

**SOUTH SWINDON PARISH COUNCIL**  
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

**FINANCE & STAFFING COMMITTEE**

Minutes of the meeting held on 24 September 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 M Strinkovsky (Sub Cllr J Firmin)  
Cllr D Griffiths  
Cllr A Hamid (Sub Cllr J Ali)  
Cllr N Hopkins  
Cllr W Horley  
Cllr J Milner-Barry  
Cllr S Pajak  
Cllr N Watts
- Cllr P Herring (Not Committee Member)
- Officers** Jake Mee (Deputy Clerk)
- Public** Two
- Public Session** There were no comments or questions from the public.
- 835 Apologies**  
Cllr J Ali (Sub Cllr. A Hamid)  
Cllr J Firmin (Sub Cllr M Strinkovsky)
- 836 Not Present**  
Cllr S Pajak
- 837 Declarations of Interest and Applications for Dispensation**  
None
- 838 Payment Schedule – August 2019**  
The Deputy Clerk submitted the Payment Schedule for August 2019, a copy of which appears as Appendix A in the minute book.
- RESOLVED** that the Payment Schedule for August 2019 totalling £160,082.11 be approved.
- 839 Payment Schedule – September 2019**  
The Deputy Clerk submitted the Payment Schedule for September 2019, a copy of which appears as Appendix B in the minute book.
- Cllr. Hopkins arrived during this item.
- Cllr Griffiths said that the Link leaflets had not been received in all the SN1 area and could this be looked into. The Deputy Clerk said that he would contact the Link handler and check the distribution areas.
- RESOLVED** that the Payment Schedule for September 2019 totalling £24,174.68 be approved.

**840**      **Accounts – July 2019**

The Deputy Clerk submitted the Income and Expenditure, Balance Sheet and Bank Reconciliation for the period to July 2019, a copy of which appears as Appendix C in the Minute Book.

**RESOLVED** that the July 2019 Accounts be approved.

**841**      **Accounts – August 2019**

The Deputy Clerk submitted the Income and Expenditure, Balance Sheet and Bank Reconciliation for the period to August 2019, a copy of which appears as Appendix D in the Minute Book.

**RESOLVED** that the August 2019 Accounts be approved.

**842**      **Youth Working Party**

The Deputy Clerk submitted notes from a Youth Worker meeting held on 18<sup>th</sup> September 2019 which appears as Appendix E in the Minute Book.

Cllr D Griffiths said that the working party had met and discussed the strategy going forward he also gave details of incoming projects which will be brought a future full council meeting.

**NOTED**

**843**      **Citizens Advice Bureau Working Party (CAB)**

The Deputy Clerk submitted a report from Swindon Citizens Advice Bureau a copy of which appears as Appendix F in the Minute Book.

Councillors discussed funding for CAB and requested that relevant data be collated.

**RESOLVED** that the following recommendations be approved

2.1 That the parish council resolve to include a budget line for contribution to the facility located in Cavendish Square.

2.2 That the parish council resolve to maintain support for the CAB presence in Cavendish Square within the budget for 3 years.

2.3 That the parish council agree a sum of £8,000 per annum to be allocated for the purpose of subsidising the continued service from the Cavendish Square budget.

**844**      **Admission of Public and Press**

To resolve in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw’. Reason – Staffing.

Councillors Herring, Hamid and Strinkovsky left the meeting.

**845**      **Staffing**

The Deputy Clerk submitted a report on proposed staffing changes a copy of which appears in the Confidential Minute Book.

The report updated the Councillors on the proposed staffing structure changes as recommended by the Staffing Working Party.

**RESOLVED** that that the following recommendations be approved

- 3.1 That the Parish Services Manager be moved to the Allotments Officer Role and a new administration assistant employed.
- 3.2 That the other administrator role be reprofiled to Planning and Agenda Clerk.
- 3.3 That a Community Centre Assistant be recruited.
- 3.4 That the agency gardener at Town Gardens be directly employed by the parish council.
- 3.5 That the Parish Services Manager role be reprofiled to Services Supervisor and scope of the role increased.

The meeting closed at: 7.00pm

Signed.....

Date.....

Chair of the Council