

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

**FINANCE & STAFFING COMMITTEE**

Minutes of the meeting held on 28 November 2017 at 6.30pm  
in the Lounge, Broadgreen Community Centre

**Present** Cllr C Watts (Chair)  
Cllr J Howarth (Vice-Chair)  
Cllr J Firmin  
Cllr S Pajak  
Cllr T Philpot  
Cllr J Short  
Cllr B Thompson

Cllr N Burns-Howell (not Committee Member)  
Cllr J Milner-Barry (not Committee Member)  
Cllr N Watts (not Committee Member)  
Cllr D Woods (not Committee Member)

**Officers** Joyce Holman (Parish Clerk)

**Public** One

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

**306** **Apologies**  
Cllr S Allsopp  
Cllr M Dickinson  
Cllr N Hopkins

**Not Present**  
Cllr I Shaikh

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

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

**RESOLVED** that the Payment Schedule for November 2017 totalling £17,268.57 be approved.

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

**310** **Internal Audit - Half Year**  
The Clerk submitted the report of the internal Auditor a copy of which appears as Appendix C in the Minute Book.

The report provided details of the first Internal Audit of the accounts for the half year

to September 2017. The report contained a number of recommendations which the Clerk would implement.

**RESOLVED** that the report be noted and the recommendation actioned.

**311 Appointment of External Auditors**

The Clerk submitted for information an email dated 16 November 2017 from Smaller Authorities Audit Appointments Ltd a copy of which appears as Appendix D in the Minute Book.

The email provided more details of the External Auditor which had been appointed through NALC and their fees.

**312 Grant Applications**

The Clerk submitted 4 Grant Application Forms from local groups and organisations copies of which appear as Appendix E in the Minute Book.

Each Grant Application was considered separately by Councillors.

**RESOLVED**

- a) that a grant of £1,680 be made to Butterflies Families Matter;
- b) that a grant of £500 be made to Swindon Family Contact Centre;
- c) that a grant of £3,827.60 be made to Savernake Street Social Hall;
- d) that a grant of £500 be made to 19<sup>th</sup> Swindon Scout Group.

**313 Refurbishment Work to Savernake Street Social Hall**

The Clerk submitted an email dated 21 November 2017 from the Chair of Eastcott Community Organisation a copy of which appears as Appendix F in the Minute Book.

The Chair explained that he and the Clerk had met with the Trustees of Eastcott Community Organisation and they provided details of the much-needed office at Savernake Street Social Hall, which Swindon Borough Council was not prepared to fund. The Parish Council had put funds in their budget to help community centres and this would fall within this budget.

**RESOLVED** that the Parish Council provide funding to Eastcott Community Organisation to establish a new office for the sum of £2,270 and the cost be met from the Community Buildings Savernake Street Hall Budget.

**314 Local Government Pension Scheme – Discretions Policy (Min.246 – 24.10.17)**

The Clerk submitted an email dated 30 October 2017 from the Project Officer at Wiltshire Pension Fund a copy of which appears as Appendix G to these Minutes.

The email provided more details of the rule 85 which was requested at the last meeting. This was noted by Councillors.

**315 Living Wage Foundation Employer (Min.247 – 24.10.17)**

The Chair reported that he had made enquiries and the Parish Council would qualify as a Living Wage Foundation Employer.

**RESOLVED** that the Parish Council makes an application to become a Living Wage Foundation Employer.

**316 Christmas Opening of Parish Office**

The Clerk reported that the 2 Statutory Days as part of the employee's leave entitlement were normally taken at Christmas and her recommendation was for these day to be 27 & 28 December 2017. Staff had indicated that they would be happy to take a day's leave entitlement to enable the office to close on Friday 22 December 2017 and reopen on Tuesday 2 January 2018.

**RESOLVED** that the 2 Statutory Days leave to taken on 27 & 28 December 2017 and the Parish Office Christmas Closure be confirmed as closing on Friday 22 December 2017 and reopening on Tuesday 2 January 2018.

**317 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 Budget Planning.

**318 Budget 2018/19**

The Clerk provided reports with potential budget items for Councillors to consider. Direction was given to the Clerk to enable a formal report to be drawn up and approved by the Parish Council at their meeting on 19 December 2017.

The meeting closed at 8.10 pm

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