Members agreed to the recommendation to approve the transfer of funds from CCLA Deposit Fund to the HSBC current account to maintain a current account balance of £10,000 plus the value of the payment schedule (£185,347.56).

Action: Chief Officer/RFO to investigate bank account options and report back to a future meeting.

Seconded: Councillor A John

Proposed: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: The transfer from CCLA Deposit Fund (013245001) to the HSBC current account (51130285) to maintain a current account balance of £10,000 plus the total value of the payment schedule this month £185,347.56.

FP 033C

Members received and approved expenditure under purchase daybook references pages 660-664 (June) £89,809.61 and pages 665-666 (July) £23,496.35. Cashbook page 433 £72,041.60. The total payment is £185,347.56 for June/July 2025.

Seconded: Councillor S Heyes

Proposed: Councillor R Worman

Vote: Agreed unanimously.

RESOLVED: To approve expenditure under purchase daybook references pages 660-664 (June) £89,809.61 and pages 665-666 (July) £23,496.35. Cashbook page 433 £72,041.60. The total payment is £185,347.56 for June/July 2025.

Initials: _____

Minute Book: Page 8

- FP 033D** Members retrospectively approved the payments made using the credit card for payments made in May 2025.
Proposed: Councillor B Patrick-Okoh Seconded: Councillor P Park
Vote: Agreed unanimously.
RESOLVED: To retrospectively approve expenditure using the credit card for payments totaling £2,390.12 in May 2025.
- FP 033E** Members received and signed the direct debit for Castle Water.
Proposed: Councillor R Hailstone Seconded: Councillor A Jimmy
Vote: Agreed unanimously.
RESOLVED: To approve setting up a direct debit for Castle Water and for two members to sign the direct debit form.
- FP 034** **INTERNAL AUDITING WORKING PARTY**
Councillor P Park gave an update on the earlier working party meeting. He explained that the spot check on transactions, records and methods were discussed thoroughly and detailed explanations given. This gave the working party members reassurance that the finance process works and is transparent.
- FP 035** **MICROSHADE BUSINESS CONSULTANTS LIMITED JOINS FLOTEK GROUP LIMITED**
Members received the report in advance that Microshade Business Consultants Limited will be acquired by Flotek Group Limited. There is an ongoing contract so the service level agreements and prices should remain as is, this will be monitored over the duration of the contract.
- FC 036** **MICROSHADE BUSINESS CONSULTANTS LIMITED INVOICE**
Members acknowledged the invoice is £665.33 more than the budgeted amount. This is due to the additional staff requiring Microsoft Business Suite Licences and an inflation increase of 4.6%.
Action: Chief Officer to conduct a review of alternative IT Support providers before the contract renewal.
- FP 037** **EXTERNAL GRANT APPLICATION**
Members noted that the National Lottery Funding application for £18,500.00 to fund the Summer Event Programme was unsuccessful. The reasons given were the high demand of grants and the lack of long-term benefits gained for a short-term event programme. Members also noted possible income streams for grants in Moredon using a Data Insight Tool which collect data on areas of deprivation, this coupled with some S106 funds which might be available.
Action: Deputy Clerk to investigate possible Ventnor S106 funds and report at a future Council meeting.
- FP 038** **ROOM HIRE**
Members received the report on the Council's room hire and approved the recommendations to increase the cost of the hire from 1st September 2025. It was noted the Chief Officer will continue to have authority to approve free of charge room hire for up to 2 hours for charity/community use. There was a suggestion to implement an online calendar and register on search engines to boost room hire.

Minute Book: Page 9

Action: Reception/Admin Assistant to do some further investigation for online booking systems and search engines to further promote the room hire service.

Proposed: Councillor A John Seconded: Councillor B Patrick- Okoh

Vote: Agreed unanimously.

RESOLVED:

1. **With effect from 1st September, to increase the cost of the Large Meeting Room by 10% from £16.00 to £17.60 per hour.**
2. **With effect from 1st September, to increase the cost of the Small Meeting Room to £10.00 per hour.**
3. **To agree to continue charging £1.50 per person for refreshments.**
4. **To agree to continue not charging for equipment requests.**
5. **To note regular bookers will be notified from July of the future price changes**

FP 039

BUILDING IMPROVEMENTS

Members received a report that confirmed Council had previously agreed to allocate £10,500.00 to make improvements to the Parish Council Offices. The report detailed the improvements, and budget allocated such as clearer signage for doors, leaflet display holders and covering the chairs in-house rather than purchasing new chairs to save money (approximately £1,000). A quotation for the kitchen refurbishment was presented to the meeting. It was noted that several visits from local contractors have taken place but quotations have not been received. There will be an operational impact during the installation of the kitchen which would be scheduled, where possible, to minimise disruption.

Proposed: Councillor P Park

Seconded: Councillor S Heyes

Vote: Agreed unanimously.

RESOLVED: To proceed with the Kitchen Refurbishment quotation presentation at a cost of £6,850.00 to be met from 4009/102. To note that several other contractors were approached, site visits conducted, but no quotations were received.

FP 040

THE KELLY FOUNDATION

Members received a request from The Kelly Foundation, who would like to have more presence within North Swindon and particularly in Haydon Wick, to hold counselling surgeries to enhance the Mental Health Hub. It was noted it will be easier for Haydon Wick residents to visit the Parish Council office rather than travel to Pinetrees Community Centre.

Proposed: Councillor P Park

Councillor: Councillor A John

Vote: Agreed unanimously.

RESOLVED: To provide free of charge room hire of the Small Meeting Room to The Kelly Foundation every Monday from 9.30am – 3.30pm.

FP 041

POLICY REVIEW

Members noted the Policy Review table will be presented at the September 2025 meeting.

FP 042

CONTRACTS RENEWALS

Members noted the Contract Renewals table will be presented at the September 2025 meeting.

Initials: _____

Minute Book: Page 10

FP 043 ITEMS FOR THE NEXT AGENDA

To be received in advance of the next meeting on 16th September 2025.

FP 044 EXCLUSION OF PUBLIC & 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'. Reasons: *Confidential*.

FP 045 ACCIDENT REPORTING

Deferred to a future meeting.

FP 046 INSURANCE

Members noted insurance matters that have now been closed or received further updates or activity.

Meeting Closed at: 21:30

Chairman Signed: _____

Initials: _____