

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 27 February 2018 at 7.15pm
in the Lounge, Broadgreen Community Centre

- Present** Cllr C Watts (Chair)
Cllr J Howarth (Vice-Chair)
Cllr S Allsopp
Cllr J Firmin
Cllr S Pajak
Cllr T Philpot
Cllr B Thompson
- Cllr N Burns-Howell (not Committee Member)
Cllr N Watts (not Committee Member)
- Officers** Joyce Holman (Parish Clerk)
Andrea Durn (Transition Clerk)
- Public** Two
- Public Session** The following issues were raised:
- When are the staff to be increased for the Town Gardens and Queens Park?
What is happening?
Response: In progress for the 1st April 2018. Staffing issues are confidential and therefore cannot share more information at this stage.
- 477** **Apologies**
Cllr M Dickinson
Cllr N Hopkins
- Not Present**
Cllr I Shaikh
Cllr J Short
- 478** **Declaration of Interest & Applications for Dispensation**
None.
- 479** **Payment Schedule**
The Clerk submitted the Payment Schedule for February 2018 a copy of which appears as Appendix A to these Minutes.
- RESOLVED** that the Payment Schedule for February 2018 totalling £359,317.99 be approved.
- 480** **Accounts – January 2018**
The Clerk submitted for information a copy of the Income and Expenditure, Balance Sheet, and Bank Reconciliation for the period to 31st January 2018, a copy of which appears as Appendix B in the Minute Book. There were no questions.
- 481** **Internal Audit – Quarter 3**
The Internal Audit report was reviewed. It was noted that several recommendations have been completed and others were in progress

482 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 £6,300 be made to Old Town Festival Committee for support to the running costs of the Old Town Festival 2018;
- b) that a grant of £1,000 be made to Swindon Cycle Campaign for a contribution towards the running costs of the Swindon Cycle Festival 2018.

483 Quarterly Newsletter

The Spring 2018 Newsletter and the Council page in the Link Newsletter had been circulated. It was suggested that future editions to include more photographs.

RESOLVED to approve retrospectively the Spring 2018 Newsletter and page in the Link magazine.

484 World War 1 Commemoration (Min.464 – 20.02.18)

Full Council agreed to set an indicative budget from the 2018/19 General Reserves.

RESOLVED to approve the setting up of a Working Party to include Cllrs Firmin, Pajak, and Howarth; and to have an indicative budget of £20,000.

485 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.

486 Staffing

The Clerk circulated a confidential report on staffing issues for Council consideration.

RESOLVED

- a) that the new Clerk takes the role of Transitions Clerk until she is qualified and then becomes the Clerk;
- b) that the current groundsman is employed full-time at the end of his 12 week temporary period;
- c) that the Recruitment Working Party examine the role and recruitment process for the Environment Officer post;
- d) that the Clerk investigates the possibility of opening the Old Town Library for an additional 10 hours a week.

The meeting closed at 7.50pm

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