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Minutes of the **Finance & Policy Committee** of Haydon Wick Parish Council held on **Tuesday 17th March** at 7.30pm 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, R Worman

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

FP 094 APOLOGIES

Apologies were received and noted from Councillor B Patrick-Okoh (Personal Commitments). No apologies were received from Councillor S Fateru.

FP 095 DECLARATIONS OF INTEREST

There were none.

FP 096 PUBLIC PARTICIPATION

There were no members of the public present.

FP 097 CHAIRMAN'S ANNOUNCEMENTS

Nothing to report.

FP 098 MINUTES OF THE PREVIOUS MEETINGS

Members reviewed the minutes of Finance and Policy Committee held on Tuesday 20th January 2026 and agreed they were a true record.

Proposed: Councillor A John Seconded: Councillor S Heyes

Vote: Unanimous

RESOLVED: To accept and sign the minutes of the Finance & Policy Committee to be held on Tuesday 20th January 2026.

FP 099 COUNCILLOR REPORTS

Councillor R Worman – Has received a summons to Seven Fields Conservation Group to attend a meeting on 1st April but awaiting some further documentation. He also attended the Annual Parish Meeting/Networking session at the Library on the 10th March 2026.

Councillor A Jimmy - Nothing to report.

Councillor A Roupelis – Attended Annual Parish Meeting.

Councillor P Park – Attended Annual Parish Meeting.

Councillor R Hailstone – Attended Annual Parish Meeting and the Art Exhibition.

Councillor A John – Attended Annual Parish Meeting.

Councillor V Manro – Attended Annual Parish Meeting and the Art Exhibition.

Councillor S Heyes – Attended Annual Parish Meeting.

FP 100 CHIEF OFFICER'S REPORT

The Building Control Officer has fully signed off the Grounds Maintenance Facility. It was noted machinery and mowers can now be safely stored inside the and the building is fully functioning. *Action: Progress the Opening Event and push for a Final Contractor Invoice.*

FP 101 ACTIONS ARISING FROM PREVIOUS COMMITTEE MEETINGS.

There was a previous outstanding action, raised by Councillor Hailstone, to review and understand the fluctuations in interest received from the CCLA account. The

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Chief Officer confirmed that, further to this review, £600 of interest has been received. Councillor Hailstone had specifically requested clarification on the level of additional interest accrued since November 2025, in line with the projected completion of the GMF project.

FP 102

FINANCIAL REPORTS

FP 102A

Members received and noted the Bank Statements and Bank Reconciliations for February 2026.

FP 102B

Members received and approved expenditure under purchase daybook references 4910 and 4956 and cashbook reference 476. The total payment is £109,572.60 January 2026 and February 2026.

Proposed: Councillor A John

Seconded: Councillor P Park

Vote: Agreed Unanimously.

RESOLVED: To approve expenditure under purchase daybook references 4910 and 4956 and cashbook reference 476. The total payment is £109,572.60 January 2026 and February 2026.

FP 102C

Members noted that that will be a second Payment Schedule in March at Full Council, to enable as many payments for the financial year to be completed as late as possible.

FP 102D

Members retrospectively approved the payments made using the credit card for payments made in January 2026.

Proposed: Councillor A Roupelis

Seconded: Councillor S Heyes

Vote: Agreed Unanimously.

RESOLVED: To retrospectively approve expenditure using the credit card for payments made in January 2026. The total payment was £965.76.

FC 103

EAR MARKED RESERVES

Committee review the report that showed the yearly unspent funds which are put aside for unforeseen expenditure and ring fenced for items such as the Community bus. Committee agreed to proceed with the Consultants' recommendations as detailed in the report.

Proposed: Councillor R Worman

Seconded: Councillor A Jimmy

Vote: Agreed Unanimously.

RESOLVED: To approve year-end movements from General Reserves to Ear Marked Reserves as follows:

- a) The balance of Elections (4090/101) to EMR 323
- b) The balance of Play Area Refurbishment and Play Equipment Repairs (4316/302 & 4305/302) to EMR 325
- c) The balance of Arboricultural work (4301/307) to EMR 328
- d) The balance of Minibus (4621/605) to EMR 329
- e) Movement of £47.58 from to EMR 330
- f) The net balance of cost centre 305 (Leisure Gardens) to EMR 356
- g) Movement of £59.51 from EMR 358 to remove negative balance
- h) The balance of Surface Repairs (4518/302) to EMR 362
- i) The balance of Grass Repairs and Mower Lease (4514/307 & 4515/307) to EMR 366
- j) The balance of Street Sweeper Maintenance (4634/307) to EMR 368
- k) The balance of GMF NNDR (4703/307) to EMR new.

FC 104

INTERNAL AUDIT REPORT 2025/26 VISIT 2 OF 4

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The Committee received an update on the interim internal audit undertaken remotely on 21st and 23rd October 2025, with work completed in January 2026. The Audit was conducted in line with the 2014 *Governance and Accountability for Local Councils Practitioners' Guide* and AGAR internal audit requirements. Members noted that the interim audit focuses on assessing the effectiveness of the Council's internal control environment through sample testing and does not provide a formal audit opinion at this stage. A final audit, scheduled between April and June 2026, will provide the full opinion. Areas reviewed during the visit included: Income, Payroll, and Transparency. A total of 10 recommendations were made.

It was reported that several of the recommendations identified during the interim audit were implemented immediately, and many more had already been addressed prior to the auditor's visit. It is therefore unclear why these matters were raised as issues during this review. Officers have reconfirmed that the Council's existing internal processes remain robust and fit for purpose, and no further procedural changes are required to ensure the integrity of our financial operations. Members noted that a Working Party meeting will be convened to review the recommendations in greater depth and to ensure appropriate follow-up. *Action: Finance Assist to arrange a Working Party meeting.*

FC 105

POLICIES

FC 105A

Fire, Health & Safety Policy – Members received the updated policy with minor updates. No questions were raised. This policy will be reviewed annually.

FC 105B

Thermal Imaging Camera Report and Policy – Members acknowledged the new policy and procedures for loaning a camera. Residents will be able to hire the camera and take readings from their own homes and get heat map data. This policy will be reviewed annually. These hires will be a maximum seven (7) day and will come with loan instructions along with 'how to use '. On collection the residents will be asked to sign the loan agreement, and they must reside in HWPC. The purchase of the camera was part of a joint parish procurement exercise and so there are cameras available in other parishes across the Borough.

Proposed: Councillor R Hailstone Seconded: Councillor A Roupelis
Vote: Agreed Unanimously.

RESOLVED: Members agreed to recommend to Full Council to adopt the Fire, Health & Safety Policy and the Thermal Imaging Camera Policy.

FC 106

ITEMS FOR THE NEXT AGENDA

To be submitted in advance of July 2026.

FC 107

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: *Contractual and Sensitive.*

FC 108

VEXATIOUS COMPLAINANT

Members received a confidential report regarding a Vexatious Complainant, a confidential report is on file. Members expressed concerns for the staff and there were suggestions to provide body-worn cameras to protect staff from abuse. It was agreed to comply with the Vexatious Policy and notify the member of the public of the Council's decision.

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Proposed: Councillor R Hailstone Seconded: Councillor A Jimmy

Vote: Agreed Unanimously.

RESOLVED: Members agreed to the officers' recommendations to apply the Habitual & Vexatious Complainant Policy to the resident for continued abusive behaviour.

FC 109

INSURANCE MATTERS

Members received an update on various insurance matters, a confidential report is held on file.

FC 110

SWINDON SAFEGUARDING PARTNERSHIP

Members received a verbal report on a Safeguarding issue. There was no further action for the Parish Council.

Meeting Closed at: 8.17pm.

Chairman Signed: _____

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