

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 11 January 2018 at 7.00pm at Pinetrees Community Centre

Present Cllr K Small (Chair)
Cllr S Exell (Vice-chair)
Cllr P Baker
Cllr J Ballman
Cllr D Moffatt
Cllr T Smith
Cllr P Exell (Non-committee member)

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

Public None

295 **Apologies**
Cllr J Rodrigues

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

297 **Minutes of previous meeting**
Minutes of the Finance & Staffing meeting held 5th December 2017 were approved as a correct and accurate record.

298 **Grant Applications**
The Parish Manager presented Councillors with a grant application received from the Open Door Centre (Swindon & District) for £1,200 to run 3 instructor led exercise classes per month over a year.

Cllr J Ballman stated he was in favour of the application but was unsure how the benefits could be demonstrated and reported.

There were concerns expressed about encroaching on the Social Care responsibilities of Swindon Borough Council (SBC).

Cllr S Exell suggested the project could be part funded in the first instance and a review of the number of parishioners that attend classes offered could take place after a period of time. Cllr D Moffatt agreed and suggested granting half of the funds requested to kick start the project and request an update in future months on the uptake and responses to the classes offered.

The Parish Manager suggested 50% of the grant be offered on a matched funding basis.

Cllr K Small moved that 50% of the requested funds, £600, be offered on a matched funding basis and it be made clear that this would not set a precedent for the future and could not be viewed as an ongoing revenue stream.
All unanimously agreed.

RESOLVED that £600 be offered to the Open Door Centre on a matched funding basis for the proposed exercise classes.

Cllr J Ballman raised concerns about 1 organisation receiving a large amount of the agreed grant budget for the year.

Cllr S Exell suggested that the Parish Council look to having specified grant rounds in future.

RESOLVED that the Parish Council Grant Process and criteria be reviewed at a future meeting.

299 **105.5 Penhill Voice Radio**

The Parish Manager introduced the item.

105.5 Penhill Voice Radio is a local radio station currently based in Liden. The station has used John Moulton Hall (JMH) previously before the Clivey Project took up tenancy and it is the intention that a Penhill Voice Radio studio be reinstated within JMH so recordings can take place on site.

Glynis Hales, a presenter and volunteer for the radio station, attended the meeting to explain the stations vision and requirements for the proposed studio.

Glynis Hales described the area within JMH the radio station would like to use as a studio which would require soundproofing and some computing equipment. The estimated cost of building alterations and equipment is less than £1,000.

It was explained that the radio station would like to record at least 1 piece a month from within JMH which would be included in and broadcast as part of other established shows.

Included in the estimated costs is £200 for training on interviewing, editing etc. which would increase confidence of those that work at the station.

The Parish Manager confirmed that Cllr K Parker is supportive of the proposal.

Cllr P Baker expressed concerns that the studio would not be utilised enough by Penhill residents.

Glynis stated it was expected that the studio would be popular and well used by local children.

Cllr D Moffatt informed the committee that there is currently old equipment and items left by the previous tenant currently being stored in the computer suite within JMH which the Parish Council should look to store elsewhere.

Concerns were raised about the creation of a studio making lettable space inaccessible to others.

The Parish Manager confirmed that if space was allocated for a studio any equipment would need to be stored away when the studio was not in use, so the space could be made available for hire.

Cllr K Small requested a breakdown of costs to enable a decision to be made and suggested the item be deferred to a future meeting when this could be presented.

All Unanimously agreed.

RESOLVED that the item be deferred until a future meeting when further details re: costs could be presented and the issue of the old equipment on site at JMH is resolved.

300 **YTD Income & Expenditure (Trial Balance)**

A report was circulated and noted.

301 **Transaction Logs**

Transaction Logs for December were circulated and it was noted that these had been checked and approved by Cllr S Exell in accordance with Min. 258. Copies of the Transaction Logs can be found as Annex A & B in the Minute Book.

302 **2017/18 Budget Report**

Cllr K Small presented the revised 17/18 Revenue and Capital Budget.
All unanimously agreed that the revised budget be presented to Full Council for approval.

RECOMMENDATION: That the revised 17/18 Budget be approved and adopted.

303 **2018/19 Budget & Finance**

Cllr K Small presented the draft 18/19 Revenue and Capital Budget.
All unanimously agreed that the budget be presented to Full Council for approval.

RECOMMENDATION: That the 18/19 Budget be approved and adopted.

The Parish Manager presented AG9 Reports (1&2). Copies of the reports can be found as Appendix A & B in the Minute Book.

A discussion around both reports and the recommendations took place.

Both proposals were moved and all unanimously agreed that the recommendations be approved and adopted.

RESOLVED that the recommendations in AG9 Reports (1&2) be adopted and included in the 18/19 Budget.

Cllr K Small moved that initial costs for pitch surveys are approved. All Unanimously agreed.

RESOLVED that the initial costs for pitch surveys be adopted and included in the 18/19 Budget.

304 **High Yield Account**

The Parish Manager gave an overview of the High Yield Account being opened by the Parish Council. The report was noted.

Cllr D Moffatt moved that £250,000 be moved in to the high yield account. All unanimously agreed.

RESOLVED that £250,000 be moved into the High Yield Account being opened by the Parish Council.

305 **2017/18 Interim Internal Audit Report**

The 2017/18 Interim Internal Audit Report was circulated and noted.

306 **Admission of Public and Press**

RESOLVED that in accordance with Standing Order 3d) that in view of the confidential nature of the business about to be transacted that the press and public be temporarily excluded and they be instructed to withdraw; the reason being staffing employment. The Parish Manager and Deputy Clerk also left the meeting.

307 **Appointment of the Parish Manager**

Cllr D Moffatt reported back to the committee on the Parish Manager interview process and moved to propose to Full Council that the current Parish Manager is appointed under specified T&Cs. All unanimously agreed.

RECOMMENDATION: That the current Parish Manager is appointed by the Parish Council under specified T&Cs.

The meeting closed at 9.28pm

Signed.....

Date.....

Chair of the Council