

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 23 April 2019 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 N Watts
- Cllr T Philpot (Not a Committee member)
- Officers** Rob Core (Clerk)
Jake Mee (Deputy Clerk)
- Public** Ten
- Public Session** A member of the public queried if the cost of the StreetSmart supervisor should have been included in the costs already being paid by the Parish Council.
- The Chair responded that the cost came after negotiations and the budget had been set for 2019/20. It will not be paid this year but will be negotiated next year.
- A member of the public queried if the van being purchased would be an electric van, also where will the van be stored/garaged.
- The Clerk responded that it is not an electric van but that could be considered as an option going forward. The current van is currently stored at the Broadgreen Community Centre with no problems and the new van will also be kept at the same site.
- 609** **Apologies**
None
- Not Present**
Cllr J Ali
Cllr S Pajak
- 610** **Declarations of Interest and Applications for Dispensation**
None
- 611** **Payment Schedule**
The Deputy Clerk submitted the Payment Schedule for April 2019, a copy of which appears as Appendix A in the minute book.
- RESOLVED** that the Payment Schedule for March 2019 totalling £421,479.88 be approved.

612 **Accounts – March 2019**

The Deputy Clerk submitted for information a copy of the Income and Expenditure, Balance Sheet and Bank Reconciliation for the period to March 2019, a copy of which appear as Appendix B in the Minute Book.

613 **Grant - East Wichel Community Association**

The Deputy Clerk submitted a grant application from East Wichel Community Association (EWCA), a copy of which appears as Appendix C in the Minute Book.

RESOLVED to defer to a future meeting the grant of £2,000 and Cllr J Milner-Barry to liaise with EWCA regarding better funding opportunities and to find out full cost/breakdown of a defibrillator and associated training costs.

614 **Grant - African Accord Union**

The Deputy Clerk submitted a grant application from African Accord Union, a copy of which appears as Appendix D in the Minute Book.

RESOLVED to defer to a future meeting the grant of £6,000 as more information is required and Cllr J Firmin to liaise with the Organisation.

615 **Grant - Citizens Advice Swindon**

The Deputy Clerk submitted a grant application from Citizens Advice Swindon, a copy of which appears as Appendix E in the Minute Book.

RESOLVED to defer to a future meeting the grant of £10,000 as more information required, CAB would present at the next Finance & Staffing meeting.

616 **Safe Drive Stay Alive Campaign**

The Deputy Clerk provided further information to the Council to consider a contribution of £2,000 towards the annual costs of the campaign to be funded from the Youth Provision budget.

RESOLVED to contribute £2,000 towards the Safe Drive Stay Alive campaign to be funded from the Youth Provision budget.

617 **StreetSmart – Supervisor Costs**

The Clerk submitted an email from Swindon Borough Council regarding waived supervisor costs for 2019/20, a copy of which appears as Appendix F in the Minute Book.

NOTED

618 **Year End 2018/19 – Allocation of Reserves**

The Deputy Clerk submitted a report regarding the budget and allocation of funds to reserves, a copy of which appears as Appendix G in the Minute Book.

RESOLVED that the allocation of reserves detailed in Appendix G be approved.

619 **Sickness Absence Reporting Procedure**

The Clerk presented a document detailing a proposed Sickness & Absence reporting procedure, a copy of which appears as Appendix H in the Minute Book.

RESOLVED that the Sickness & Absence Reporting procedure be approved subject to working with Cllr N Hopkins.

620 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.

621 Staffing Report

The Clerk submitted a report to update Councillors on Staffing Issues a copy of which appears as Appendix I in the Confidential Minute Book.

The report detailed annual performance reviews, growth of staff and changes to administration staff hours.

RESOLVED

- a) That the increases in the pay scales for staff as set out in 2.3 of the report be approved.
- b) That the increase in part time hours for the two admin staff as set out in 2.4 of the report be approved.
- c) That the sickness of staff as set out in 2.5 be noted.

The meeting closed at :7.25pm

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