

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

**FINANCE & STAFFING COMMITTEE**

Minutes of the meeting held on 29 May 2018 at 6.30pm  
in the Lounge, Broadgreen Community Centre

**Present** Cllr J Howarth (Vice-Chair)  
Cllr S Allsopp  
Cllr J Firmin  
Cllr A Hawkins  
Cllr N Hopkins  
Cllr J Milner-Barry  
Cllr S Pajak

**Officers** Joyce Holman (Parish Clerk)  
  
Cllr J Howarth (Vice-Chair in the Chair)

**Public** Three

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

**60** **Apologies**  
Cllr C Watts (Chair)  
Cllr J Ali  
Cllr M Dickinson  
Cllr N Watts

**61** **Declaration of Interest & Applications for Dispensation**  
None.

**62** **Payment Schedule**  
The Clerk submitted the Payment Schedule for May 2018 a copy of which appears as Appendix A to these Minutes.

**RESOLVED** that the Payment Schedule for May 2018 totalling £69,193.85 be approved.

**63** **Accounts – April 2018**  
The Clerk submitted for information a copy of the Income and Expenditure, Balance Sheet and Bank Reconciliation for the period to April 2018 a copy of which appears as Appendix B in the Minute Book.

**64** **Internal Audit – Year End 2018**  
The Clerk submitted the report of the Internal Auditor a copy of which appears as Appendix C in the Minute Book.

The report contained a number of recommendations that were considered. The Clerk confirmed that reports from Sage would be produced monthly to identify income that that would remove the need for additional receipt books. The Clerk also confirmed that with

the additional staff in the office it was now possible for 2 staff members to go to the bank regularly.

**RESOLVED**

- a) that a new safe is purchased for the office;
- b) that any decision regarding the funding of libraries be deferred until the legal position has been confirmed by NALC;
- c) that a report on investments be made to the next meeting of this Committee.

**65**     **Earmarked Funds**

The Clerk submitted a report a copy of which appears as Appendix D in the Minute Book.

The report set out the current funds held in the accounts and suggested new funds for the new financial year.

**RESOLVED** that the new funds set out in Appendix D be approved.

**66**     **Newsletter – Summer 2018**

The Clerk submitted the Summer Newsletter and Link Report copies of which appear as Appendix E in the Minute Book.

**RESOLVED** that the Summer Newsletter be approved.

**67**     **Grant – The Stowe**

The Clerk reported that The Stowe had been granted £320 in February 2018 to fund athletics training. After completing the training there was still some of the grant unspent and they had returned £28.30 to the Parish Council.

**68**     **Grant Applications**

The Clerk submitted 5 Grant Applications Forms from local groups and organisations copies of which appear as Appendix C in the Minute Book.

Cllr Firmin expressed his concern that there were more grants being considered and that the budget for grants would soon be spent. It was also noted that a number of the applicants had not approached other organisations and were looking for their main funding from the Parish Council. There was some discussion about how to deal with grants in the future and the Clerk was asked to make a report to the next meeting of the Committee.

Each Grant Application was considered separately

**RESOLVED**

- a) that a grant of £1,096 be made to CARIG;
- b) that a grant of £2,500 be made to Richard Jefferies Museum Trust;
- c) that more information be obtained from Prospect Hospice before considering their grant application;
- d) that a grant of £2,500 be made to Shine Swindon;
- e) that a grant of £1,700 be made to Viewpoint Community Media.

The Clerk also confirmed that the grant to Swindon Women's Aid for £362 had been approved by the Chair after more information about the grant had been provided.

**69**     **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.

70

**Staffing**

The Clerk provided a report on the existing staff and the future staffing requirements of the Parish Council.

**RESOLVED**

- a) that the Community Centre Development Manager be offered a permanent Contract;
- b) that the new TUPE transfer date of 1 August 2018 for the SBC staff at Queens Park and Town Gardens be noted and the disappointment of the Parish Council in the time delays be expressed to the Chief Executive of SBC;
- c) that the Recruitment Working Party be delegated authority to deal with all aspects of the recruitment of the Deputy Clerk including selection of candidates for interview, the interviews and the appointment.

The meeting closed at 7.10 pm

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