

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 21 May 2019 at 7:15 pm
in the Lounge, Broadgreen Community Centre

Present Cllr C Watts (Chair)
Cllr P Herring (Sub. Cllr J Howarth)
Cllr J Ali
Cllr S Allsopp
Cllr J Firmin
Cllr D Griffiths
Cllr N Hopkins
Cllr W Horley
Cllr J Milner-Barry
Cllr S Pajak
Cllr N Watts

Officers Rob Core (Clerk)

Public Three

Public There were no comments or questions from the public.

Session
677

Apologies

Cllr W Horley
Cllr J Howarth (Sub. Cllr P Herring)
Cllr S Pajak

678 **Declarations of Interest and Applications for Dispensation**

None

679 **Payment Schedule – May 2019**

The Clerk submitted the Payment Schedule for May 2019, a copy of which appears as Appendix A in the minute book.

RESOLVED that the Payment Schedule for May 2019 totalling £42,795.95 be approved.

680 **Accounts – May 2019**

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

Councillors were advised that new Accounting Software had been used from April 2019. The Clerk confirmed that the Bowls club fees are paid into the Parish bank account and paid directly out to StreetSmart. Councillors wished to thank the Deputy Clerk Jake Mee for all his hard work.

RESOLVED to note that the new accounting software is now in place and that all fees from the bowls club are paid to the parish who then pay directly to StreetSmart.

681 **Citizens Advice Swindon – Presentation**

Standing Orders were suspended in order to receive a supporting presentation from Claire Newport of Citizens Advice.

The request for £10,000 funding was made by Citizens Advice Swindon to enable the Outreach Project (situated in the Citizens Advice Point based in Cavendish Square, East Swindon) to continue helping people with multiple issues on a face to face, phone and email basis. Most of the queries at this advice point are from 80% of residents in South Swindon Parish (45% of who are disabled). The funding would be for advice centre supervision, volunteer training supervision and volunteer expenses.

Cllr Watts stated it is not a normal project the parish would fund but the parish would look at ways to fund, however any money specified would be for South Swindon residents only. There is a need to have more discussions with Citizens Advice and will also require a Working Group.

RESOLVED to create a Working Group to discuss the best way forward and confirm a proposal to put in place by July 2019 Meeting.

- a) that the Working Group reports to Finance & Staffing Committee;
- b) that the members of the Working Group be Cllrs C. Watts, S Allsopp, P Herring, M Strinkovsky and S. James

682 **Parish Youth Worker**

The Clerk introduced Aaron Webb a youth worker employed by Central Swindon North Parish gave a presentation to Councillors regarding the work he currently does with a variety of young people with high end issues, youngsters with confidence issues and holds work sessions, currently studying mental health issues which is funded by Central North Parish Council.

RESOLVED

- a) that a Youth Worker Working Party be set up to look at the role of the Youth Worker;
- b) that the Youth Worker Working Party reports to Finance & Staffing Committee;
- c) that the members of the Youth Worker Working Party be Cllrs C. Watts, N. Hopkins and J. Howarth;
- d) that the Terms of Reference for the Youth Worker Working Party be agreed at the next meeting of the Council

683 **Grant – Swindon Armed Forces**

The Clerk presented a grant application for £4,500 from the Swindon Armed Forces Day Committee to support Swindon Armed Forces Day on 23rd June 2019 for consideration a copy of which appears as Appendix D in the Minute Book.

RESOLVED that a grant of £4,500 be awarded to the Swindon Armed Forces Day.

Standing Orders were reinstated

684 Outsourcing Parish Payroll

The Clerk submitted a report to consider introducing Internal Controls and the outsourcing of the payroll provision a copy of which appears as Appendix E in the Minute Book.

RESOLVED

- a) To establish internal control of the payroll process – That the RFO collate the information required for the payroll processing and have this checked by the Clerk or Chair/Vice-Chair to ensure accuracy and balancing.
- b) To establish internal control of the payment of salaries – That the list of payments raised at the bank are cross-checked by the Clerk or Chair/Vice-Chair. It is not recommended that individual salary payments are disclosed at Finance Committee meetings to protect disclosing sensitive personal information.
- c) To outsource the processing of the payroll and submissions to HMRC to establish a secondary layer of control and to use Company 1 for that process.

685 Employee Health checks

The Deputy Clerk submitted a report on Staff Health and Wellbeing checks a copy of which appears as Appendix F in the Minute Book.

RESOLVED that the New Employee Health Assessment procedure be approved.

686 Insurance Review

The Clerk confirmed that the report regarding an adjustment to the level of Fidelity Guarantee Insurance had not been received in time for the meeting.

DEFERRED until the next Finance and Staffing meeting being held on 25th June 2019.

687 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.

688 Staffing Report

The Clerk submitted a report reviewing the Deputy Clerk/RFO job description and scaling to be considered a copy of which appears in the Confidential Minute Book.

RESOLVED

- 3.1 That the proposed salary increase be adopted
- 3.2 That the change to salary would come into effect on the 1st June 2019

689 General Power of Competence

The Clerk advised that the legal advice had not been returned yet.

DEFERRED until the next Full Council meeting being held on the 18th June 2019.

The meeting closed at: 8.20pm

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