

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 23 October 2018 at 6:30 pm
in the Lounge, Broadgreen Community Centre

- Present** Cllr C Watts (Chair)
Cllr J Howarth (Vice-Chair)
Cllr N Hopkins
Cllr J Milner-Barry
Cllr N Watts
- Cllr J Short (Substitute – Cllr M Dickinson)
Cllr N Burns-Howell (Substitute – Cllr A Hawkins)
- Officers** Joyce Holman (Parish Clerk)
Jake Mee (Deputy Clerk)
- Public** Six
- Public Session** There were no questions or comments from the public present.
- 312** **Apologies**
Cllr J Ali
Cllr S Allsop
Cllr M Dickinson
Cllr J Firmin
Cllr A Hawkins
Cllr S Pajak
- 313** **Declaration of Interest & Applications for Dispensation**
Cllr J Short declared a personal interest in minute no. 273 Grant Applications being a member of the Rotary Club of Swindon Thamesdown.
- 314** **The Journey**
Standing Orders were suspended to allow Ms Daphne Hardwick and Ms Anna Friend to make a presentation to the committee regarding their processional nativity play 'The Journey'.
- The event would be held on 9th December 2018 and there would be 2 performances of the play at 12 and 4pm. The play would start at Lethbridge School before moving along Avenue Road, Bath Road and into Wood Street before finishing at Christ Church.
- The play would feature 35 local actors plus other background characters and was expected to attract 2,000 attendees at both performances.
- The Parish Council was thanked for the grant they had made towards the event and arranging for the toilets to be opened on the day.
- Standing Orders were reinstated.

315 **Payment Schedule**

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

RESOLVED that the Payment Schedule for October 2018 totalling £337,865.63 be approved.

316 **Accounts – September 2018**

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

317 **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 Deputy Clerk.

RESOLVED that the report be noted.

318 **Budget 2019/20**

The Deputy Clerk reported on the budget setting process for 2018/19 and suggested a similar procedure to be followed for the 2019/20 budget.

The suggested procedure would be that the Clerk and Deputy Clerk set a draft budget before an informal discussion with the Chair and Vice-Chair of the Council. The draft budget to be considered by the Finance & Staffing Committee as a confidential item in November and then the precept be set at Full Council in December.

RESOLVED that the budget setting process set out above be followed.

319 **Final Accounts 2018/19**

The Clerk submitted a copy of the External Audit report from PKF Littlejohn LLP a copy of which appears as appendix D in the Minute Book.

There were no matters arising or qualifications.

RESOLVED that the report of the external auditor be noted.

320 **Outstanding Invoices**

The Deputy Clerk reported on the aged debt relating to rental income of the phone mast at the Broome Manor allotment site.

The Council had the allotment site transferred as an asset on 4th May 2017 and had subsequently issued a pro-rata invoice for the mast rent to the agent. This had not been paid and had been chased many times by Council Staff and the Consents Co-ordinator for Vodafone.

In the days prior to this meeting the agent had finally contacted the office and the rent had been paid in advance to Swindon Borough Council and they would now be chased for settlement of the invoice.

321 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 a grant of £1,130 be awarded to Rotary Club of Swindon Thamesdown;
- b) that a grant of £304 be awarded to Early Intervention for Psychosis Team.

(Cllr J Short declared a personal interest in the grant for the Rotary Club of Swindon Thamesdown)

322 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.

323 The Parish Clerk (Min. 269 – 18.09.18)

The Clerk submitted a report regarding staffing issues.

RESOLVED

- a) that the appointment of the Transition Clerk be noted;
- b) that the Deputy Clerk be appointed as the Responsible Financial Officer of the Parish Council;
- c) that the Transition Clerk and Deputy Clerk be trained as necessary by the current Clerk in January 2019 and this work would to be carried out as a consultant basis on the Clerk's current salary and would include expenses;
- d) that consideration be given to employing a Locum Clerk who is CiLCA qualified in April 2019 in order that the General Power of Competence can be confirmed.

324 TUPE transfer of Staff (Min.270 – 18.09.18)

The Clerk submitted a report regarding the progress of the TUPE of Staff and the proposed staffing structure including pay grades upon the completion of the TUPE.

The Clerk confirmed that the three unions had been informed about the Recognition Agreement.

RESOLVED

- a) that the proposed structure and gradings contained within the report be approved;
- b) that the Parish Council inform Swindon Borough Council and the Unions of the detail of the transfer in terms of gradings and these be included in the measures letter.

The meeting closed at 7:52 pm

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