

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 19 July 2017 at 7.00pm at Pinetrees Community Centre

Present Cllr K Small (Chair)
Cllr S Exell (Vice-Chair)
Cllr J Ballman
Cllr D Moffatt
Cllr J Rodrigues
Cllr T Smith

Cllr P Exell (non-committee member)

Officers A Reeves (Parish Manager)

Public None

105 **Apologies**
Cllr P Baker

106 **Declarations of Interest & Applications for Dispensation**
None

107 **Payment Schedule**
Approved as Annex 190717A

108 **Income & Expenditure Report**
Approved as Annex 190717B

109 **Exclusion of Public and Press**

RESOLVED that in accordance with Standing Order 3 (d) that in view of the confidential nature of the business about to be transacted that the public and press be excluded and they be instructed to withdraw from the meeting: Reason - Staffing

110 **Review Future Staffing**

The Parish Manager requested Cllrs consider an amendment to the original staffing proposal agreed at Full Council in March 2017.

The Parish Manager advised that in order to mitigate operational challenges in the adoption of community facilities that the Community Centre Manager role be re-positioned to include a wider scope than that of just the Pinetrees Community Centre. The revised Job Description (JD) was presented to Councillors as Annex 190717C to replace the JD agreed as Annex 190717D.

Councillors felt that this was a fundamental change to the original structure and consideration should be given to the impact this role has on the reporting mechanism in that this role now directly reports to the Parish Manager and not the Deputy Clerk.

RESOLVED that the Parish Manager prepares a supplementary report outlining the key differences and Cllrs reconvene at a Special Finance & Staffing meeting on 25th July 2017 to decide whether to agree the revised JD.

The meeting closed at 7.57pm

Signed.....

Date.....

Chair of the Council