

**SOUTH SWINDON PARISH COUNCIL**  
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

**FINANCE & STAFFING COMMITTEE**

Minutes of the meeting held on 24 October 2017 at 6.30pm  
in the Lounge, Broadgreen Community Centre

**Present** Cllr C Watts (Chair)  
Cllr J Howarth (Vice-Chair)  
Cllr S Allsopp  
Cllr M Dickinson  
Cllr J Firmin  
Cllr N Hopkins  
Cllr J Short  
Cllr B Thompson

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

**Officers** Joyce Holman (Parish Clerk)  
Gifty Tawiah (Community Centre Development Manager)

**Public** One

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

**238** **Apologies**  
Cllr S Pajak  
Cllr T Philpot

**Not Present**  
Cllr I Shaikh

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

**240** **Payment Schedule**  
The Clerk submitted the Payment Schedule for October 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.

**241** **Accounts – September 2017**  
The Clerk submitted for information a copy of the Income and Expenditure and Balance Sheet for the period to September 2017 a copy of which appears as Appendix B in the Minute Book.

**242** **Half Year Budget Review**  
The Clerk submitted a report a copy of which appears as Appendix C in the Minute Book.  
  
The report provided details of the half year budget review which indicated that with underspends on current Parish Council responsibilities there would be an underspend

Of £41,500 and the Chair asked Councillors to consider possible projects which these funds could be for. The Clerk confirmed that any surplus for the year would be carried forward to General Balances and could then be earmarked for a specific purpose in the next financial year.

**RESOLVED** that the report be noted.

**243**

**Broadgreen Community Centre (Min.206 – 26.09.17)**

The Clerk submitted a draft Business Plan for Broadgreen Community Centre a copy of which appears as Appendix D in the Minute Book.

The Community Centre Development Manager provided more information about the work that had already been carried out and ideas for improving the community centre and finding other sources of income.

Councillors requested that reports about the progress of Broadgreen Community Centre be made to the Committee on a quarterly basis.

**RESOLVED** that the draft Broadgreen Business Plan in Appendix D be adopted.

(Cllr Hopkins arrived during this item)

**244**

**Newsletter (Min.205 – 26.09.17)**

The Chair submitted the Autumn Newsletter a copy of which appears as Appendix E to these Minutes.

The Chair stated that he had been waiting for the logo to be provided and the Newsletter colours reflected the colours in the logo.

Cllr Dickinson said that he was unhappy about the wording of 2 paragraphs of the Chair's section of the Newsletter and proposed setting up a small working party of Councillors to agree amendments to this section. The motion was seconded but not carried.

The Chair stated that he was content with the wording and that it was important to get the Newsletter printed and available to the public. The Newsletter would be circulated to parishioners and be placed on the website and copies available at libraries and local shops etc.

**RESOLVED** that the draft Autumn which appears as Appendix E be approved.

**245**

**CIL Receipts for First Half Year**

The Clerk submitted a paper from Swindon Borough Council a copy of which appears as Appendix F in the Minute Book.

The report provided details of the CIL payment due to the Parish Council for the first half of the financial year. These funds would need to be earmarked for a project and the Parish Council would be required to provide a report on how the funds were used.

**246**

**Local Government Pension Scheme – Discretions Policy**

The Clerk submitted a draft Discretions Policy for Wiltshire Pension Fund a copy of which appears as Appendix G to these Minutes.

Cllr Dickinson referred to the Policy about the 85 rule and proposed that this was removed. The Clerk explained that the policy drawn up had followed the template provided and that the Policy only stated that this would be considered by the Committee and gave no commitment to it being implemented. Cllrs Thompson and Short both

expressed concern about removing this section from the Policy and the Clerk was asked to find out more information for a future meeting.

**RESOLVED** that the draft Discretions Policy which appears as Appendix G be adopted.

**247    Living Wage Foundation Employer**

The Chair reported that this was an independent initiative and something that he felt the Parish Council should adopt as it provided a living wage to all employees, not just a minimum wage. Councillors supported the concept and the Chair was asked to find out more information for the next meeting.

**248    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.

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

The Chair reported that the closing date for both the Clerk and Environment Officer roles had passed and the Recruitment Working Party had selected candidates to be interviewed.

The interviews would take place on Tuesday 31 October 2017.

The meeting closed at 7.12 pm

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