

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 25 September 2018 at 8.15 pm
in the Lounge, Broadgreen Community Centre

Present Cllr C Watts (Chair)
Cllr S Allsopp
Cllr J Firmin
Cllr N Hopkins
Cllr J Milner-Barry
Cllr S Pajak
Cllr N Watts

Cllr P Herring (Substitute – Cllr J Howarth)

Officers Joyce Holman (Parish Clerk)

Public Five

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

254 **Apologies**
Cllr J Howarth (Vice-Chair)
Cllr J Ali
Cllr M Dickinson
Cllr A Hawkins

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

256 **Payment Schedule**
The Clerk submitted the Payment Schedule for August 2018 and September 2018 copies of which appears as Appendix A to these Minutes.

RESOLVED that the Payment Schedule for August 2018 totalling £48,569.43 and September 2018 totalling £46,319.60 be approved.

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

258 **Quarterly Budget Review**
The Deputy Clerk submitted a report a copy of which appears as Appendix C in the Minute Book.

Councillors asked questions about some of the budget items which were answered by the Clerk.

RESOLVED that the report be noted.

259 **Internal Auditor Report – Quarter to June 2018**

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

The report highlighted items brought to the attention of the Council from the Internal Audit for the first 3 months of the financial year. The report only contained one recommendation concerning investments that was being worked on by the Clerk.

RESOLVED that the report of the Internal Auditor be noted.

260 **Autumn 2018 Newsletter**

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

RESOLVED that the Autumn Newsletter be approved.

261 **Grant Applications**

The Clerk submitted 3 Grant Applications Forms from local groups and organisations copies of which appear as Appendix F in the Minute Book.

Each Grant Application was considered separately

RESOLVED

- a) that a grant of £2,215 be made to Artiste Ltd;
- b) that a grant of £596 be made to Swindon & Wiltshire Pride;
- c) that a grant of £397.50 be made to Wiltshire Wildlife Trust.

The Clerk submitted a report received from Swindon Cycle Campaign on how the grant made by the Parish Council was used. Councillors requested that the Clerk make a request for this information from future recipients of grants.

262 **Bank Accounts**

The Clerk asked Councillors to consider making the Deputy Clerk a signatory on the Parish Council's bank account as he was now responsible for the day to day management of the finances.

RESOLVED that the Deputy Clerk be added to the signatories on the Parish Council's bank accounts.

263 **Christmas Opening of Parish Office**

The Clerk reported that the Parish Office is normally closed between Christmas and New Year and this is normally covered by the 2 Statutory Days leave. However, this year it was suggested that the office be closed on Friday 21 December 2018 and reopen on Wednesday 2 January 2019, which would mean the staff taking an additional 2 days from their leave entitlement. All staff had been consulted and were happy to do this.

RESOLVED that the office be closed on Friday 21 December 2018 and reopen on Wednesday 2 January 2019 for the Christmas/ New Year period.

264 **Forward Plan**

The Clerk submitted a draft Forward Plan a copy of which appears as Appendix G in the Minute Book.

Cllr Allsopp suggested drawing up a workflow management bar chart to identify busy periods within the year.

RESOLVED that the Forward Plan be approved and noted.

265 **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.

266 **New Staff Policies and Procedure**

The Clerk submitted a draft Capability Procedure and Disciplinary Policy and Procedure.

Councillors requested some small changes and also that the Second and Third Capability Hearings should be conducted by nominated Councillors from the Finance & Staffing Committee and not the Chair alone.

Cllr Herring suggested that a separate Ill Health Policy should be drawn up.

RESOLVED that with changes set out above the draft Capability Procedure and Disciplinary Policy and Procedure be adopted.

267 **Volunteers at Old Town Library**

The Clerk asked Councillors to consider the use of volunteers at Old Town Library which had been successfully used by Swindon Borough Council during the Summer Reading Challenge. The Clerk had drawn up a draft Volunteer Form.

Councillors suggested that the form be headed with the Parish Council name and add the volunteer role.

RESOLVED

- a) that volunteer working at Old Town Library be approved;
- b) that with the changes suggested above the draft Volunteer Form be approved;
- c) that the volunteers for Old Town Library would require a DBS check.

268 **Staffing**

The Clerk informed Councillors that there had been some changes in staff during the summer period. The part-time Administration Assistant had left and the part-time Administration Assistant and Parish Ranger that were being employed through Per-Temps had now become permanent members of staff.

269 **Clerk**

The Clerk reported that the closing date for applications for the post had closed and there had been several applications. The candidates for interview would be selected by the Recruitment Working Party in the next couple of days and the interviews would take place the following week.

270 **TUPE Transfer of Staff (Min.176 – 24.07.18)**

The Clerk and Cllr Hopkins provided a verbal report on the progress of the TUPE of staff.

The Clerk had attended a meeting with the Service Manager and staff from Swindon Borough Council and Unison where a number of issues had been presented to the Clerk which needed to be resolved before the transfer of staff on 1 October 2018. With the impending holiday of the Clerk and the Service Manager it was clear that the date was not going to be achievable and this was discussed with several Councillors. It was agreed to put back the date and a new date needed to be agreed.

The Union Recognition Agreement also needed to be resolved as this had not been agreed with Unison.

The Chair stated that the employment of the staff and the management of the parks should all be completed at the same time. At a meeting with the Asset Management Officers from Swindon Borough Council in June 2018 the Parish Council was told that the new leases for Town Gardens and Queens Parks would be completed by 1 October 2018. However, the Parish Council was yet to receive a copy of a draft leases and the commitment requested for the leases had not been forthcoming from Swindon Borough Council.

RESOLVED

- a) that the leases for Town Gardens and Queens Park take effect either the same day or prior to the transfer of staff;
- b) that the Union Recognition Agreement adopted by the Parish Council will not be further amended;
- c) that the TUPE date be put back to an achievable date of 1 February 2019;
- d) that the TUPE staff be moved across to the Parish Council with the same terms and conditions as current staff and under the original staff structure.

The meeting closed at 9.26 pm

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