	Date	*Minute Reference*	*Resolution/Action to carry out*	*Proposer*	*Seconder*	*Vote*	*Abstention*	*Cost*	*Cost Code*	*Officer Leading*	*Councillor Leading*	*Action*	*Progress*	*Completed / Date*
Full Council 24/25	27.08.24	FC 066C	Cold Harbour Junction	Vinay Manro	Junab Ali	Unanimous	N/A	N/A	N/A	GMD/JM	John Fuller	GMD/JM to write letter to lobby Ward Cllrs / MP North on behalf of HWPC. Any progress to be reporting at future meeting.	Letter Written and sent 06.09.24	
Full Council 24/25	27.08.24	FC 067B	Future provision of Memory Café	N/A	N/A	N/A	N/A	N/A	N/A	LC/JN	Rebecca Ross	To review future of Memory Café capacity etc in Feb 25	Taking a service provision update to CD in April	
Full Council 24/25	10.12.2024	FC 145A	Members considered the recommendation to proceed with the Thermal Imaging Project and the decision was to join the team and advise South Swindon Parish accordingly	Paul Park	Rebecca Ross	Agreed	Against x 1	N/A	N/A	GMD	Vinay Manro	Chief Officer to advise South Swindon Parish Council that HWPC are on board with the scheme	Awaiting further details from South Swindon PC.	Done - not going to be introduced 2025 Winter. Implement in 2026 start of winter.
FC	27.05.2025	FC 009	It was resolved to approve the Accounting Statements for 2024/25.	Cllr L Jackson	Cllr B Patrick-Okoh	Unanimous	N/A	N/A	N/A	GMD	VM	Publish the notice		28.05.25
FC	27.05.2025	FC 010	It was resolved to approve the Annual Governance Statements for 2024/25.	Cllr R Hailstone	Cllr R Worman	Unanimous	N/A	N/A	N/A	GMD	VM	Publish the notice		28.05.25
FC	27.05.2025	FC 011	It was resolved to approve the Annual Statement	Cllr A Roupelis	Cllr A John	Unanimous	N/A	N/A	N/A	GMD	VM	Publish the YE accounts on website		28.05.25
FC	27.05.2025	FC 012	Council noted the 2024/25 budget analysis report and approved the recommendations.	Cllr R Ross	Cllr B Patrick-Okoh	Unanimous	N/A	Retrospectively approved the balance of the public works loan £253936.20 to an Ear Marked Reserve at year end. To approve the recommendation which is to retrospectively approve the balance of the Trent Road retention EMR £537.67 to the general fund	EMRs	GMD	VM	EMRs moved by Accounting Consultant		28.05.25
FC	27.05.2025	FC 014A	Approved an oversized structure at Ventnor	Cllr R Ross	Cllr S Heyes	Agreed with three (3) Abstentions	N/A	N/A	N/A	LC	RH	LC to inform the plot holder		28.05.25
FC	27.05.2025	FC 014B	There had been minimal reports regarding anti-social behaviour around a bench, it will remain on site unless more data from the Police is established.	Cllr P Park	Cllr S Heyes	Agreed with two (2|) Abstentions	? Who	N/A	N/A	LC	RH	Keep bench and monitor any ASB		
FC	27.05.2025	FC 014C	Agreed to Vire funds for a new play inspection app and support package.	Cllr P Park	Cllr L Jackson	Unanimous	N/A	App £525.00 and Support £62 PA	4305/302 and 4306/302	LC	RH	LC to inform Accountant to vire funds		28.05.25
FC	27.05.2025	FC 015	Agreed the new policy for Hybrid Meetings.following all the transparency, principles and protocols.	Cllr P Park	Cllr J Ali	Unanimous	N/A	N/A	N/A	GMD/JM	VM	Implementation Jun/Jul and		
FC	27.05.2025	FC 015.1	To adopt the new Hybrid Meetings policy and commence action plan for implementation	Cllr P Park	Cllr J Ali	Unanimous	N/A	N/A	N/A	GMD/JM/VM	VM	Action the Chairman, Chief Officer and meetings administrator to configure the system and run tests. Action to update the new policy and publish on the HWPC website.		
FC	27.05.2025	FC 016B	Agreed to selecting a max of three (3) interviewees from the Personnel Sub Committee.	Cllr A Roupelis	Cllr R Ross	Unanimous	N/A	N/A	N/A	GMD	VM	It was resolved that the interviews would be undertaken by three (3) of the Personnel Sub Committee, Councillors Park, Heyes and Worman. The Chairman would be available as a reserve.		Interviews taking place 16 & 17 June
FC	27.05.2025	FC 019	1.To appoint Harlequin Playgrounds to supply and install an Outdoor Gym Equipment and Safety Surfacing at White Eagle Road Play Area, Haydon End, Swindon, SN25 1TN. Cost of the contract is £48,919.00 excluding VAT to be met from EMR 325 'Play Area Final' (£19,181.00) and 4316/302 'Play Area Refurbishment' (£10,290.27) and EMR 362 'Play Surfaces' (£19,447.73) for the wet pour surfacing and groundworks. 2.To adding fencing to the project at a cost of £6,500.00 (including some contingency) to be met from 4518/302 'Play Area Surface Repairs'. 3.To purchase a CCTV camera for the location at a cost of £1,200.00 to be met from 4518/302 Play Area Surface Repairs'. 4.To add in a project contingency of £3,000.00 using the remaining budget from 4518/302 'Play Area Surface Repairs'. 5.To enter a 10-day standstill period and issue a Contract Award notice on the website after this time (in line with the Procurement Policy). 6.To close the bid on the Find Tender website. 7.To aim for project commencement (as detailed within the tender documents) for early September 2025. 8.To note a 3% retention fee of the total contract will be applied and released 12 months once no snagging issues have been determined.	Cllr V Manro	Cllr L Jackson	Unanimous	N/A	Cost of the contract is £48,919.00 excluding VAT to be met from EMR 325 'Play Area Final' (£19,181.00) and 4316/302 'Play Area Refurbishment' (£10,290.27) and EMR 362 'Play Surfaces' (£19,447.73) for the wet pour surfacing and groundworks. Fencing to the project at a cost of £6,500.00 (including some contingency) to be met from 4518/302 'Play Area Surface Repairs. Project contingency of £3,000.00 using the remaining budget from 4518/302 'Play Area Surface Repairs'.	EMR 325	LC	RH	LC to award the tender and the unsuccessful and oversee the tendering process. To close the bid on the Find Tender website. To aim for project commencement early September 2025.		28.05.25 partially complete