

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 18 December 2018 at 6:30 pm
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 A Hawkins
Cllr J Milner-Barry
Cllr S Pajak
Cllr N Watts

Cllr P Herring (sub. for Cllr N Hopkins)

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

Officers Jake Mee (Deputy Clerk)

Public Five

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

416 **Apologies**
Cllr N Hopkins (Sub. Cllr P Herring)

417 **Declarations of Interest and Applications for Dispensation**
Cllr N Watts and Cllr P Herring declared a personal interest in minute no.422 Grants 19/20. They were members of organisations that had applied for grants

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

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

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

420 **Internal Auditor Report – Quarter to September 2018**
The Deputy Clerk submitted the report of the Internal Auditor a copy of which appears as Appendix C in the Minute Book.

The report highlighted items brought to the attention of the Council from the Internal Audit for the first 6 months of the financial year.

The report contained recommendations concerning Investments, Bank Reconciliations, the Deputy Clerk salary and the appointment of a Locum Clerk after the Clerk's retirement.

RESOLVED that the report of the Internal Auditor be noted.

421 Old Town Christmas Lights

The Deputy Clerk submitted a letter from Old Town Business Association, a copy of which appears as Appendix D in the minute book.

The letter contained details of the income and fund raising for the Old Town Christmas Lights Switch On and a request for the Parish Council to continue to support the event for the foreseeable future.

RESOLVED that the letter be noted and that future funding for the Christmas Lights in Old Town be considered as part of the budget setting process.

422 Grants 2019/20

The Grants Working Party submitted a report, a copy of which appears as Appendix E in the Minute Book.

The report contained details of all grant applications received and the amounts to approve recommended by the Grants Working Party.

RESOLVED that the recommendations for the grant applications as detailed in the report which appears as Appendix E be approved.

423 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.

424 TUPE Transfer of Staff (Min.382 – 20.11.18)

The Clerk reported on the current progress for the TUPE transfer of Staff.

Cllr Firmin enquired if the progress was on track for the targeted date of 1 February 2019. The Chair advised that was the date the Parish Council were still working toward.

Cllr Allsopp requested confirmation that there was no pension liability regarding staff with existing medical conditions and the Deputy Clerk referred to the report which stated that there would be no cost implications for the employer.

The report was noted.

(Cllr J Milner-Barry arrived during this item)

425 Staffing

The Chair reported that interviews had taken place for the Librarian and one of the interviewees had been offered the position. The new librarian would start on 1 April 2019

426 Purchasing Parish Ranger Vehicle

The Deputy Clerk submitted a report detailing the tender process for the purchase of a vehicle for the Parish Rangers.

The report contained three quotes for similar vehicles and the reasons for needing a larger specialized vehicle.

Cllr J Ali and Cllr J Milner Barry enquired whether the vehicle was green or powered by a renewable energy source. The Deputy Clerk advised he had looked into these options, but it was extremely difficult to source a vehicle of this specialist type in a green or renewable energy type.

Cllr J Ali enquired as to where the vehicle would be stored. The Deputy Clerk confirmed that the primary location would be the Broadgreen Community Centre car park which was locked overnight.

RESOLVED that the quote from Allen Ford Swindon be approved and that the vehicle be funded from the 2018/19 Equipment Replacement and Equipment Hire budgets

The meeting closed at 6:55 pm

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