

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

FINANCE & STAFFING COMMITTEE

Minutes of the meeting held on 26 November 2019 at 6.30pm
in the Council Chamber, Parish Council Offices Gladstone Street

Present Cllr C Watts Chair
Cllr J Howarth Vice-Chair
Cllr P Herring Sub Cllr J Ali
Cllr W Horley
Cllr S Allsopp
Cllr J Firmin
Cllr D Griffiths
Cllr J Milner-Barry
Cllr M Strinkovsky Sub Cllr N Hopkins
Cllr N Watts

Officers Rob Core Clerk
Jake Mee Deputy Clerk

Public Four

Public Session A member of the public requested that future Finance and Staffing meetings be brought forward on the agenda to stop the public from having to leave a meeting due to confidential items and having to wait for the second meeting being held.

RESOLVED to bring the start time forward for future Finance and Staffing meetings.

The Clerk confirmed that the parish offices had been inspected by the Wilts and Dorset Fire Brigade and had fulfilled all fire safety requirements.

NOTED

A member of the public asked if the audit showing members of staff with no contract had been resolved.

The Clerk confirmed that all employee contracts were in order and signed.

936 **Apologies**

Cllr J Ali Sub Cllr P Herring
Cllr N Hopkins Sub Cllr M Strinkovsky

Not Present

Cllr S Pajak

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

None

938 **Payment Schedule – November 2019**

The Deputy Clerk submitted the Payment Schedule for November 2019, a copy of which appears as Appendix A in the Minute Book.

RESOLVED that the Payment Schedule for November 2019 totalling £126,208.16 be approved.

939 **Accounts – October 2019**

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

RESOLVED that the October 2019 Accounts be approved.

940 **Auditor Report**

The Deputy Clerk submitted a report from the Internal Audit a copy of which appears as Appendix C.

Cllr S Allsopp asked if there was a strategy for minimising holding cash on the premises. The Deputy Clerk said that the safe and any misplaced or taken cash is covered by Fidelity insurance. Cllr Allsopp asked if there is a strategy for minimising cash payments going forward the Deputy Clerk said we encourage card payments and bank transfers. There are very few cash payments except a few allotment payments.

NOTED

941 **Assets Working Party**

The Chair of the Assets Working Party gave a verbal report.

Cllr S Allsopp gave an update on the progress of the design specification for the Town Gardens and Queens Park toilets which include looking at a disabled toilet for Queens Park. The working party had also requested specification for an unused facility in GWR Park to be refurbished for staff and volunteers use. The specifications are due back by early 2020 and will be reviewed at a Finance and Staffing meeting. There is a proposal to enhance Cavendish Green area which will be subject to Leisure and Amenities committee approval.

NOTED

942 **Broadgreen Working Party**

Cllr J Firmin of the Broadgreen Working Party provided a report a copy of which appears as Appendix D in the Minute Book.

1. Cllr J Firmin's report gave details of an agreed, job description for an assistant for the Broadgreen community centre which is recommended for adoption and to be brought to the next Finance and Staffing meeting in December.
2. The Broadgreen food festival will be held on 14th June 2020 a week after the Swindon Old Town Festival.
3. Cllr Firmin also reported that the community centre manager made a proposal for new bins for waste that should be separated, which would be funded by the New Equipment and Small Tools budget.
4. Abuse of the Broadgreen Centre car park continues to be an issue and a proposal for quotes for a barrier entry which would include keyed access for staff and separate intercom access for Parish Council visitors and Community Centre users. Cllr J Firmin said that quotes would be brought to the Finance and Staffing Committee.

RESOLVED to approve all recommendations.

943 **Grants Working Party**

The Chair of the Grants Working Party gave a verbal update.

Cllr N Watts said that there was nothing to report.

The Deputy Clerk said that some grant requests had been received which would be subject to the recently adopted grants policy. No applications had been received since the grants document had been published, however the applications received prior to the publication of the new policy had not been put in front of the grants working party yet.

NOTED

944 **Recruitment/Staffing Working Party**

The Chair of the Recruitment/Staffing Working Party gave a verbal update.

Cllr M Strinkovsky said that there was nothing to report, but the next meeting will be held in early December 2019.

NOTED

945 Services Working Party

The Chair of the Services Working Party said that there was nothing to report.

NOTED

946 Youth Working Party

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

Cllr D Griffiths said that the youth working party had met and that Cllr Griffiths, the Clerk, Deputy Clerk, and youth worker Aaron Webb had been to see a venue in which they would like to hold an event in the new year which would be along county lines and aimed at secondary schools and possibly the upper year of primary schools. A questionnaire asking for views and ideas had been circulated to the schools via the youth worker. The next meeting of the youth working party is to be held on 5th December 2019.

NOTED

947 Draft Strategy for Youth Working Party

The Deputy Clerk presented a draft strategy a copy of which appears as Appendix E in the Minute Book.

Cllr D Griffiths said that he had attended a social enterprise conference and it had been said at the conference that measurement should be done on a case by case basis so that yearly case reviews will enable them to measure what is happening at the ground level.

RESOLVED to adopt the draft strategy.

948 EV Charging Point at Broadgreen

The Deputy Clerk gave a verbal report regarding the installation of a charging point for staff vehicles.

The Deputy Clerk said that there would be a £1,000 grant available from the Government for an electric vehicle charging point, and that an electric vehicle would be acquired by the parish council very soon; he recommended that a double charging point for staff only be installed based on quotes received.

RESOLVED that the Deputy Clerks recommendation to install an electric vehicle charging point for the purpose of staff only be approved.

949 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 Security Provision.

950 Security Services Provision

The Clerk gave a verbal report on security services provision a copy of which appears in the Confidential Minute Book.

The report updated Councillors on the proposed security services provision and made a provider recommendation.

RESOLVED that the recommendation from the Clerk be approved.

The meeting closed at: 07.10pm

Signed.....

Date.....

Chair of the Council