

SOUTH SWINDON
PARISH COUNCIL

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 27 June 2017 at 6.30pm
in Committee Room 6, Civic Offices

Present Cllr C Watts (Chair)
Cllr J Lowry (Vice-Chair)
Cllr S Allsopp
Cllr M Dickinson
Cllr J Firmin
Cllr N Hopkins
Cllr S Pajak
Cllr T Philpot
Cllr B Thompson

Cllr M J Miah (not Committee Member)
Cllr J Milner-Barry (not Committee Member)
Cllr N Watts (not Committee Member)

Officers Joyce Holman (Parish Clerk)
Ruth Wakeley (Administration Assistant)

Public One

Public Session There were no questions or comments from the member of the public present.

The Chair introduced Ruth Wakeley who had been appointed as the Administration Assistant and started working for the Parish Council on 26 June 2017.

71 **Apologies**
Cllr I Shaikh
Cllr J Short

72 **Declaration of Interest & Applications for Dispensation**
None

73 **Payment Schedule**
The Clerk submitted the Payment Schedule for June 2017 a copy of which appears as Appendix A to these Minutes.

RESOLVED that the Payment Schedule for June 2017 totalling £23,803.42 be approved.

74 **Income & Expenditure**
The Clerk explained that this item would appear on future agendas and it would be a requirement of the Committee to consider the management accounts at their monthly meeting. At this time, no accounts had been prepared and this would start from the next meeting.

(Cllr Hopkins arrived at the meeting during this item)

75 Bank Account

The Clerk confirmed that the bank account had finally been set up and Swindon Borough Council had been notified in order that the Precept, Council Tax Support Grant and other funds could be paid into this account.

76 Grant for Old Town Christmas Lights 2017

The Clerk submitted an email dated 1 June 2017 from the Secretary of Old Town Business Association a copy of which appears as Appendix B in the Minute Book.

The email provided details of the event and the costings. Cllr Dickinson pointed out that there was a mistake in the VAT calculation. Cllr N Watts said that she had attended a meeting of the OTBA the previous evening and was very supportive of this event. The Chair stated that for this year it would be possible to provide funds from the shortfall in spending and this would be clearer when the quarterly budget review figures were available for the next meeting. Cllr Lowry stated that businesses could be more involved in making a financial contribution.

The Chair suggested that some Parish Councillors meet with OTBA to talk about funding for this year's event and future years.

RESOLVED

- a) that the Parish Council support in principle a grant to OTBA toward staging the Christmas Lights in 2017;
- b) that Cllrs Dickinson, Hopkins, Lowry, N Watts and C Watts met with OTBA to discuss the funding of the event for this year and future years;
- c) that proposals be brought back to the next meeting of this Committee for consideration.

77 Licence to Occupy Temporary Parish Office

The Clerk submitted a Licence to Occupy for the Parish Office a copy of which appears as Appendix C in the Minute Book.

Councillors agreed that this would be suitable to use in the short-term and that they needed to agree the location of a permanent Parish Office.

RESOLVED that the Licence to Occupy Agreement be approved for signing.

78 Admission of Public and Press

RESOLVED that in accordance with Standing Order 3d) that in view of the confidential nature of the business about to be transacted that the press and public be temporarily excluded and they be instructed to withdraw; the reason being Staffing Matters.

79 Future Staffing

The Clerk submitted a report concerning the staffing of the Parish Office and Broadgreen Community Centre.

RESOLVED

- a) that the appointment of the part-time Administration Assistant be noted;
- b) that the advert for a Community Centre Development Manager be amended to include weekend and evening work dependant on the demands of the centre and a one year contract with a possible extension dependant of future development;
- c) that Cllrs Hopkins, Lowry and C Watts be delegated authority to interview and appoint the Community Centre Development Manager.

The meeting closed at 7.01 pm

Signed.....
Date.....
Chair of the Council