

HAYDON WICK PARISH COUNCIL

Minutes of the Policy & Finance Committee Meeting held on Tuesday 23rd October 2018 at 7.30pm at the Council Offices, Thames Avenue, Haydon Wick

In attendance: Councillors S Callen (Chair), L Brown, J Fuller, E Gerrard, R Hailstone, S Heyes, V Manro and R Worman

Locum Clerk: Georgina Morgan-Denn
Assistant Clerk: Caroline Roberts

1 APOLOGIES FOR ABSENCE

Councillor P Martin (medical), and S McDermott (holiday).

No apologies received from Councillor C Taylor.

All apologies accepted.

2 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

None declared.

3 PUBLIC RECESS

None present.

4 MINUTES

4.1 To confirm and sign the minutes of the meeting held on Tuesday 28th August 2018.

Proposed: Councillor J Fuller Seconded: Councillor R Worman
Vote: Agreed with two (2) abstentions.

RESOLVED: that the minutes of the Policy and Finance Committee Meeting held on Tuesday 28th August 2018 be signed as a correct record.

5 EXEMPT ITEMS - EXCLUSION OF PRESS AND PUBLIC

Certain items are expected to include the consideration of exempt information and the Policy & Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

6 CLERK'S REPORT

Reported that on 27th September 2018, a member of the Amenities Team accidentally reversed a works vehicle into a highway bollard located on the corner of Jubilee Road and Purton Road, Moredon, causing damage to the bollard. The bollard is the property of SBC and the damage has been notified to Highways, with a request for a cost to replace the bollard. The incident has been registered with the Parish Council's insurance company.

Reported a resident's intention to claim against the Parish Council for a damaged van wing mirror which they claim was caused by one of the Amenities vehicles. Further investigation is taking place and the Council's insurance company advice was noted.

The Locum Clerk and an Officer is attending RBS to undertake a financial health check and a review of the Omega software in preparation for 19/20 budget.

The re-declaration of compliance for pension re-enrolment has been submitted to the Pension Regulator. This information complies with the legal duties under the Pensions Act 2008 and carried out every three years.

Councillors are invited to make a small contribution towards refreshments after the December Full Council Meeting.

A meeting of the Grants Working Party is due to be arranged. It was suggested that this be held prior to a Council meeting either Full Council or Policy and Finance.

A local artist has completed the mural commemorating WW1 on the hoardings at the front of the Council Offices. Notices have been designed to display, thanking those who have participated in the project.

7 BUDGET ASPIRATIONS 2019/20

The meeting considered budget aspirations for 2019/20. Suggestions included staffing levels and training. A discussion also took place on replacement fund allocations for each area and this would be included in the reserves policy to clarify earmarked reserves for a renewals programme.

8 DRAFT STANDING ORDERS

The meeting was shown a draft copy of the revised Standing Orders based on the 2018 NALC Model Set. These highlighted the changes from the 2013 model which have been incorporated in the current model.

After discussion, it was recommended that the Council adopt the NALC Model set and the relevant sections of the current standing orders adapted as necessary into the model. Due to time restraints at the meeting, it was agreed that the draft copy of the

model be circulated to the committee to review and suggest any amendments. A final revised version would be made available to discuss at the next Policy and Finance meeting.

9 CCTV POLICY

The meeting considered the draft CCTV Policy. A number of amendments to the draft were discussed and it was agreed that these points would be further investigated. Once completed, the amendments would be circulated to the Committee and taken to the next Policy and Finance Meeting for approval.

10 AGENDA REVISIONS

The meeting reviewed a draft revised Agenda format. It was agreed that this would be trialed for the next Full Council Meeting and request for feedback on the format at the meeting.

The Locum Clerk agreed to draft a policy for recording at meetings in line with the current media policy to be taken to the next Policy and Finance meeting.

11 COUNCILLOR REPORTS

There were no reports.

12 COMMITTEE TERMS OF REFERENCE

The Locum Clerk explained that a review of the Policy & Finance Terms of Reference would be deferred until next year.

13 ITEMS FOR THE NEXT AGENDA FOR THE MEETING TO BE HELD ON TUESDAY 27th NOVEMBER 2018

CCTV Policy
Draft Standing Orders
Draft Investment policy

14 EXEMPT ITEMS

None.

Meeting ended at 9.10 pm

Signed _____ Chair