

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 14 September at 7.30pm at John Moulton Hall

Present Cllr K Small (Chair)
Cllr J Ballman
Cllr D Moffatt

Officers A Reeves (Parish Manager)
H Morgan (Deputy Clerk)

Public One

Public Session There were no comments or questions from the member of the public present.

173

Apologies

Cllr P Baker, Cllr S Exell, Cllr T Smith

174

Declarations of Interest & Applications for Dispensation

Cllr J Ballman declared an interest in Agenda Item 4; Cllr J Ballman and Steve Thompson are both trustees of Hreod Burna Urban Forest. It was agreed by the committee that this was a non-prejudice interest.

175

Approve Parish Grant Application

The Olive Tree Café

£1,470 for items required to run the Pinetrees Lunch Club

The Parish Manager presented the application.

A discussion about the application took place. Cllr D Moffatt suggested that should the grant be awarded the equipment purchased should remain at the Pinetrees Community Centre if the Olive Tree Café were to withdraw.

It was also suggested that the grant be paid over in the 3 stages, for 1 piece of equipment to be purchased at a time.

The Parish Manager stated that the installation of equipment, in particular fryers, could increase the cost of insurance.

RESOLVED: All unanimously agreed that £1,470 be granted to the Olive Tree Café on the condition that any equipment purchased would remain at the Pinetrees Community Centre and that the grant would be paid over in 3 stages.

176

Review applications received for Councillor co-opt

The Parish Manager introduced the one application received from Steve Thompson.

Steve Thompson was invited to speak and gave a brief introduction of himself.

Questions about the application were put to Steve Thompson.

Steve Thompson was asked to leave the meeting.

A discussion about the applicant and application received took place.

Cllr J Ballman endorsed Steve Thompson and highlighted the work he had done with the Hreod Burna Urban Forest.

It was stated that Steve Thompson had previously put himself forward for election and lost out

on the public vote but he had done very well in the polls and it was felt that having Steve Thompson as a Councillor would be beneficial to and create a balance within the Parish Council.

Cllr D Moffatt proposed that Steve Thompson be co-opted as a Parish Councillor.
Cllr J Ballman seconded the proposal.

RECOMMENDATION: That Steve Thompson be co-opted on to the Parish Council.

Steve Thompson was invited to re-join the meeting.

177 **Budget/Forecast**

A copy of the September 2017 Payment Schedule was circulated, a copy of which appears as Appendix A to these Minutes.

A discussion around the process of producing and presenting Payment Schedules took place. Cllr K Small stated that a review of payment schedules is not a process that should be carried out by a committee as auditors are employed to complete this task.

Cllr K Small moved that Payment Schedules would not be brought to the Finance & Staffing Committee in the future.
All unanimously agreed.

RESOLVED that payment schedules are not presented at future Finance & Staffing Committee Meetings.

The Parish Manager introduced a revised Budget/Forecast report, a copy of which appears as Appendix B in the minute book.

It was noted that there were some large differences between original and revised budgeted figures due to the timing of taking on some services and staff.

A discussion around the format and content of the Budget/Forecast report took place.

Cllr D Moffatt stated that a breakdown of the cost of services provided by StreetSmart is required to enable the Council to decide on providers of services in future years.

RESOLVED that the Chair and Vice-Chair of Full Council and the Chair of the Finance & Staffing Committee arrange a meeting with Robert Core (SBC) to discuss Street Smart Services and Costs.

Cllr K Small proposed that £5,000 be moved from the Leisure & Amenities budget line to the Grants budget line.
All unanimously agreed.

RESOLVED that £5,000 be moved from the Leisure & Amenities to the Grants budget line.

A discussion took place around the need to employ someone on a fixed term contract to project manage the planned capex projects at Moredon & Rodbourne Cheney Library & John Moulton Hall.

RESOLVED that the Chair of Full Council and the Parish Manager look at the number of employment hours required and costings.

A discussion around the planting of bulbs took place.
Cllr J Ballman asked if bulbs could be planted in high visibility areas initially and suggested

Councillors be asked to nominate areas within their wards for planting.

Cllr K Small agreed that it would be beneficial for the Parish Council to plant for spring 2018 to make an impact in the wider community. It was suggested that £5,000 be budgeted for planting.

Cllr J Ballman suggested the figure be increased to £10,000.

Cllr K Small asked for £5,000 to be approved in the first instance with a further £5,000 added in the future.

RESOLVED that £10,000 (£5,000 + £5,000) be budgeted for planting activities and that a working group be established.

178 **Admission of Public & Press**

RESOLVED that 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 public and press be temporarily excluded and they be instructed to withdraw’. Reason – Parish Staffing.

179 **Staffing**

The Deputy Clerk gave an update.

The number of hours worked by existing staff employed at Pinetrees Community Centre have been reduced and an additional member of staff is to be employed, via Pertemps, to open and complete cleaning duties at the community centre in the mornings Monday to Friday.

A cleaner has been employed, via Pertemps, at John Moulton Hall.

180 **Chairs Items (Deemed Urgent)**

The Parish Manager presented an item requested by Cllr M Lucas regarding the installation of Dog/Litter Bins in Rodbourne Cheney.

AG8 Report 140917 was circulated, which appears as Appendix C in the minute book, recommending the Committee approve the request to install additional bins.

A discussion around the location of bins took place.

RESOLVED that the recommendation is approved and additional bins be purchased whilst further work is required around the current location of bins is investigated.

The Parish Manager presented an item requested by Cllr K Parker to employ a grounds maintenance person at John Moulton Hall to tend to the grass and green spaces surrounding the building.

Unanimous agreement to decline the request on the basis that the Parish Council already pay for StreetSmart services which cover the areas identified.

The meeting closed at 9.14pm

Signed.....

Date.....

Chair of the Council