

SOUTH SWINDON
PARISH COUNCIL

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 26 September 2017 at 7.00pm
in the Lounge, Broadgreen Community Centre

- Present** Cllr J Howarth (Vice-Chair)
Cllr S Allsopp
Cllr M Dickinson
Cllr S Pajak
Cllr T Philpot
Cllr J Short
- Cllr J Milner-Barry (not Committee Member)
Cllr N Watts (not Committee Member)
- Officers** Joyce Holman (Parish Clerk)
- Cllr J Howarth (Vice-Chair) in the Chair
- Public** One
- Public Session** There were no comments or questions from the member of the public present.
- 199** **Apologies**
Cllr C Watts (Chair)
Cllr J Firmin
Cllr N Hopkins
Cllr I Shaikh
Cllr B Thompson
- 200** **Declaration of Interest & Applications for Dispensation**
None
- 201** **Payment Schedule**
The Clerk submitted the Payment Schedule for September 2017 a copy of which appears as Appendix A to these Minutes.
- RESOLVED** that the Payment Schedule for September 2017 totalling £347,297.24 be approved.
- 202** **Accounts – July 2017 and August 2017**
The Clerk submitted for information a copy of the Income and Expenditure and Balance Sheet for the period to July 2017 and August 2017 copies of which appear as Appendix B in the Minute Book.
- 203** **Bank Account**
The Clerk stated that the Parish Council needed to add additional Councillors to the Bank Account to ease the amount of work for the Chair.

RESOLVED that Cllr Allsopp and Cllr Short be added as signatories to the bank account.

204 **Name Badges for Parish Councillors**

The Clerk stated that this item had been added to the agenda at the request of Cllr Ali. Some of the new Parish Councils had name badges similar to those used by Borough Councillors which helped identify Councillors to the public.

The Clerk added that these could be supplied by Swindon Borough Council at a very small cost.

RESOLVED that name badges be purchased for Parish Councillors and the cost be met from the Councillors Expenses Budget.

205 **Newsletter (Min.129 – 25.07.17)**

The Clerk reported that the Chair had nearly completed the Newsletter and was just waiting for change of name to be approved by Swindon Borough Council on Thursday for the document to be complete.

A copy would then be circulated to Councillors for comment before the newsletter was printed. The Newsletter would then be available for the public at libraries and community buildings and on the Parish Council's website.

206 **Broadgreen Community Centre**

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

The report provided details of the Licence to Occupy and future pricing policy and contained a number of recommendations. Cllr Dickinson requested a change to 5.1 of the Licence to Occupy to state that the Parish Council will keep the premises in no worse state of repair than when the premises were taken over.

The Vice-Chair added that the Community Centre Development Manager had attended the Broadgreen Working Party Meeting and put forward her ideas for improving the community centre. Cllr Allsopp asked about a business plan for the building and the Clerk confirmed that this was in hand and would start with producing a budget.

RESOLVED

- a) that with the changes detailed to paragraph 5.1 and the changes included in Appendix C, the Licence to Occupy be approved for signing;
- b) that the pricing structure contained in Appendix C be approved;
- c) that the recommendation regarding a key deposit of £100 be approved;
- d) that an alcohol licence not be obtained for the community centre, but individual groups could apply for their own licence when using the centre.

207 **Section 137 Grants**

The Clerk submitted a draft Grant Application Form and the Grants Policy of the Parish Council copies of which appear as Appendix D in the Minute Book.

Cllr Dickinson asked if the word 'registered' could be removed from Question 5, Cllr S Pajak asked for Question 11 to be given more room for the response and the details of where to return the form to be added at the bottom.

RESOLVED that with the amendments stated above the Grant Application Form in Appendix D be approved and no changes be made to the Grants Policy.

208 **Earmarked Funds**

The Clerk submitted a report a copy of which appear as Appendix E in the Minute Book.

The report asked Councillors to consider the allocation of funds for future projects and contained a suggested fund opening balances.

RESOLVED that the fund balance including in the report be approved as a starting point for earmarked funds.

209 **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.

210 **Future Staffing (Min.131 – 25.07.17)**

The Clerk reported that she had heard back from the Grounds Maintenance, Park and Open Spaces Services Manager that there were no TUPE implications with the job description of the Environment Officer.

The Clerk reported that as the advert had just been placed for a new Clerk and that it would be more appropriate for the new Clerk to appoint their Deputy Clerk. The Clerk was in need of some accountancy help, especially as the Allotment Invoices had to be prepared and sent out.

The Clerk also reported that the Administration Assistant had completed her 3 months' probation period. Councillors thanked Ruth Wakeley for her work for the Parish Council.

RESOLVED

- a) that the Recruitment Working Party be delegated authority to carry out the recruitment process and appoint a new Environment Officer;
- b) that the Clerk be delegated authority to engage a temp through Pertemps to carry out accounting and administration work until a Deputy Clerk can be appointed.

The meeting closed at 7.25 pm

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