

## **CENTRAL SWINDON NORTH PARISH COUNCIL**

### **FINANCE & STAFFING COMMITTEE MEETING**

Minutes of the meeting held on 06 March 2018 at 7.30pm at Pinetrees Community Centre

**Present** Cllr K Small (Chair)  
Cllr S Exell (Vice-chair)  
Cllr J Ballman  
Cllr D Moffatt

**Officers** H Morgan (Deputy Clerk)  
M Szczepanek (Project Manager)

**Public** None

**364** **Apologies**  
Cllr P Baker

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

**366** **Minutes of previous meeting**  
Minutes of the Finance & Staffing meeting held 6<sup>th</sup> February 2018 were approved as a correct and accurate record.

**367** **Projects update**  
A written update was circulated and can be found at Annex A in the Minute Book.

#### Chapel Street Toilets

The Project Manager asked for views on the wall tiling in the men's cubicle. Cllrs agreed that contingency funding should be spent if required to complete the job to the expected standard. The Project Manager confirmed additional works in the ladies could be completed within a budget of an additional £2,000.

**RESOLVED** that delegated authority be given to the Parish Manager to approve additional spend up to £2,000 if required.

#### Moredon & Rodbourne Cheney Library

The Deputy Clerk confirmed that the broadband and IT installation dates had changed due to delays caused by the adverse weather conditions experienced the previous week. Broadband is to be installed by the 28<sup>th</sup> March 2018 followed by the IT, furniture moves etc.

Cllr D Moffatt appraised the work completed to date and stated that there was rubbish to be cleared from the boiler room.

It was confirmed that the cost of the library works is being reimbursed by Swindon Borough Council.

**368** **Staffing**  
The Deputy Clerk confirmed 2 applicants interviewed for the Premises Assistant role had been offered Parish Council Employment Contracts to work from Pinetrees Community Centre and John Moulton Hall. The Allotment Officer post had not been filled, no interviews were carried out and it was advised that the post be advertised in more suitable places.

Cllr S Exell commented that the salary being offered for the Allotment Officer post may not

**369** reflect the level of expertise expected from the ideal candidate.

A conversation around the variety of tasks included in the Allotments Officer job description took place.

**RESOLVED** that any advert placed for the Allotments Officer role should specify that the role is predominantly based outdoors on the Leisure Garden sites and adverts should be placed in more appropriate places to maximise interest and applicants.

Cllr D Moffatt suggested HR and interviewing training be offered to Councillors.

Cllr K Small and Cllr J Ballman agreed that HR and public sector probity training would be beneficial to less experienced Councillors.

Cllr K Small confirmed that there was a budget for training and the Parish Council should seek a HR professional who works within local government to provide training.

All unanimously agreed.

**RESOLVED** that the Parish Officers are tasked with arranging appropriate HR and public sector probity training for Councillors.

**370** **Ward Development Allowances**

Cllr J Ballman introduced the spend requests submitted by Cllr R Ballman for the Gorse Hill ward as follows:

- The replacement of a bench opposite Lidl's which was damaged by a grass mower and subsequently had to be removed.
- Installation of a metal fence around the sand pit at St Marks Rec which would stop dogs going into it and would be of benefit to children from other wards.

Cllr K Small suggested a maximum budget of £500 be approved for the requested bench and the costings of the requested works to the sand pit play area be obtained and presented at a future meeting.

All agreed.

**RESOLVED** that a maximum of £500 be spent on replacing the bench opposite Lidl's in Gorse Hill and a report on costings for installing a fence around the sand pit at St Marks Rec be presented at a future meeting.

Cllr J Ballman explained his own spend requests for the Pinehurst ward as follows:

- £3,000 for the Pinehurst Initiative Forum (PIF) to support their work in Pinehurst, particularly the Pinehurst Fun Day which the Parish Council would have a significant presence at and acknowledgement of the funds provided.
- £500 to be gifted to the locally based PCCA Chronic Pain Group to cover the cost of their room rental costs at Pinetrees Community Centre.
- £1,000 to be gifted to The Olive Tree Café/TWIGS to support their work in Pinehurst
- £500 to be gifted to the locally based Little Angels group to cover the cost of their room rental costs at Pinetrees Community Centre.

Cllr K Small confirmed he would support the contribution to PIF providing it be explicitly used for the Pinehurst Fun Day.

A conversation took place around how ward allowances should be spent, what should be permissible and what should be sought via the Parish Council grant application process.

Cllr K Small suggested £2,000 of the spend requested by Cllr J Ballman be made available via the grant budget and ring-fenced so only Pinehurst based groups could apply for a grant from

the funds.  
All unanimously agreed.

**RESOLVED** that £3,000 be given to PIF to be spent on the Pinehurst Fun Day only, with the proviso that the Parish Council are publicly acknowledged for their contribution.

**RESOLVED** that £2,000 of the remaining Ward Allowance available to Cllr J Ballman be moved to the grant budget and that the funds be ring-fenced so only the groups identified by Cllr J Ballman could apply for the funds via the Parish Council Grant process.

**371 WWI Remembrance**

Cllr K Small stated it had been suggested that the Parish Council purchase a WWI Remembrance piece identified at a maximum cost of £800 to be installed in Gorse Hill.  
All unanimously agreed.

**RESOLVED** that the suggested piece be purchased by the Parish Council.

**372 Purchase of marketing materials**

Cllr K Small suggested allocating a sum of money from the budget to purchase marketing materials which would have the Parish logo and name printed on them, such as pens, mugs, umbrellas etc. to advertise the Parish Council.  
The suggested amount was £500-£1,000.  
All agreed.

**RESOLVED** that a maximum of £1,000 be spent on marketing materials for the Parish Council.

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

A YTD Trial Balance was circulated and noted, a copy of which can be found as Annex B in the Minute Book.

**374 Asset Transfers**

Cllr D Moffatt confirmed that he and Cllr J Ballman had provided Swindon Borough Council (SBC) with a list of assets the Parish Council are expecting to be transferred and that 25-year leases had been requested.

A conversation took place around the delays experienced with SBC completing the transfers of assets and possible causes.

It was confirmed that a Tenancy at Will had been provided by SBC for the Chapel Street Toilets to allow the refurbishment works to go ahead.  
A discussion around the differences between a lease and a tenancy at will, and the apparent risks of the latter, took place.

It was confirmed that at the Full Council meeting held 21<sup>st</sup> February 2018 it was agreed that the Parish Council seek legal advice on their position.  
Cllr K Small confirmed that there were funds available within the budget for the suggested legal fees.

Cllr K Small asked for a report to be provided at the next Finance & Staffing Committee meeting regarding the investment of unallocated 17/18 funds into the Parish Council Nationwide Account.  
All unanimously agreed.

**RESOLVED** that a report be presented at the April 2018 Finance & Staffing committee regarding investing unallocated 17/18 funds into the Parish Council Nationwide Bank Account.

The meeting closed at 9.11pm

Signed.....

Date.....

Chair of the Council