

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 26 February 2019 at 6:30 pm
in the Lounge, Broadgreen Community Centre

- Present** Cllr C Watts (Chair)
Cllr S Allsopp
Cllr J Firmin
Cllr A Hawkins
Cllr N Hopkins
Cllr J Milner-Barry
Cllr S Pajak
Cllr N Watts
- Cllr T Philpot (not Committee Member)
- Officers** Jake Mee (Deputy Clerk)
- Public** Two
- Public Session** Mr Finch enquired as to whether the post of Environment Officer still existed. The Deputy Clerk advised that the role had been changed and was now the Parish Services Officer.
- 509** **Apologies**
Cllr J Howarth (Vice-Chair)
Cllr J Ali
- 510** **Declarations of Interest and Applications for Dispensation**
None
- 511** **Payment Schedule**
The Deputy Clerk submitted the Payment Schedule for January 2019 a copy of which appears as Appendix A to these Minutes.
- RESOLVED** that the Payment Schedule for January 2019 totalling £394968.08 be approved.
- 512** **Payment Schedule**
The Deputy Clerk submitted the Payment Schedule for February 2019 a copy of which appears as Appendix B to these Minutes.
- RESOLVED** that the Payment Schedule for February 2019 totalling £33,651.06 be approved.
- 513** **Accounts – December 2018**
The Deputy Clerk submitted for information a copy of the Income and Expenditure, Balance Sheet and Bank Reconciliation for the period to December 2018 a copy of which appear as Appendix C in the Minute Book.
- 514** **Accounts – January 2019**
The Deputy Clerk submitted for information a copy of the Income and Expenditure,

Balance Sheet and Bank Reconciliation for the period to January 2019 a copy of which appear as Appendix D in the Minute Book.

515 Internal Auditor Report – Quarter Three to December 2018

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

The report highlighted items brought to the attention of the Council from the Internal Audit for the previous 9 months of the financial year.

The report contained recommendations concerning Accounting Software, Investments, Bank Reconciliations and budgeting using reserves.

RESOLVED that the report of the Internal Auditor be noted.

516 Additional Grants 2019/20

The Deputy Clerk submitted a report detailing four grant applications received, a copy of which appears as Appendix F in the Minute Book.

RESOLVED

- a) to defer a grant of £3,253.00 for Ipsum until a future meeting where the charity could present to talk of its future plans.
- b) to reject a grant of £500 for Coate (Badbury Park) Residents Group due to the grant not falling within the Parish Council Grant Policy.
- c) to approve a grant of £1,379.98 to Brighter Futures to purchase a new gazebo
- d) to approve a grant of £4,284.00 to 18th Swindon Scout Group for Building Improvements.

517 Accounting Software

The Deputy Clerk presented a report detailing a proposed change in accounting software, a copy of which appears as Appendix G in the Minute Book.

RESOLVED that the Accounting Software be changed from Sage to Rialtas from April 2019.

518 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.

519 TUPE Transfer of Staff

The Clerk reported on the current progress for the TUPE transfer of Staff and a draft job description for the proposed roles of Head Groundsmen.

RESOLVED to approve the Job Description for the Head Groundsmen roles.

The meeting closed at 7.25pm

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