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Minutes of the **Finance & Policy Committee** of Haydon Wick Parish Council held on **Tuesday 18th November 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 Roupelis and R Worman

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

Meeting started at 7.36pm

FP 061 APOLOGIES

Apologies were received and noted from Councillors J Fuller, B Patrick-Okoh (Personal Commitments) and Councillor A Jimmy and P Park (Work Commitments). No apologies were received from Councillor S Fateru.

FP 062 DECLARATIONS OF INTEREST

There were none.

FP 063 PUBLIC PARTICIPATION

There were no members of the public present but a question came in via the Chairman regarding Council Tax and the increase in Parish Council charges over the last two years. Chairman responded to the resident explaining the additional responsibilities being devolved by Swindon Borough Council (SBC) such as weed spraying in 2025.

FP 064 CHAIRMAN'S ANNOUNCEMENTS

Reminder to all to donate to the bikeathon and gave thanks to those participating on the 24hr fundraiser. Asked if any Councillors unable to cycle but with spare time to support the cyclists by coming in to the office.

FP 065 MINUTES OF THE PREVIOUS MEETINGS

Members reviewed the minutes of Finance and Policy Committee held on Tuesday 16th September 2025 and agreed they were a true record.

Proposed: Councillor A Roupelis Seconded: Councillor A John

Vote: Agreed Unanimously.

RESOLVED: To accept and sign the minutes of the Finance & Policy Committee to be held on Tuesday 16th September 2025.

FP 066 COUNCILLOR REPORTS

Councillor V Manro – Attended Remembrance Services, the service outside the office was very well attended. Attended two working parties, Tadpole and Budget setting and the SBC Local Councils Forum.

Councillor R Hailstone – Attended two working parties, Tadpole, Budget Setting and the SBC Local Councils Forum.

Councillor S Heyes – Attended Working Parties for Budget Setting and Tadpole.

Councillor A John – Attended Working Parties for Budget Setting and Tadpole.

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Councillor A Roupelis – Attended Budget Setting Working Party and Memory Café recently.

Councillor R Worman – Attended Budget Setting Working Party.

FP 067

CHIEF OFFICER'S REPORT

Presented the Christmas Cards competition for the Committee to pick their favourite which will go to Full Council on the 25th November 2025 for final selection. The design will be featured on the card in this year's Christmas Parcel scheme. Chief Officer mentioned she had received notification from SBC that they are conducting the Weed Spraying in the Parish as of week commencing 24th November 2025.

FP 068

ACTIONS ARISING FROM PREVIOUS FINANCE & POLICY COMMITTEE MEETINGS

There are no outstanding actions.

FP 069

FINANCIAL REPORTS

FP 069A

Members noted the monthly Income and Expenditure for October 2025.

FP 069B

Members received and approved the Bank Statements and Bank Reconciliations for October 2025. Members approved a funds transfer from the 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 being £97,517.57.

Proposed: Councillor S Heyes

Seconded: Councillor R Hailstone

Vote: Agreed Unanimously.

RESOLVED: To approve the Bank Statements and Bank Reconciliations for October 2025 as well as a funds transfer from the 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 being £97,517.57.

FP 069C

Members received and approved expenditure under purchase daybook references 4583 and 4630 cashbook reference 445. The total payment is £97,517.57 October and November 2025.

Proposed: Councillor R Worman

Seconded: Councillor A Roupelis

Vote: Agreed Unanimously

RESOLVED: To approve expenditure under purchase daybook references 4583 and 4630 and cashbook reference 445. The total payment is £97,517.57 October and November 2025.

FP 069D

Members retrospectively approved the payments made using the credit card for payments made in September 2025. *Action Chief Officer to enquire as to whether payments to the DVLA can be changed to either direct debit or by BACS rather than using the Council's credit card.*

Proposed: Councillor R Hailstone

Seconded: Councillor A John

Vote: Agreed Unanimously.

RESOLVED: To retrospectively approve expenditure using the credit card for payments made in September 2025.

FP 069E

Members noted a VAT return of £44,864.50 had been received.

FP 070

INTERNAL AUDIT WORKING PARTY

The internal audit Working Party took place before the Committee meeting. The meeting gives Councillors the opportunity to ask questions and delve into finance payments they may require further information on. This will continue

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to take place on a quarterly basis. Spot checks of the payment process were conducted and audit trails explaining the purchase orders, authorisation banking processes were discussed with no concerns highlighted.

FP 071

BUDGET 2026/27 WORKING PARTY

The Budget Working Party met before the Committee meeting and discussed the draft budget for the next financial year. They discussed various aspirations which had been received from Officers and Committees thus far. They looked at the current Earmarked Reserves (EMRs) and considered which may be released into the General Reserves (GRs) or if they should be retained for accrual purposes or to fund a project in the latter part of the financial year. It was reported by the Consultant Accountant that the budgeted use of General Reserves is not yet required however that may change as the year unfolds – particularly as the Grounds Maintenance Facility capital project is still waiting the final contractor invoice. Key aspirations for 2026/27 included expenditure such as a short term hire of a second tractor, increased IT equipment budget and increasing the budget for the community grants scheme due to increased demand. The working party also considered the EMR for CCTV surveillance and noted Council could expect an above budget sum for the annual vehicle insurance premium due to a influx of claims this year. They also discussed increasing the various community events budgets.

FP 072

COMMUNITY EMERGENCY PLAN

An update was given on the report and the case studies as detailed in the report's appendix. It was suggested to look at Asda's welfare spaces located at Orbital Park to see if they offer refuge in the case of emergencies as well as the current designated 'rest centre' in the parish, located at the Haydon Centre Leisure Facility adjacent to the parish offices. *Action Meetings and HR Administrator to investigate.* Committee agreed to the recommendations contained in the report. Chief Officer has received a Floodwise report and shared with members. It's a scheme being rolled out by the Environment Agency (EA). The report shows that many homes in Swindon are at risk of flooding from rivers and surface water. The drainage systems do work but cannot cope with extreme and prolonged rainfall. Households will be written to and the EA will lead community development by working with Parish Councils, SBC and Wiltshire and Swindon Prepared. Further information will follow on this as it is progressed across Swindon.

Proposed: Councillor A John

Seconded: Councillor A Roupelis

Vote: Agreed Unanimously.

RESOLVED:

- 1.) To recommend to Full Council to approve the draft Community Emergency Plan to replace the 2022 version.
- 2.) To agree to the key contacts, for continuity, will be assigned to 'roles' for example Chairman, Vice Chairman, Chief Officer, Deputy Clerk, POS Facility & Operations Manager, Lead Operatives, Chairs & Vice Chairs of Committees.
- 3.) To recommend a recruitment and promotion process to publicise the plan.
- 4.) To develop a Community Resilience page on the HWPC website and add the case studies in Appendix A.

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- FP 073**
FP 073A **POLICY REVIEW**
Members considered the IT Policy. It is a new policy needed to demonstrate the Council is ensuring IT compliance and transparency and satisfy the sector's Annual Return process and Assertion 10 in the AGAR. Some elements of the policy will sit alongside the current Employee Handbook. The policy will be adopted by Full Council on the 25th November 2025.
- FP 073B** Members noted the Dog & Litter Bin Policy. It was noted this policy has not been adopted by Full Council. There was a suggestion to trial new rectangular dog bins which incorporate recycling bins. This will be brought to Parks & Open Spaces Committee.
- FP 073C** Members noted the Internal Documents - Financial Authorisation & Procurement Procedures and the proposed increase in financial authorisation levels for the Deputy RFO and Parks & Open Spaces Manager, as presented.
Proposed: Councillor S Heyes **Seconded: Councillor A John**
Vote: Agreed Unanimously
RESOLVED: To recommend to Full Council to adopt these policies and agree to the increased financial authorisation levels.
- FP 074** **COMMUNITY INFRASTRUCTURE LEVY (CIL) 2024/25**
Members received and noted the Swindon Borough Council (SBC) CIL notification. It was noted there are some actions for the parishes to consider. The Chief Officer advised Parishes must publish their CIL expenditure notices – when made available by SBC. However it is not a mandatory obligation to adhere to the actions SBC were demanding. It was suggested this is discussed further at the Swindon Local Councils Forum and agree a collective parish-wide stance. Therefore, no action to take place pending more information to be gained at the Forum.
- FP 075** **ITEMS FOR THE NEXT AGENDA**
To be submitted in advance of the 20th January 2026.
- FP 076** **ACCIDENT REPORTING**
A member of the Parks and Open Spaces team hit his head in the Grounds Maintenance Building but has recovered well. No further action is required.
- FP 077** **INSURANCE MATTERS**
It was reported the community bus, after going for its MOT, suffered an accident and the wing mirror was hit and smashed. This was rectified within 24 hours with minimal disruption to service. The cost of replacement is within the insurance excess and therefore no claim was made.
- FP 078** **GROUND'S MAINTENANCE FACILITY (GMF)**
The team are in and there is a six (6) week wait on the fire glazing – an additional requirement from the Building Control Officer raised on their final inspection. EDF has responded to the Chairman's complaints but offered a minimal sum as a gesture of goodwill. It was agreed to report the amount at Full Council and the likelihood of pushing back to attempt to increase the amount. The meeting heard some Councillors had attended the first Toolbox Talk meeting at the GMF meeting and found it to be a very positive meeting. It was noted that staff were very engaged and happy in their new home. Toolbox meetings take place monthly proving to be an essential activity for the team. The Council still hasn't received any communication from the contractor nor

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their final invoice despite several chase emails from the Chief Officer and Project Manager.

FP 079

TADPOLE

Members received an update following the Tadpole Working Party held on the 11th November 2025. The Railway must confirm the groundwork costs before Council can agree the level of rent/terms. The meeting was positive and the draft lease is agreeable to both parties, subject to agreement on rent which is under negotiation. Decision on rental fees is hoped to be in place before next Full Council on 25th November 2025.

Meeting Closed at: 8.50 pm. **Chairman Signed:** _____

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