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Minutes of the **Finance & Policy Committee** of Haydon Wick Parish Council held on **Tuesday 16th September 2025** at 19.30 at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors: V Manro (Chair), R Hailstone, S Heyes, A John, A Jimmy, P Park, A Roupelis and R Worman.

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Julie McMorrow, Meetings and HR Administrator

FP 047 APOLOGIES

Apologies were received and noted from Councillors J Fuller, B Patrick-Okoh (Personal Commitments).

No apologies were received from Councillor S Fateru.

FP 048 DECLARATIONS OF INTEREST

There were none.

FP 049 PUBLIC PARTICIPATION

There was none.

FP 050 CHAIRMAN'S ANNOUNCEMENTS

There is an opportunity to visit the GMF at 10.00am on 17th September 2025.

FP 051 MINUTES OF THE PREVIOUS MEETINGS

Members reviewed the minutes of Finance and Policy Committee held on Tuesday 15th July 2025 and agreed they were a true record.

Proposed: Councillor A John Seconded: Councillor S Heyes

Vote: Agreed with one (1) Abstention.

RESOLVED: To accept and sign the minutes of the Finance & Policy Committee to be held on Tuesday 15th July 2025.

FP 052 COUNCILLOR REPORTS

Councillor V Manro – Will attend the SLC Forum Thursday 18th September 2025. There have been some communications in the local paper around Akers Way regarding fly tipping this may help alleviate the issues.

Councillor R Hailstone – Attended meeting with Officers from Swindon Borough Council (SBC) to progress the Parish Charter and other matters. Reported SBC is building an improved mapping system which would allow parishes to add their own information - currently no timeframe for completion. Pleased to note there is some action from SBC on the Akers Way.

Councillor A John – Attended Working Party to discuss communication policies.

Councillor R Worman – Noticed Whitworth Road white lines have yet to be painted and yellow lines in Haydon View Road – asked for follow up with SBC.

Councillor S Heyes – Nothing to report.

Councillor A Jimmy – Nothing to report.

Councillor A Roupelis – Nothing to report.

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- FP 053 CHIEF OFFICER'S REPORT**
AGAR conclusion is in and will be reported at the next Full Council. A couple of comments from the External Auditor. Grounds Maintenance Facility visit is available to all Councillors on Wednesday 17th September 2025.
- FP 054 ACTIONS ARISING FROM PREVIOUS FINANCE & POLICY COMMITTEE MEETINGS**
It was noted there are two outstanding actions to complete.

Cllr P Park joined the meeting at 7.47pm.
- FP 055 FINANCIAL REPORTS**
FP 055A Members noted the monthly Income and Expenditure report for August 2025. There is an overspend in utilities due to billing issues and invoices have been going astray, which has resulted in penalty payments. Committee questioned the CCTV costs which will be followed up on.
FP 055B Members received and approved the Bank Statements and Bank Reconciliations for July 2025. Members approved the transfer of funds from CCLA to HSBC to maintain balances.
Proposed: Councillor R Worman **Seconded: Councillor A Jimmy**
Vote: Agreed Unanimously.
RESOLVED: To approve the Bank Statements and Bank Reconciliations for July 2025 and approve the transfer of funds from CCLA to HSBC to maintain balances.
- FP 055C** Members received and approved expenditure under purchase daybook references 4406-4460 and cashbook reference 441. The total payment is £95,470.08 August & September 2025.
Proposed: Councillor A Roupelis **Seconded: Councillor S Heyes**
Vote: Agreed Unanimously.
RESOLVED: To approve expenditure under purchase daybook references 4406-4460 and cashbook reference 441. The total payment is £95,470.08 August and September 2025.
- FP 055D** Members retrospectively approved the payments made using the credit card for payments made in July 2025. There is a card fee of £50 on the statement to be clarified.
Proposed: Councillor A John **Seconded: Councillor V Manro**
Vote: Agreed Unanimously.
RESOLVED: To retrospectively approve expenditure using the credit card for payments made in July 2025.
- FP 056 FINANCIAL & OPERATIONAL RISK ASSESSMENT**
Members noted two amendments in the Financial & Operational Risk Assessment; the process for managing the Council's investment product and maintaining sufficient cashflow in the current bank account and the addition of cashless event ticketing pricing. Members approved the changes and agreed to recommend the revised policy for Full Council adoption.
Proposed: Councillor A Jimmy **Seconded: Councillor P Park**
Vote: Agreed Unanimously.
RESOLVED: To recommend to Full Council to adopt the revised Finance & Operational Risk Assessment on the 23rd September 2025.

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- FP 057** **POLICY REVIEW**
Committee noted the document and ongoing work is continuing and future updates to our policies will be brought to future meetings.
- FP 058** **CONTRACTS RENEWAL**
Members noted the table of contract renewals.
- FP 059** **HEALTH & SAFETY MATTERS**
FP 059A Noted a draft Fire Risk Assessment has been undertaken by the Council's Health & Safety Consultant. It will be revised once the Council takes ownership of the building. on completion of the building. A thorough assessment has taken place and there are final works to be completed ready for handover of the building.
- FP 059B** Members noted Health and Safety Actions which had taken place since the start of 2025. There is an internal Working Party of staff working on H&S actions who meet as and when needed and the report shows the overview and well-covered this area is.
It was identified there is no legal requirement to have an external ladder from the upstairs on HWPC office.
- FP 059C** Members received a verbal update on recent accidents and Accident Reporting. Nothing to report.
- FP 060** **ITEMS FOR THE NEXT AGENDA**
To be submitted in advance of the 18th November 2025.

Meeting Closed at: 8.20pm. **Chairman Signed:**_____

Initials: _____