

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 24 July 2018 at 6.30pm
in the Lounge, Broadgreen Community Centre

Present Cllr C Watts (Chair)
Cllr S Allsopp
Cllr J Firmin
Cllr A Hawkins
Cllr J Milner-Barry
Cllr N Watts

Cllr P Dixon (Substitute – Cllr J Ali)
Cllr T Philpot (Substitute – Cllr N Hopkins)

Officers Joyce Holman (Parish Clerk)
Jake Mee (Deputy Clerk)

Public Two

Public Session Mr Finch asked if all the agenda items after Item 6 were confidential and the Chair confirmed that was this was the case.

167 **Apologies**
Cllr J Howarth (Vice-Chair)
Cllr J Ali
Cllr M Dickinson
Cllr N Hopkins
Cllr S Pajak

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

169 **Butterflies Families Matter**
Standing Orders were suspended to allow Ms Vicky Morrison of Butterflies Families Matter to make a presentation to the meeting.

Ms Morrison provided more details of the charity and their work. The group was set up to provide support to parents and reduce isolation through the Play Together Project. The sessions were run by a family support worker employed by Swindon Borough Council with assistance from volunteers provided by Swindon College.

The project had been very successful and there were now 9 Play Together groups running in Swindon. The group using Broadgreen Community Centre was one of the most successful groups having extended their activities to use both the Activity Room and Youth Room on Mondays. They had now identified that the Park South area was in need of a group and wished to start this in September using Park South Community Centre.

The charity did not charge families for using the facilities and therefore had no funding for room hire. Referrals are made to the group from health visitors, Police, schools and other agencies.

Ms Morrison would be happy to set up more within the South Swindon Parish where a need had been identified.

Standing Orders were reinstated.

The Clerk submitted a report a copy of which appears as Appendix A to these Minutes.

The report contained details of the current grant application and provided information about a different method of funding Butterflies Families Matter other than through grant funding which would give the group more financial stability.

RESOLVED

- a) that the funding request of £1,082.50 for the group at Park South be approved;
- b) that Butterflies Families Matter be funded through the Youth Development Budget for 2018/19 financial year and that continued funding be separately identified in future budgets.

170 Payment Schedule

The Clerk submitted the Payment Schedule for July 2018 a copy of which appears as Appendix B to these Minutes.

RESOLVED that the Payment Schedule for July 2018 totalling £361,727.77 be approved.

171 Accounts – June 2018

The Clerk submitted for information a copy of the Income and Expenditure, Balance Sheet and Bank Reconciliation for the period to June 2018 a copy of which appears as Appendix C in the Minute Book.

Cllr Allsopp asked about a budget review and the Clerk confirmed that this would be brought to the next meeting of the Committee.

172 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.

173 Staffing

The Clerk submitted a report regarding staffing for the office and outside maintenance.

RESOLVED

- a) that the Job Descriptions for the Parish Ranger and Parish Services Officer be approved;
- b) that the part-time Parish Services Officer be approved and sourced through Pertemps and the hours reviewed at the end of the 12 week period;
- c) that the employment of a second Parish Ranger and Administration Assistant be approved.

174 Library Staffing

The Clerk submitted a report regarding the staffing of Old Town Library.

Cllr Firmin stated that he had concerns about the access to the SBC Library Management System when the Library Assistant was employed by the Parish Council. It was agreed that the Chair would speak to the Cabinet Member for libraries at Swindon Borough Council to see if this could be reconsidered.

RESOLVED

- a) that the transfer of the Library Assistant process set out in 2.3 and 2.4 of the report be approved;
- b) that a new Job Description and advert be drawn up for approval of the Committee at a later date.

175

Clerk

The Clerk submitted an email from West Swindon Parish Council and spoke about the need to consider the appointment of a new Clerk.

RESOLVED

- a) that the Parish Council give notice of one month to West Swindon Parish Council that they will cease the current arrangement to provide a Clerk;
- b) that the Recruitment Working Party be delegated authority to deal with all aspects of the recruitment of the new Clerk including the job description, advert, selection of candidates for interview, the interviews and the appointment.

176

TUPE Transfer of Staff

The Clerk submitted a report regarding the TUPE transfer of staff from Swindon Borough Council.

The Clerk informed Councillors that Cllr Hopkins had put forward one amendment in Section 2 of the Recognition Agreement.

RESOLVED

- a) that the report be noted;
- b) that with the amendment proposed by Cllr Hopkins that the Recognition Agreement be approved.

The meeting closed at 7.30 pm

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