

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 07 November at 7.30pm at Pinetrees Community Centre

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

Officers A Reeves (Parish Manager)
H Morgan (Deputy Clerk)
B Mack (Community Assets Manager)

Public Two

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

226

Apologies

Cllr S Exell
Cllr J Rodrigues

227

Declarations of Interest & Applications for Dispensation

None

228

Parish Christmas Giving Box Scheme

The Community Assets Manager introduced a report, a copy of which can be found as Appendix A in the Minute Book.

The Parish Manager confirmed that there was currently £1,000 within the budget for other events and that the Committee were being asked to agree to £800 being used to fund the Christmas Giving Box Scheme.

A discussion around the proposed scheme took place.

Cllr J Ballman expressed concerns about the proposed number of boxes to be given and that a higher number of worthy receivers could easily be identified in just one or two areas of the Parish. Cllr K Small agreed.

Cllr K Small suggested committing £1,000 to the scheme in total and additional boxes should be given if donations received allowed the Parish to do to ensure the full £1,000 is spent on the scheme.

Unanimously agreed.

RESOLVED that £1,000 be spent on the Parish Christmas Giving Box Scheme.

Cllr K Small asked for the committee to agree a budget of £1,000 to purchase and install a tree around Bruce Street Bridges this Dec-17.

Unanimously agreed.

RESOLVED that Parish Officers look into the possibility of installing a tree at Bruce Bridges for £1,000.

229

Approve Grant Applications

Bridge the Gap

£1,076.60 for equipment, supplies and consumables to help the Bridge the Gap project to continue to run and make it more accessible.

The Parish Manager presented the application.

Two representatives for the project were in attendance and confirmed that any equipment purchased would remain at Pinetrees Community Centre and could be accessed by other community centre users.

Cllr K Small proposed £900 be granted for equipment but that the amount(s) requested for consumables and supplies would not be granted as these represent ongoing costs. Unanimously agreed.

RESOLVED that £900 be granted to the Bridge the Gap project for the purchasing of equipment.

230 Parish Community Café – Pinetrees Community Centre

A report was circulated, a copy of which can be found as Appendix B in the minute book.

The Parish Manager introduced the report and suggested the proposed café be run by the Parish Council for an initial year.

A discussion around the report, figures and budgets took place.

Cllr K Small stated that once they could be identified rates would need to be included in any costings and good book-keeping would be essential to this venture. If the report was to be approved a quarterly reported would be requested by the Finance & Staffing Committee and a review to decide the future of the café would take place in January 2019.

It was proposed that the report and café be approved. All unanimously agreed.

RESOLVED that the Parish Café is approved.

231 S106 CIL & SBC Deeds

The Parish Manager confirmed that £27k CIL monies had been received in the Parish Councils bank account which was slightly more than the amount expected. £40k of S106 monies is expected to arrive in the Parish Councils account imminently.

Cllr D Moffatt stated that some Swindon Borough Council Officers have delayed paying transitional funding over to parishes until the Deed of Transfer has been signed and that SBCs lawyer had not been aware of this.

232 Libraries SBC CAPEX Improvements

The Parish Manager gave a verbal update.

A meeting and site visits had taken place with a company, Horizon, who had provided the ITC in Stratton and Beechcroft libraries. Horizon are to provide a quote for the provision of ITC across the 4 library sites for the Parish Councils consideration.

A project manager has been appointed to oversee the works and internal structure changes to be completed at Moredon & Rodbourne Cheney Library. Swindon Borough Council have agreed that the cost of the project managers time spent on the libraries can be capitalised.

233 Internal Auditors Preliminary Visit & Schedule

The Parish Manager provided a verbal update. A meeting with the Parish Councils Internal Auditors had taken place and an initial interim audit has been scheduled for the 21st November 2017 when the auditors will spend 1 day at the Parish Offices to look at everything put in place and completed to date.

A report will be provided to the Finance & Staffing Committee in January 2018 with recommendations to be adopted and actioned.

A discussion around the location of bins took place.

234 Barclays & Government Procurement Card (GPC) Update

The Parish Manager explained that officers and Councillors had experienced some major issues with Barclays and were still unable to access online banking or request a GPC. An email had been sent to some of the banks directors highlighting the issues.

235 Microsoft Office Re-payment Approval – Cllr D Moffatt

A report was circulated, a copy of which appears as Appendix C in the Minute Book.

The Parish Manager explained that due to the difficulties experienced when trying to obtain a GPC card from Barclays the Parish Council had been unable to purchase the licenses for Microsoft Office 365 when registering the officers new .gov email addresses and that the cost of the licenses had been covered by Cllr D Moffatt and permission was being sought to reimburse Cllr D Moffatt the total amount paid from his personal bank account of £406.08.

All unanimously agreed.

RESOLVED that Cllr D Moffatt be reimbursed for the purchase of Microsoft Office 365 Licenses.

236 Even Swindon Community Centre Disabled Toilet Works

Cllr D Moffatt informed the Committee that the Association responsible for the running of Even Swindon Community Centre had suggested that the disabled toilet be updated and renewed and that the potential cost of this would be approx. £5k.

Cllr D Moffatt asked the Committee to seek tenders for the refurbishment of the disabled toilet at Even Swindon Community Centre in order to grant aid the managing Association funds to complete the required works.

Cllr J Ballman suggested that project could be managed by the newly appointed project manager. All unanimously agreed.

RESOLVED that the Project Manager be tasked with seeking quotes for the refurbishment of the disabled toilet within Even Community Centre.

The meeting closed at 8.57pm

Signed.....

Date.....

Chair of the Council