

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 19 December 2017 at 6.30pm
in the Lounge, Broadgreen Community Centre

Present Cllr C Watts (Chair)
Cllr S Allsopp
Cllr M Dickinson
Cllr J Firmin
Cllr N Hopkins
Cllr S Pajak
Cllr I Shaikh
Cllr B Thompson

Cllr J Ali (not Committee Member)
Cllr N Burns-Howell (not Committee Member)
Cllr P Dixon (not Committee Member)
Cllr A Hawkins (not Committee Member)
Cllr J Miah (not Committee Member)
Cllr M J Miah (not Committee Member)
Cllr D Pajak (not Committee Member)
Cllr N Watts (not Committee Member)

Officers Joyce Holman (Parish Clerk)
Gifty Tawiah (Community Centre Development Manager)
Ruth Wakeley (Administration Assistant)

Public Five

Public Session Mrs Freeguard asked about improvements to the play area at Broadgreen. The Chair stated that the Parish Council was waiting for quotations to be received. Mrs Freeguard also complained about an increase in the number of rats in Broadgreen and asked whether the Council could encourage the public not to leave food waste out in the streets. The Chair said that this would be covered by Environmental Health at Swindon Borough Council.

336 **Apologies**
Cllr J Howarth (Vice-Chair)
Cllr T Philpot
Cllr J Short

337 **Declaration of Interest & Applications for Dispensation**
Cllr Dickinson declared a prejudicial interest in Minute No. 340 as a member of Wiltshire Wildlife Trust and took no part in the discussion or voting on the grant for this organisation.

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

RESOLVED that the Payment Schedule for December 2017 totalling £43,153.12 be approved.

339 Accounts – November 2017

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

Cllr Dickinson asked about the predicted shortfall at the end of the financial year. The Clerk stated that the budget review was completed quarterly and the next review would take place at the end of December 2017 and would be on the agenda of the next meeting.

340 Grant Applications

The Clerk submitted 2 Grant Applications Forms from local groups and organisations copies of which appear as Appendix C in the Minute Book.

Each Grant Application was considered separately.

RESOLVED

- a) that a grant of £1,000 be made to Old Town Partnership of Churches;
- b) that a grant of £251 be made to Wiltshire Wildlife Trust (Swindon Wellbeing Programme)

(Cllr Dickinson declared a prejudicial interest in the grant for Wiltshire Wildlife Trust and took no part in the discussion or voting thereon for this grant consideration)
(Cllr Hopkins arrived during this item)

341 Grant for Old Town Christmas Lights 2017 (Min.128 – 25.07.17)

The Clerk submitted for information an email dated 27 November 2017 from the Secretary of Old Town Business Association a copy of which appears as Appendix D in the Minute Book.

The email stated that the switching on of the Christmas lights in Old Town had been a great success and thanked the Parish Council for their contribution in arranging for the lighting to be put up and taken down.

342 Assignment of Rights and Licence to Occupy Old Town Library

The Clerk submitted a letter dated 23 November 2017 from the Parish Council's solicitor and the Deed copies of which appear as Appendix E to these Minutes.

The Clerk explained that the Art Centre Building in which the Old Town Library was located was owned by Swindon Borough Council and leased to HQ Theatres with a clause that allowed Swindon Borough Council to operate a library from within the building. As the Parish Council had taken over the running of the library, a new Licence had to be drawn up to give the Parish Council the right to occupy the building.

RESOLVED that the Assignment of Rights and Licence to Occupy Old Town Library which appears as Appendix E be approved for signing.

343 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 and commercially sensitive.

344 **Parish Office**

The Clerk submitted 3 quotations for the work to expand the office at Broadgreen Community Centre.

Councillors expressed some concern about the large differences in the quotations and whether they all included the same work, particularly as one of the quotation contained very little detail. The Clerk stated that for such a small job that a specification had not been drawn up.

RESOLVED that the Clerk be asked to obtain more details of one of the quotation and the Chair and Vice-Chair be delegated authority to accept the most appropriate quotation.

345 **Staffing**

The Clerk reported that the Environment Officer had left through mutual agreement. The Clerk suggested that rather than undertake another recruitment process, that the Parish Council obtain a temporary replacement who could then be made permanent, if they proved to be suitable.

RESOLVED that the Clerk be delegated authority to engage a temp through Pertemps to carry out the work of the Environment Officer.

The meeting closed at 6.47 pm

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