

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 03 April 2018 at 7pm at Pinetrees Community Centre

- Present** Cllr K Small (Chair)
Cllr S Exell (Vice-chair)
Cllr J Ballman
Cllr D Moffatt
Cllr T Smith
- Cllr P Exell (non-committee member)
Cllr M Lucas (non-committee member)
- Officers** A Reeves (Parish Manager)
H Morgan (Deputy Clerk)
- Public** One
- Public Session** There were no questions asked by the member of the public present.
- 394** **Apologies**
None
- 395** **Declarations of Interest & Applications for Dispensation**
None
- 396** **Minutes of previous meeting**
Minutes of the Finance & Staffing meeting held 6th March 2018 were approved as a correct and accurate record.
- 397** **Grant Applications**
The Parish Manager outlined an application received from the Penhill Forum and introduced Marilyn Beale, a representative from the Forum, who gave further details regarding the application and request for funds.
M Beale stated that the community lunch the funds were being asked for had been successfully held in previous years and was an opportunity to invite representatives from local groups, Swindon Borough Council (SBC) and neighbouring estates to network and share information about their activities etc.
- Cllr K Small asked for clarification as to what the requested funds would be used for.
M Beale confirmed that the total cost of the planned event included room hire, the cost of paying for Little Lights, a local toddler group who use John Moulton Hall, to take a trip out and also the cost of food and refreshments to be provided.
- Cllr K Small moved to grant £350 subject to evidence of spend being provided and payment being made retrospectively. All unanimously agreed.
- RESOLVED** that £350 be granted to the Penhill Forum and payment(s) to be made retrospectively upon receipt of evidence of spend.
- 398** **Ward Development Allowances**
Cllr M Lucas explained that he and Cllr P Exell would like to spend their allocated Ward Allowances on providing bus shelters within their Ward. 4 possible locations for bus shelters had been identified but the suggested costings of shelters would only allow for the provision in 2 specified locations; Akers Way & Whitworth Road.

Cllr J Ballman suggested that the look of bus shelters to be provided by the Parish Council be standardised. Cllr K Small agreed.

It was confirmed that planning permission is not required for the installation of bus shelters but permission from Swindon Borough Council Highways is required and any additional costs relating to civil works required could not be known in advance.

Cllr K Small proposed bus shelters be installed at Akers Way, Whitworth Road, outside the Dolphin Public House and on Summers Street and paid from the relevant Ward Allowances allocated to Cllr K Small, Cllr S Exell, Cllr M Lucas and Cllr P Exell. All unanimously agreed.

RESOLVED that bus shelters be purchased and installed at the 4 identified locations.

Cllr K Small moved that all shelters purchased by the Parish Council be a standardised style as per information provided by the Deputy Clerk. All agreed.

RESOLVED that all bus shelters purchased by the Parish Council be a standard style; Arun shelter, in Parish Green with seats.

399 **Fencing around sand pit at Saint Marks Rec**

The Deputy Clerk confirmed that the costings of the installation of a fence around the sand pit at St Marks Rec were still being sought and would be brought back to the May 2018 Finance & Staffing Committee meeting.

400 **Grounds Maintenance - Lawnmower**

The Parish Manager provided a report as requested by Full Council. A copy of the report can be found as Annex A in the Minute Book.

The Parish Manager confirmed that if a lawnmower was purchased the identified users would be responsible for managing the usage and maintenance of said mower, i.e. refuelling, and that the mower would be kept on site at Pinetrees Community Centre.

It was confirmed that the purchase of a lawnmower would come from the 'Community Facilities' budget line and that users would be responsible for ensuring the correct insurances were in place to cover users.

All agreed with the report recommendations.

RESOLVED that the Parish Manager purchases a lawnmower and transfer its custody to the Pinehurst Initiative Forum to be used exclusively at the Pinetrees Community Centre where it is not to be removed from without prior permission from the Parish Manager.

401 **Parish Vehicles**

A report was circulated as requested by Full Council. A copy of the report can be found as Annex B of the Minute Book.

Cllr J Ballman confirmed that he agreed with the report and recommendations.

Cllr D Moffatt confirmed that he supported the recommendations made for the provision of a vehicle, preferably a van, for Parish Council staff which would be managed by the Parish Manager.

It was mentioned that Chairs and Councillors should be mindful of best practise to not revisit requests made previously.

Cllr K Small stated that a precedent would not be set for the future should the previous decision re: parish vehicles be reversed. When parish vehicles had been presented at a previous Finance & Staffing committee meeting the report was not detailed enough and it should've been asked that additional details re: costs etc. be reported on at a future meeting.

Cllr K Small moved to approve and agree to report option 2.i.
All agreed.

RESOLVED that the Parish lease a 'Pool Vehicle'.

402 **Replacement glass at Moredon & Rodbourne Cheney Library & Western Community Centre**

Cllr D Moffatt explained that the glass at the bottom of the main front door at Moredon & Rodbourne Cheney Library had been cracked since October 2017 and had been reported to Swindon Borough Council (SBC) but was still to be repaired. In addition there is a window at Western Community Centre which has been broken since December 2017 and hasn't been fixed despite being reported to SBC.

Cllr D Moffatt requested approval for Parish Officers to arrange the repair of both breakages using Parish Council funds and retrospectively recharge the costs to SBC.

Cllr S Exell queried whether SBC would have insurances to cover the costs of such repairs. Cllr K Small stated that SBC would pay for such repairs via a ring-fenced pool of money rather than claim against insurances.

Cllr D Moffatt confirmed that the Parish Council have their own internal insurance pool fund.

Cllr S Exell stated that she supported the idea in principal but had concerns about it setting a precedent for the future, whereby if matters were left long enough by SBC then it would be expected that the Parish Council would pick them up.

Cllr J Ballman agreed that in the short-term the suggested repairs are completed by the Parish Council.

Cllr P Exell informed the Committee that the 2nd set of internal automatic doors at Moredon & Rodbourne Cheney library were broken and needed repairing or replacing.

The Parish Manager confirmed that it would cost approx. £3,800 to replace the set of doors and explained that the left hand internal door could not be opened.

Cllr M Lucas expressed concerns over leases and the fact they had not yet been signed and specified that it is not the Parish Councils responsibility, as the tenant, for carrying out external repairs.

The Parish Manager confirmed that in most cases glass is classified as internal.

Cllr K Small moved to approve request to repair the glass at both sites concerned as requested by Cllr D Moffatt.

All agreed.

RESOLVED that the glass within the door at Moredon & Rodbourne Cheney Library and the window at Western Community Centre be repaired and paid for by the Parish Council and SBC recharged retrospectively.

Cllr K Small moved to approve the replacement of the automatic doors at Moredon & Rodbourne Cheney Library from the Capital Budget.

All agreed.

RESOLVED to replace the broken automatic doors at Moredon & Rodbourne Cheney Library.

403 **Standing Orders for staff salaries**

The Parish Manager gave an overview of the report provided which can be found as Annex C in the Minute Book.

Cllr K Small suggested that if the agreed pay date fell on a Saturday then payment should be made on the Friday before.

Cllr K Small queried how overtime (O/T) payments would be made and stated that these should not require additional approval.

The Parish Manager confirmed O/T payments would be approved at the point that bank account signatories approve and authorise payments requested via online banking.

A conversation around the preferred process for claiming and paying overtime took place. It was agreed that O/T should be claimed by employees by a set date each month and the relating payment would be made in the following month.

Cllr K Small moved to approve and agree the report recommendations and agree that payments which would fall on a weekend be paid on the preceding Friday.
All agreed.

RESOLVED that the Parish Manager arranges for Parish employed staff to be paid monthly by standing order on the 20th day of each month from April 2018 until instructed otherwise.

404 **Sale of old office photocopier**

Cllr D Moffatt was asked to leave the meeting temporarily.

Cllr D Moffatt left the meeting at 8.10pm.

The member of public, Marilyn Beale, left the meeting at 8.10pm.

The Parish Manager explained that a photocopier had been purchased and sold to the Parish Council by Cllr D Moffatt in June/July 2017. The Parish Council had now purchased a new MFP and Cllr D Moffatt had requested the opportunity to buy back the older photocopier which was no longer required. The suggested resale value was £225.

Cllr K Small asked Cllrs whether they would be happy for Cllr D Moffatt to purchase the old photocopier for £225 or whether it would be preferred for the Parish Council to sell the photocopier via other channels.

All agreed to offer the old photocopier to Cllr D Moffatt for £225

RESOLVED that Cllr D Moffatt be given the opportunity to buy the old photocopier for £225.

Cllr D Moffatt re-joined the meeting.

405 **GDPR**

The Parish Manager explained that on 25th May 2018 new legislation would come into place re: General Data Protection Regulations (GDPR).

The Parish Manager confirmed that he had attended a GDPR course on 3rd April 2018. For the Parish Council the new legislation would have an impact of a financial nature re: bookings, allotment sales and addresses, NI Nos etc. which could result in criminal activity if the information held was stolen.

New processes and disclaimers etc. need to be put in place to ensure the Parish Council is compliant and this should be completed before the final audit taking place at the end of April 2018.

All Local Authorities are required to have a nominated Data Protection Officer (DPO) in place from 25th May 2018 and it had been confirmed that this role could be embedded within another.

Cllr J Ballman queried whether the Parish Council could share a DPO with another similar organisation.

The Parish Manager confirmed that the services of a DPO could not be bought in from a 3rd party.

Cllr J Ballman queried whether card payments taken by the Parish Council were secure in terms of GDPR.

The Parish Manager confirmed that card payments are secured through Barclaycard and

GDPR compliant.

The report was noted and it was agreed that GDPR is an important issue.

406 Investment of unspent/unallocated 17/18 funds

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

Cllr K Small noted the report and Cllr D Moffatt noted the efforts of the Deputy Clerk in obtaining a high percentage of expected income from Allotment Lettings.

407 Transaction Logs

The Parish Manager confirmed that the GPC Transaction Log(s) and March 2018 Payroll Reports had been checked and approved by Cllr S Exell.

The meeting closed at 8.27pm

Signed.....

Date.....

Chair of the Council