

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

Finance & Staffing

Minutes of the meeting held on 20 October 2020 at 6.30pm
at a VIRTUAL ZOOM MEETING

- 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 J Milner-Barry
Cllr N Watts
- Officers** Rob Core Clerk
Jake Mee Deputy Clerk and RFO
Matt Bradley Communications and Events Manager
Theresa Gordon Agenda Clerk
- Public** One
- Public Session** A member of the public asked how much over the original budgeted figure was the additional cost for the Town Garden gates figure of £82,700.
- The RFO said that the works came in slightly under £82,200 as there had been a 50% reduction in the ground works and an adjustment to the fence in front of the gates was included in that quote, the net figure was £71,200 and a grant from Community First will be available when the project is completed.
- 1216** **Apologies.**
Cllr S Pajak
- 1217** **Declarations of Interest & Applications for Dispensation**
None
- 1218** **Payment Schedule – October 2020**
The RFO submitted the Payment Schedule for October 2020, a copy of which appears as Appendix A in the Minute Book.
- RESOLVED** that the Payment Schedule for October 2020, totalling £182,573.76 be approved.
- 1219** **Accounts – September 2020**
The RFO submitted the Accounts for the period to September 2020, a copy of which appears as Appendix B in the Minute Book.
- RESOLVED** that the September 2020 Accounts be approved.
- 1220** **Library Assistant Proposal**
The RFO submitted a report regarding employment of a part time Library Assistant a copy of which appears as Appendix C in the Minute Book.
- The RFO said that the proposal was to increase the library assistant's hours from 5.5 to 15 hours which would allow the Librarian to increase sessions of Story Time and support the long-term objective to expand the library services. The RFO added that recommendation 3.1 of the report stated an increase to 15 hours but it would be 16hrs.

Councillors J Milner-Barry and W Horley joined the meeting during this item.

Recommendations:

3.1 To increase the FTE hours at the library from 5.5 to 16 hours.

3.2 To implement virtual Story Time sessions.

RESOLVED that amended recommendation 3.1 and recommendation 3.2 be approved.

1221 Grant Application – Swindon Town Women’s Football Club

The RFO submitted a grant application from the Swindon Town Women’s Football Club a copy of which appears as Appendix D in the Minute Book.

The RFO said that the grants working party had supported the application.

RESOLVED that a grant of £1,000.00 be approved.

1222 Grant Application –Town Gardens Bowling Club Project

The RFO submitted a grant application from the Town Gardens Bowling Club a copy of which appears as Appendix E in the Minute Book

Councillors discussed the grant application and the benefit of the facility to members especially the elderly and noted that the club was actively working towards involving disabled and younger people. Councillors felt that the Parish youth worker could also help to involve more younger people in conjunction with the club.

RESOLVED that a grant of £1,000.00 be approved.

1223 Assets Working Party

The Chair of the Assets Working Party submitted a summary of Town Gardens Bowl survey costs a copy of which appears as Appendix F in the Minute Book.

The Chair said that it had been a long time since any work had been done at Town Gardens Bowl and an estimate for a survey of works had been obtained which would be used to inform estimates and any planning application the parish may subsequently apply for.

Recommendation:

To agree that the surveys at a total cost £9,012.00 be approved.

RESOLVED that the survey of works and total cost of £9,012.00 be approved

1224 Broadgreen Working Party

The Chair of the Broadgreen Working Party said that there had been no recent meetings, and none had been planned for the foreseeable future.

NOTED

1225 Grants Working Party

The Chair of the Grants Working Party said that the applications approved at the current meeting had been discussed by the grants working party and there was nothing further to add.

NOTED

1226 Recruitment/Staffing Working Party

The RFO gave an update for the Recruitment/Staffing Working Party a copy of which appears as Appendix G in the Minute Book

The RFO said that approval had previously been given for a finance assistant and one had now been recruited via an agency with a start date of 1st November 2020 it would be a temporary to permanent position. The RFO said that he will now have time to do more high level/medium term finance planning with the aim of making a strong structure for the Parish Council. A two-section staffing structure had been adopted from 1st November 2020 first section for administration and community services with 13 office-based staff and the second section for outside services with 29 staff based at the parish depot.

RESOLVED that the staffing structure be approved

For: 9 Against: 0 Abstain: 1

1227 Services Working Party

The RFO said the detail of the Services Working Party might need to be updated

DEFERRED

1228 Youth Working Party

The Chair of the Youth Working Party said that a lot of work had been done by the youth worker and she had been to numerous schools who want to work with the parish. The youth worker had recently been on the radio talking about work the parish are doing with local schools and is also working with a Church at East Wichel, a joint venture with North Swindon Parish Council and the Swindon Scrapstore Octobus project. There is a lot of help needed locally and the parish had provided the youth worker to help ease some of that need.

NOTED

The meeting closed at 19:06pm

Signed.....

Date.....

Chair of the Council