

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 06 February 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 H Fullick
Cllr D Moffatt
Cllr T Smith
Cllr P Exell (Non-committee member)

Officers A Reeves (Parish Manager)
H Morgan (Deputy Clerk)
M Szczepanek (Project Manager)

Public None

322 **Apologies**
Cllr J Rodrigues

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

324 **Minutes of previous meeting**
Minutes of the Finance & Staffing meeting held 11th January 2018 were approved as a correct and accurate record.

325 **Grants Manager**
A draft Job Description (JD) & Person Specification were circulated, copies of which can be found as Annex A & B in the Minute Book.
There were no questions or comments from any Councillors.
All agreed that the JD & Person Specification be adopted.

RESOLVED that the JD and Person Specification be adopted with no amendments to be made.

326 **Allotments Officer**
A draft Job Description (JD) & Person Specification were circulated, copies of which can be found as Annex C & D in the Minute Book.

Cllr K Small queried if any ad-hoc duties required around the Parish could be included.
Cllr D Moffatt agreed and suggested the post could be made full time to allow the holder to undertake additional duties not specific to allotments.
Cllr P Baker suggested the JD be reviewed in the future and additional duties could be included if it was felt the post holder would have time to complete all required duties.
The Parish Manager agreed that the JD could be amended to state that additional duties may be required in the future following review.

Cllr K Small moved to approve JD and Person Specification with addition of clause stating that additional duties may be required in the future.
All unanimously agreed.

RESOLVED that the JD and Person Specification be adopted with addition of clause stating that additional duties may be required in the future.

327 **Expenses Policy**

A draft Expenses Policy was circulated, a copy of which can found as Annex E in the Minute Book.

The Parish Manager confirmed that the Parish Council did not currently have an Expenses Policy and highlighted the main points of the draft policy.

Cllr D Moffatt requested an amendment to the policy to allow approval of spend by the Parish Council Vice-Chair and the Chair of the Finance & Staffing Committee.

Cllr K Small requested an amendment to state that air fare would be permissible if it could be demonstrated that it would be cheaper than alternative methods of travel.

All unanimously agreed to adopt the policy with 2 suggested amendments.

RESOLVED that the policy be adopted by the Parish Council including the 2 suggested amendments.

328 **Ward Allowance Policy**

The Parish Manager introduced the draft policy, a copy of which can be found as Annex F in the Minute Book.

Cllr J Ballman asked if Councillors could spend their allocated allowance outside their wards. Cllr K Small stated that in principle, no. Spend must directly benefit the ward of the Councillor requesting the spend.

RESOLVED that the policy be adopted by the Parish Council.

The Parish Manager stated that all requests/suggestions for spend should be presented to the Finance & Staffing Committee.

Cllr P Baker made a request to spend £100 to advertise the Parish Council in a local football newsletter.

Cllr K Small suggested the requested funds could be taken from an alternative budget line and further details should be presented at the March 2018 Finance & Staffing Committee meeting.

RESOLVED that Cllr P Baker provide further details re: the requested spend at the next Finance & Staffing Committee meeting.

329 **Pembroke Garden Changing Rooms**

M Szczepanek gave an overview of the report provided, a copy of which can be found as Annex G in the Minute Book.

A conversation around the use of the football pitches and the possibility of encouraging youth teams to use the pitches took place.

M Szczepanek stated that if changes to the building layout were required recent building and FA regulations would have to be adhered to.

Cllr J Ballman asked what the cost of a new building would be.

M Szczepanek confirmed that the estimated cost stated in the report is £300-400k and suggested exploring the actual costs of required works before committing to £40k spend.

A discussion took place around restricting the pitches for youth team use only or single use, i.e. only 1 pitch could be used at any one time.

Cllr J Ballman raised limited parking as an issue and suggested the possibility of creating additional parking spaces should be explored.

Cllr K Small suggested M Szczepanek be asked to report back to the Finance & Staffing Committee on possibility of re-opening the changing rooms with minimal structural changes within a budget of £40k for either single or dual pitch use.

M Szczepanek stated that he would need to buy in additional expertise to complete required feasibility studies.

The Parish Manager suggested delegated authority be given to M Szczepanek to employ expertise required to complete requested report.

All unanimously agreed

RESOLVED that M Szczepanek be given delegated authority to buy in expertise to report back to the Finance & Staffing Committee in 2-3 months on the possibility and options for re-opening the changing rooms with minimal structural changes.

Cllr D Moffatt stated that the security system for accessing the changing facilities in Mannington is not sufficient and suggested M Szczepanek be asked to investigate possibility for improvements.

All unanimously agreed.

RESOLVED that M Szczepanek includes an upgrade to the security system at the Mannington changing facilities in the requested report on Pembroke Garden Changing Rooms.

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

A report was circulated and noted, a copy of which can be found as Annex H in the Minute Book.

331 **Transaction Logs**

The Transaction Log for January was circulated, and it was noted that these had been checked and approved by Cllr S Exell in accordance with Min. 258.

A copy of the Transaction Log can be found as Annex I in the Minute Book.

Cllr S Exell explained that a duplicated transaction to PHS was to be credited back to the Parish Council.

332 **Transport**

The Parish Manager introduced a report, a copy of which can be found as Annex J in the Minute Book.

The Parish Manager gave an overview of the 2 options detailed in the report; to purchase or lease a vehicle.

A discussion around the options to purchase or lease a vehicle and how the vehicle would be used took place.

It was suggested that 2 vehicles be obtained.

Cllr J Ballman suggested a flatbed truck may be more useful than obtaining 2 similar vehicles.

Cllr K Small stated that a decision should be made now to purchase 1 vehicle and a report on the cost of a flatbed truck be presented at the next Finance and Staffing Committee meeting.

All unanimously agreed.

RESOLVED that 1 vehicle be purchased and a report on the cost of a flatbed truck be presented at the March 2018 Finance & Staffing Committee Meeting.

A discussion around how the vehicle should look took place.

RESOLVED that a parish logo and the parish office number should be displayed on the vehicle to be purchased.

333 Retrospective approval of amendment to the Financial Regulations section 4a

The Parish Manager referred to min. 50 and suggested it be made clear that the amendment to the Financial Regulations gave the Parish Manager authority to spend up to £10k for the effective running and management of facilities including appointing temporary staff as required.

All unanimously agreed.

RESOLVED that Financial Regulations section 4a be amended to make it clear that in June 2017 the Parish Manager was given authority to spend up to £10k for the effective running of facilities including appointing temporary staff.

334 Assets De-minimus

The Parish Manager stated that a de-minimus value for assets to be included on the assets register should be set.

It was suggested the de-minimus be set at £50. All unanimously agreed.

RESOLVED that the de-minimus value for assets to be included on the register be set at £50.

335 Community Facilities Premises Assistant

The Parish Manager explained that the position of Community Facilities Premises Assistant had already been agreed in principal and currently an assistant was employed via Pertemps which involved administrative costs and time.

The Parish Manager suggested a Premises Assistant be employed directly by the Parish Council under a Fixed Term contract. All unanimously agreed.

RESOLVED that the Parish Council directly employ a premises assistant under a Fixed Term contract.

336 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.

337 Staffing

RESOLVED that Cllr S Exell and the Parish Manager meet to review the job description for the Deputy Clerk and report back to the Finance & Staffing Committee at a future meeting.

The meeting closed at 8.19pm

Signed.....

Date.....

Chair of the Council