

Finance & Policy Committee

10th September 2025

To: All members of the Finance & Policy Committee

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

To: All other Haydon Wick Parish Councillors

Dear Councillor,

You are summoned to a meeting of the Haydon Wick Parish Council Finance & Policy Committee on Tuesday 16th September 2025 at 19:30 to be held in the Council Offices, Thames Avenue, Swindon, SN25 1QQ.

Members are politely asked to forward any questions or queries relating to items on the agenda to the Clerk at least 48 hours prior to the meeting.

Swindon Borough Council Ward Members, the public and press are also invited. Any questions for the public participation must be sent to clerk@haydonwick.gov.uk no later than 12.00pm on Monday 15th September 2025.

Yours sincerely

Georgina Morgan-Denn

**Georgina Morgan-Denn BA (Hons), FSLCC
Chief Officer/Clerk & RFO**

AGENDA

1. **Apologies**
To receive and note.
2. **Declarations of Interest**
To receive any Declarations of Interest.
3. **Public Participation**
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
4. **Chairman's Announcements (if any)**
5. **Minutes of the Previous Meetings**
To confirm as a true record the minutes of the meeting held on the 15th July 2025 (attached).
6. **Councillor Reports**
To receive reports from members on attendance at external meetings or events and an opportunity for members to bring matters of interest to the attention of the Council for information or future discussion.



- 7. Chief Officer's Report**
To update on issues and actions since the last meeting that do not appear on the agenda.
For information only.
- 8. Actions arising from previous Finance & Policy Committee meetings**
To note the outstanding actions arising from previous Finance & Policy Committee meetings (attached).
- 9. Financial Reports**
 - A. To note the monthly Income and Expenditure report for August 2025 (attached).
 - B. To receive the Bank Statements and Bank Reconciliations for August 2025 (attached).
 - C. To approve the Payment Schedule for August/September 2025 (to follow).
 - D. To retrospectively approve the payments made using the credit card for payments made in July 2025 (attached).
- 10. Financial & Operational Risk Assessment**
To recommend to Full Council adopting the revised policy (attached).
- 11. Policy Review**
To note a review of the Council's policies has been undertaken with actions outstanding and revised policies to be brought to future meetings (attached).
- 12. Contracts Renewals**
To note a review of the Council's contracts has been undertaken and renewals will be brought to future meetings, as required (attached).
- 13. Health & Safety Matters**
 - A. Grounds Maintenance Facility (GMF) – to note the draft Fire Risk Assessment has been undertaken and the final version will be completed once the building is handed over (attached).
 - B. Health & Safety Actions – to note actions taken since start of 2025 (attached).
 - C. Accident Reporting – to receive a verbal update on any recent accidents.
- 14. Items for the Next Agenda**
To be sent to the Chief Officer in advance of the next meeting on the 18th November 2025.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights. Recording including filming, audio recording, taking photographs, blogging, tweeting, and using other social media websites is permitted at Council meetings which are open to the public – however, anyone wishing to do so must speak to the Clerk prior to the meeting as there are rules which must be followed. Any person who may find difficulty accessing the meeting through disability is asked to advise the Chief Officer at least 24 hours before the meeting so that every effort may be made to provide access.