

## **CENTRAL SWINDON NORTH PARISH COUNCIL**

### **Temporary Secondment of Parish Manager to CSNPC Leisure & Libraries Trust**

12<sup>th</sup> August 2018

#### **1. Introduction**

In October 2017 Central Swindon North Parish Council made a resolution to begin the transition of library assets to a newly created independent Trust. In May 2018 the creation of the Central Swindon North Leisure & Library Trust was approved by the Charity Commission with full flexibility to extend to further leisure & library based assets as needs evolved.

#### **2. Report Details**

CSNL&LT will be required to adhere to all Charity Law, establish its terms of reference, standing orders & decide on a proposed staffing structure, internal support staff and proposed grant it request it makes to CSNPC and any other outside parties.

The Trust will be required to provide an officer to establish its enabling functions in year one. It is important to ensure that for the purposes of compliance with Charity Regulations, particular attention should be given to RR7 Independence of Charities from The State. Demonstrable clear audit trails are required where any funds or resource in kind offered to the charity from the Parish Council is logged and approved by Cllrs in accordance with CSNPC standing orders.

CSNL&LT will not have access to funds in the financial year 2018/19 but will be expected to be prepared with a workable model when the existing SBC SLA expires on 31<sup>st</sup> March 2019. It is in the interests of CSNPC to ensure the success of the Trust. With this in mind; the options to consider as part of this 'pump priming' exercise are as follows:

1. For the CSNL&LT to seek external support through VAS or another voluntary organisation to locate gifted volunteer support up to March 2019.
2. For the Parish Manager to provide five hours of support outside the scope of the standard core 37 hours. This support will be claimed as additional remuneration by the Parish Manager; chargeable to the Charity at £25.63 per hour or £555.31 per month and provided in the form of a Grant up to March 31<sup>st</sup> 2018. Total additional cost to CSNPC is an additional £3,887.17.
3. That the Parish Manager 'seconds' five hours per week of time from the core 37 hours and therefore is employed by the Parish Council for 32 hours per week with 5 hours per week recorded and logged as £555.31 per month as 'utilised resource'. Total utilised resource September 2018-March 2019 £3,887.17 with no additional costs to CSNPC.

#### **3. Recommendations**

That the Parish Council agree to proposal 3 and second the Parish Manager for 5 hours per week from September 2018 through March 2019 for five hours a week to setup and establish the independent CSNL&LT with no additional cost to the Parish Council but a temporary reduction in hours to 32 hours pw.