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Minutes of the **Finance & Policy Committee** of Haydon Wick Parish Council held on **Tuesday 20th May 2025** at 19.30 at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

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

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Kendel Pyne, Accounting Assistant

ALSO IN ATTENDANCE: Jodie Smart, Accounting Consultant - Smart Public Finance
Councillor O Munagala

FP 001 APOLOGIES
Apologies were received and noted from Councillors A Jimmy (work commitments) and J Fuller (personal commitments). There were no apologies from Councillor S Fateru.

FP 002 DECLARATIONS OF INTEREST
There were none.

FP 003 PUBLIC PARTICIPATION
There were none.

FP 004 CHAIRMAN'S ANNOUNCEMENTS
Introduced and welcomed the Accounts Assistant to the Committee.

FP 005 MINUTES OF THE PREVIOUS MEETINGS
Members reviewed the minutes of Finance and Policy Committee held on Tuesday 18th March 2025 and agreed they were a true record.
Proposed: Councillor S Heyes Seconded: Councillor B Patrick-Okoh
Vote: Agreed with one (1) Abstention.
RESOLVED: To accept and sign the minutes of the Finance & Policy Committee held on Tuesday 18th March 2025.

19.33: Councillor O Munagala arrived.

FP 006 COUNCILLOR REPORTS
Councillor R Worman – nothing to report.
Councillor R Hailstone – nothing to report.
Councillor V Manro – attended various Mental Health events this weekend.
Councillor B Patrick-Okoh – attended various Mental Health events this weekend.
Councillor A Roupelis – apologised for non-attendance on Sunday due to a work commitment.
Councillor S Heyes – attended various Mental Health events this weekend.
Councillor P Park – attended various Mental Health events this weekend.
Councillor A John – reported he felt the VE Event was successful, particularly in view of the small budget allocated.

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- FP 007 CHIEF OFFICER'S REPORT**
Introduced the Finance Team to the committee and welcomed the Accounting Consultant and the Accounting Assistant to her first Council meeting. The Accounting Assistant's working pattern was explained, and Councillors were informed when she is available in the office. Members gave a warm welcome to them both.
- FP 008 ACTIONS ARISING FROM PREVIOUS FINANCE & POLICY COMMITTEE MEETINGS**
Members noted the report. A follow-up with Cricklade Steam Railway was requested.
- FP 009 FINANCIAL REPORTS**
FP 009A Members noted the monthly Income and Expenditure report for April 2025.
FP 009B Members received and noted the bank statements and Bank Reconciliations for April 2025. They also approved transfers from the HSBC accounts as presented in the Consultant's report.
Proposed: Councillor R Worman Seconded: Councillor A Roupelis
Vote: Agreed Unanimously.
RESOLVED:
- To note the Bank Statements and Bank Reconciliations for April 2025.
 - To approve a funds transfer from the HSBC current account (51130285) to the CCLA Deposit Fund (013245001) of £507,000.
 - To approve to the transfer of £0.13 from the HSBC account (51589555) to the HSBC current account (51130285).
 - To approve the transfer of £0.01 from the HSBC account (91612441) to the HSBC current account (51130285).
- FP 009C** Members received and approved expenditure under purchase daybook references 648-650 (Month 1) and 651-652 (Month 2) and cashbook reference 422. The total payment is £120,579.85 for April / May 2025.
Proposed: Councillor R Hailstone Seconded: Councillor S Heyes
Vote: Agreed Unanimously.
RESOLVED: To approve expenditure under purchase daybook references 648-650 (Month 1) and 651-652 (Month 2) and cashbook reference 422. The total payment is £120,579.85 for April / May 2025.
- FP 009D** Members retrospectively approved the payments made using the credit card for payments made in March 2025.
Proposed: Councillor R Worman Seconded: Councillor A Roupelis
Vote: Agreed Unanimously.
RESOLVED: To retrospectively approve expenditure using the credit card for payments totaling £2,870.02 in March 2025.
- FP 010 ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – PRESENTATION**
Committee received a presentation from the Accountant Consultant on the accounting statements and the annual governance and accountability return (AGAR) for year ended 31st March 2025.

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- FP 011 ACCOUNTING STATEMENTS**
Committee discussed and agreed to recommend to Full Council, that the Accounting statements 2024/25 be approved.
Proposed: Councillor S Heyes Seconded: Councillor A Roupelis
Vote: Agreed unanimously.
RESOLVED: To recommend to Full Council that the Accounting Statements 2024/25 be approved.
- FP 012 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25:**
ANNUAL GOVERNANCE STATEMENT
Committee discussed and agreed to recommend to Full Council that the Annual Governance Statement assertions be affirmed.
Proposed: Councillor B Patrick- Seconded: Councillor R Worman
Okoh
Vote: Agreed unanimously.
RESOLVED: To recommend to Full Council that the Annual Governance Statement assertions be affirmed.
- FP 013 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25:**
ANNUAL STATEMENT
Committee discussed and agreed to recommend to Full Council that the Annual Statement be approved.
Proposed: Councillor V Manro Seconded: Councillor A Roupelis
Vote: Agreed unanimously.
RESOLVED: To recommend to Full Council that the Annual Statement be approved.
- FP 014 2024/25 BUDGET ANALYSIS AND RESERVE LEVELS**
FP 014A Members noted the 2024/25 budget analysis report.
FP 014B Members considered and approved the Reserves for 2025/26 and the Accounting Consultant's recommendations, as presented.
Proposed: Councillor S Heyes Seconded: Councillor R Hailstone
Vote: Agreed unanimously.
RESOLVED:
 - To note the report.
 - To recommend to Full Council that it retrospectively approves the movement of the balance of the Public Works Loan, £253,936.20 to an Ear Marked Reserve at year end.
 - To recommend to Full Council that it retrospectively approves the movement of the balance of the Trent Road Retention EMR, £537.67 to the general fund.
- FP 015 2025/26 REGULAR PAYMENTS**
Committee received and approved the list of Regular Payments for the 2025/26 financial year.
Proposed: Councillor A John Seconded: Councillor R Worman
Vote: Agreed unanimously.
RESOLVED: to approve the regular payments list for 2025/26, as presented.

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FP 016

INTERNAL AUDIT 2024/25

Committee noted the final internal audit report completed for the year ended 31st March 2025.

Action: Accounts Assistant to arrange the first internal audit working party of the year to discuss the findings for 2024/25 and implement quarterly checks of the payments process.

20.21: Accounting Consultant left the meeting.

FP 017

VENUE HIRE TERMS & CONDITIONS

Members received and agreed to the updated Venue Hire Terms & Conditions, as presented.

Proposed: Councillor P Park

Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: To approve the updated Venue Hire Terms & Conditions, as presented.

FP 018

SWINDON BOROUGH COUNCIL CONSULTATION – POLLING DISTRICTS AND POLLING PLACES REVIEW – NEW WARD BOUNDARIES

Members received notification of the consultation and noted because it does not directly impact Haydon Wick there is no requirement to comment.

FP 019

SWINDON LOCAL COUNCILS FORUM (SLCF) PAYMENT ERROR

The overpayment report was discussed and the error noted. The daily amount transferred was queried and will be confirmed at the next F&P meeting.

FP 020

ITEMS FOR THE NEXT AGENDA

Members asked to send any items in for the next agenda at least a week before the next meeting on the 15th July 2025. Policy Renewals Timetable.

FP 021

EXCLUSION OF PUBLIC AND PRESS

There were none.

FP 022

INSURANCE AND LEGAL MATTERS

Members received a verbal update on recent insurance and legal matters. The Chief Officer confirmed the SBC / HWPC lease for various Public Spaces has been renewed for another 99 years (2025-2124). Members noted the insurance updates presented by the Accounting Assistant.

Meeting Closed at: 20.37

Chairman Signed: _____

Initials: _____