

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 20 November 2018 at 6:30 pm
in the Lounge, Broadgreen Community Centre

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

Cllr N Burns-Howell (not Committee Member)
Cllr T Philpot (not Committee Member)

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

Public Four

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

374 **Apologies**
Cllr J Ali

375 **Declarations of Interest and Applications for Dispensation**
None

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

RESOLVED that the Payment Schedule for November 2018 totalling £83,863.19 be approved.

(Cllr Milner-Barry arrived at the meeting during this item)

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

378 **Swindon Half Marathon**
The Clerk submitted an email dated 2 November 2018 from Swindon Marathon a copy of which appears as Appendix C in the Minute Book.

Cllr N Watts stated that she supported the new start time which would be better for road closures and ease the traffic management.

Cllr C Watts said that he would like to encourage parishioners to take part in the 2019 Marathon in order to promote health & well-being and he suggested that the Parish Council could subsidise entries by £10 per entry up to a maximum contribution of £5,000. He would find out more from Swindon Marathon about how this would work and report back.

RESOLVED that the Parish Council supports in principle the offering a subsidy for parishioners that enter the 2019 Swindon Half Marathon.

379 **Newsletter Winter 2018**

The Clerk submitted the Winter Newsletter and Link Report copies of which appears as Appendix D in the Minute Book.

RESOLVED that the Winter Newsletter be approved.

380 **Public Toilet Tax Survey**

The Clerk submitted an email dated 13 November 2018 from the County Secretary of Wiltshire Association of Local Councils a copy of which appears as Appendix E in the Minute Book

The email provided details of a proposal made by Falmouth Town Council for a legislative change to grant Town and Parish Councils mandatory 100% business rates relief on public toilets they own or manage. It included a survey to be completed to gather evidence to support the request. Councillor indicated that they supported this proposal.

RESOLVED that the Deputy Clerk complete the survey and the response be approved retrospectively at the next meeting of the Finance & Staffing Committee.

381 **Admission of Public and Press**

RESOLVED that in accordance with Standing Order 3 (d) 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.

382 **TUPE Transfer of Staff (Min.324 – 23.10.18)**

The Clerk reported on the current progress and submitted the draft measures letter for the TUPE transfer of Staff.

Cllr Hopkins asked about existing medical conditions and whether this would have any effect on the insurance cover and whether medical assessment should be carried out before the staff are transferred to the Parish Council. The Clerk would investigate these issues and report back to the next meeting.

(Cllr Allsopp arrived at the meeting during this item)

383 **Staffing**

The Clerk submitted a report to update Councillors on Staffing Issues.

The report detailed changes in staffing and the recruitment of a Librarian at the Old Town Library.

RESOLVED

- a) that the completion of the probation period for the Admin Assistant and Parish Ranger be noted;
- b) that the Parish Service Officer and the second Admin Assistant be employed by the Parish Council on completion of 12 weeks with Pertemps;

- c) that a one year contract be offered to the Projects Officer;
- d) that the starting salary of the Deputy Clerk as detailed in the report be approved retrospectively;
- e) that the salary scale, advert and Job Description for the Librarian at Old Town Library be approved and the Recruitment Working Party be delegated authority to deal with all aspects of the recruitment of the Librarian including the selection of candidates for interview, the interviews and the appointment.

384

Draft Budget 2019/20

The Clerk submitted reports with potential budget items for Councillors to consider. Direction was given to the Clerk to enable a formal report to be drawn up and approved by the Parish Council at their meeting on 18 December 2018.

The meeting closed at 7:32 pm

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