

**SOUTH SWINDON**  
**PARISH COUNCIL**

**FINANCE & STAFFING COMMITTEE**

Minutes of the meeting held on 25 July 2017 at 6.30pm  
in the Lounge, Broadgreen Community Centre

- Present** Cllr C Watts (Chair)  
Cllr J Lowry (Vice-Chair)  
Cllr S Allsopp  
Cllr J Firmin  
Cllr N Hopkins  
Cllr S Pajak  
Cllr T Philpot  
Cllr J Short  
Cllr B Thompson
- Cllr J Milner-Barry (not Committee Member)  
Cllr N Watts (not Committee Member)  
Cllr D Wood (not Committee Member)
- Officers** Joyce Holman (Parish Clerk)
- Public** Two
- Public Session** A member of the public asked whether the full rent for the Parish Office at the Old Reference Library had been paid. The Clerk confirmed that no rent payment had yet been made and the Parish Council would only pay for the months that they had used the office.
- 123** **Apologies**  
Cllr M Dickinson  
Cllr I Shaikh
- 124** **Declaration of Interest & Applications for Dispensation**  
None
- 125** **Payment Schedule**  
The Clerk submitted the Payment Schedule for July 2017 a copy of which appears as Appendix A to these Minutes.
- The Clerk confirmed that the salaries would also be added to the payments for the month.
- RESOLVED** that the Payment Schedule for July 2017 totalling £4.887.98 be approved and the salaries for the month be approved and noted at the next meeting of the Committee.
- 126** **Accounts – June 2017**  
The Clerk submitted for information a copy of the Income and Expenditure and Balance Sheet for the period to June 2017 a copy of which appears as Appendix B in the Minute Book.

**127 Quarterly Budget Review – June 2017**

The Clerk submitted a report a copy of which appears as Appendix C in the Minute Book.

The report provided details of the quarterly budget review which indicated that expenditure for salaries and Councillor's expenses would be less than the budget and suggestions were made for a virement to other budget heads.

**RESOLVED**

- a) that the changes to the budget set out in paragraph 2.3 of Appendix C be approved;
- b) that Quarterly Budget Review for June 2017 be noted.

**128 Grant for Old Town Christmas Lights 2017 (Min.76 – 27.06.17)**

Cllr N Watts reported that she had attended a meeting on 17 July 2017 with the Vice-Chair and the Clerk and representatives of Old Town Business Association.

At the meeting the representatives of Old Town Business Association gave a history of the Christmas lights which were now the most popular in Swindon with approximately 6 thousand people attending the event.

The Old Town Business Association were planning to obtain Business Improvement District (BID) status within next two years and that would enable the Christmas lights to be funded solely by the businesses. OTBA were therefore only looking for funding from the Parish Council by placing an order for the putting up and taking down of the Christmas light by Swindon Borough Council which had been set at £6,636 plus VAT for the next 2 years.

**RESOLVED** that the Parish Council support the application from OTBA and place an Order for the putting up and taking down of the Christmas lights at Old Town for a price of £6,636 plus VAT and the cost be met from the Community Grants Budget.

**129 Newsletter**

The Chair reported that he had nearly completed the first newsletter and he would circulate to Councillors for their comment. He had looked into the cost of using a delivery service and with the printing, the total cost would be in the region of £1,600.

The Chair proposed that 2 newsletters a year were produce and distributed to the parish and that smaller reports for the website, libraries etc. could be made at regular intervals between the main newsletters.

Cllr Wood suggested obtaining a price for delivery from Royal Mail Door to Door.

**RESOLVED** that the Chair circulate for comment the first Parish Council newsletter and the Chair and the Clerk be delegated the authority to arrange the printing and distribution and the cost be met from the Newsletters Budget.

(Cllr Hopkins arrived during this item)

**130 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.

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**Future Staffing**

The Clerk submitted draft Job Descriptions for the posts of Deputy Clerk and Environment Officer and Councillors were asked to contact the Clerk with their comments. The Clerk explained that there was more work to be carried with StreetSmart concerning the Environment Officer and this would be reported back to the next meeting.

It was agreed that August was not the right month to place job adverts and the next stage of the recruitment would be considered at the next meeting of the Committee.

The meeting closed at 6.50 pm

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

DRAFT