

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 22 October 2019 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 D Griffiths
Cllr N Hopkins
Cllr W Horley
Cllr N Watts
- Cllr P Herring (Not Committee Member)
Cllr S James (Not Committee Member)
Cllr M Strinkovsky (Not Committee Member)
- Officers** Rob Core Clerk
Jake Mee Deputy Clerk
- Public** Two
- Public Session** A member of the public asked if the Finance and Staffing meetings could be held after the Planning and Environment meetings due to exclusion of the public when there are confidential matters to be discussed which means they are left waiting prior to the next meeting.
- NOTED**
- 882** **Apologies**
Cllr J Milner-Barry
- 883** **Not Present**
Cllr S Pajak
- 884** **Declarations of Interest and Applications for Dispensation**
Cllr P Herring confirmed that he is a paid member of IndyCube mentioned in Item 9.
- 885** **Payment Schedule – October 2019**
The Deputy Clerk submitted the Payment Schedule for October 2019, a copy of which appears as Appendix A in the minute book.
RESOLVED that the Payment Schedule for October 2019 totalling £348,621.09 be approved.
- 886** **Accounts – September 2019**
The Deputy Clerk submitted the Income and Expenditure, Balance Sheet and Bank Reconciliation for the period to September 2019, a copy of which appears as Appendix B in the Minute Book.
RESOLVED that the September 2019 Accounts be approved.

887 **Grants 2020/21 Party Policy**

The Deputy Clerk submitted for consideration a draft the Grant Policy for 2020/2021, a copy of which appears as Appendix C in the minute book.

The Committee discussed the grant policy and Cllr C Watts said that the policy would start in 2020 with main consideration for parish residents to benefit. Applications would be received from November 2019.

RESOLVED to recommend the grant policy be approved at the next to Full Council Meeting.

888 **Grant Application – Swindon Goan Society**

The Deputy Clerk submitted for consideration a grant application from the Swindon Goan Society a copy of which appears as Appendix D in the Minute Book.

The Grant had been requested to pay for the use of a room twice monthly at the Broadgreen Centre to set up senior citizens wellbeing sessions for pensioners living in the parish and local community.

Cllr N Hopkins and Cllr S James arrived during this item.

RESOLVED to approve the sum of £672.00.

889 **Youth Working Party**

The Chair of the Youth Working Party submitted a verbal update.

Cllr D Griffiths advised that a youth working party meeting had been planned for 24th October 2019 and he would report back to the Committee after that meeting.

NOTED

890 **Assets Working Party**

The Chair of the Assets Working Party submitted a verbal update.

Cllr S Allsopp advised that a meeting would be arranged for late November early December to look into the public toilets within the parish, regeneration of Cavendish Green along with other areas of need.

NOTED

891 **Council Offices Hireable Space**

The Deputy Clerk submitted a report for consideration regarding hiring out office space a copy of which appears as Appendix E in the Minute Book.

The Deputy Clerk said that the Parish Office would be moving into the former Borough Council offices in Gladstone Street. The new offices currently have extra rooms and there is an opportunity to lease out the additional space.

RESOLVED

- 1) That the Parish Council set the 'normal' hireable rate of the office spaces at £19 per sq. ft. per annum and to be reviewed annually.
- 2) That the hireable space be advertised in order to attract tenants.
- 3) That the largest office be implemented as a Community Shared Workspace and that the success of this be reviewed at year end by the Assets Working Party in order to determine whether to proceed with the scheme.
- 4) That the Community Shared Workspace be operated through IndyCube at nil cost to the Parish Council.

892 **Electric Charging Point**

The Deputy Clerk submitted for consideration a report regarding installation of an Electric Vehicle Charging Point a copy of which appears as Appendix F in the Minute Book.

The Committee discussed the use of electric charging points and Cllr N Hopkins gave details on the usage of charging points.

RESOLVED to defer to a future meeting.

893 **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 – Parish Council Vehicle Requirements and Staffing.

Councillors Herring, James and Strinkovsky left the meeting.

894 **Vehicle**

The Deputy Clerk submitted a report regarding an electric vehicle for consideration a copy of which appears the confidential Minute Book.

The report contained the benefits of electric vehicle ownership and three quotes for similar vehicles.

RESOLVED that the quote from Nissan be approved.

Cllr N Hopkins left the meeting.

895 **Council Offices IT Network**

The Deputy Clerk Submitted a report regarding IT Infrastructure in the new Parish Council Offices for consideration a copy of which appears confidential Minute Book.

The report contained three quotes for implementing IT Infrastructure.

RESOLVED that the quote from Fidenti Solutions be approved.

896 **Events and Communications Officer**

The Clerk submitted a report to update Councillors on the requirement of an Events and Communications Officer.

The report detailed the need to recruit an Events and Communications Officer and Cllr W Horley offered his support to the new employee if it was required.

RESOLVED that the job description for an Events and Communications Officer with amendments be approved.

897 **Staffing Structure**

The Clerk submitted a report to update Councillors on Staffing Structure.

The report provided information with recommendations regarding the street cleaning operative services which are currently provided to the Parish by Swindon Borough Council.

RESOLVED that recommendations be approved.

The meeting closed at: 7.29pm

Signed.....

Date.....

Chair of the Council