

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

**FINANCE & STAFFING COMMITTEE**

Minutes of the meeting held on 19 June 2018 at 6.30pm  
in the Lounge, Broadgreen Community Centre

**Present** Cllr C Watts (Chair)  
Cllr J Howarth (Vice-Chair)  
Cllr J Ali  
Cllr S Allsopp  
Cllr J Firmin  
Cllr N Hopkins  
Cllr J Milner-Barry  
Cllr N Watts

Cllr N Burns-Howell (Substitute – Cllr M Dickinson)  
Cllr T Robson (Substitute – Cllr S Pajak)

**Officers** Joyce Holman (Parish Clerk)

**Public** Four

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

**109** **Apologies**  
Cllr M Dickinson  
Cllr A Hawkins  
Cllr S Pajak

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

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

**RESOLVED** that the Payment Schedule for June 2018 totalling £41,347.63 be approved.

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

**113** **Bank Account and Investments**  
The Clerk submitted information from Metro Bank a copy of which appears as Appendix C in the Minute Book.

The information contained details of the bank accounts being offered by Metro Bank including longer-term investments. The diversifying of reserved was one of the issues highlighted in the Internal Audit report.

**RESOLVED**

- a) that a new bank account is opened with Metro Bank;
- b) that a Fixed Term Deposit Account is opened with an investment of £85K.

**114 Grant Application Procedure**

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

The report set out a new procedure for consideration of grants by advertising for grant applications in September and October and considering them as part of the budget process to be paid out the following May, when the Precept had been received.

There was some discussion about the merits of looking at grants every 6 months, rather than annually and the review of the grant applications before the budget was considered.

**RESOLVED**

- a) that the underspend in 2017/18 be placed in a fund to use in 2018/19;
- b) that the new grants procedure set up in Appendix D be adopted;
- c) that a Grants Working Party be set up to make recommendation on the grants to be paid out in 2019/20;
- d) that the Grants Working Party reports to Finance & Staffing Committee;
- e) that the members of the Grants Working Party be Cllrs, Allsopp, N Watts and C Watt;
- f) that the Terms of Reference for the Grants Working Party be agreed at the next meeting of the Council.

**115 Grant Applications**

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

Each Grant Application was considered separately

**RESOLVED**

- a) that more information be obtained from Artsite Ltd before considering their grant application;
- b) that a grant of £2,590 be made to Butterflies Families Matter.

**116 Staff Grievance Procedure**

The Clerk submitted a draft Staff Grievance Procedure a copy of which appears as Appendix F in the Minute Book.

Cllr Firmin requested an amendment to Section 3 to state that the Clerk should direct their complaint to the Vice-Chair if the complaint concerned the Chair. Cllr Hopkins requested that an additional sentence be added to Section 3 to identify another Councillor if the Chair or Vice-Chair could not be present as they were the subject of the grievance.

**RESOLVED** that with the amendments above the draft Staff Grievance Policy that appears in Appendix F be adopted.

**117 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.

118

**Staffing**

The Vice-Chair reported that interviews had taken place that day for the Deputy Clerk and one of the interviewees had been offered the position.

The Clerk confirmed that 3 temporary members of staff were working for the Parish Council. These were a part-time Administration Assistant, part-time Finance Assistant and a full-time Parish Ranger. The Clerk would be asking the Parish Council to consider making 2 of these posts holders permanent at the end of the 12 week period.

The TUPE transfer of staff had been further delayed due to Swindon Borough Council being unable to provide personal details due to GDPR. Cllr Hopkins stated that the delays were completely unnecessary and the Chair said that he was concerned about the effect this was having on the staff. Councillors requested a meeting with Swindon Borough Council Senior Officers on the matter.

The Clerk circulated a report about the recognition of unions. The TUPE staff being transferred were members of 2 different unions and UNISON had asked to meet with the Parish Council.

**RESOLVED**

- a) that the Clerk be asked to arrange a meeting for Cllrs Hopkins and C Watts to meet with the Director of Law and the Head of HR at Swindon Borough Council to discuss the TUPE transfer;
- b) that the Parish Council takes part in any bargaining with the three unions that are consulted in respect of the National Terms and Conditions of Service (NJC) being UNISON, UNITE and the GMB.

The meeting closed at 7.15 pm

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