

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 01 May 2018 at 7pm at Pinetrees Community Centre

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

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

Public Two

Public Session There were no questions asked by the members of the public present.

428 **Apologies**

None

429 **Declarations of Interest & Applications for Dispensation**

None

430 **Minutes of previous meeting**

Minutes of the Finance & Staffing meeting held 3rd April 2018 were approved as a correct and accurate record.

Cllr D Moffatt suggested it be proposed at the Parish Council AGM that Chairs of Committees sign and initial the relevant minutes, rather than the Chair of the Council.
All agreed.

RESOLVED that it be proposed at the AGM that minutes are signed off by the Chair of each meeting.

431 **Grant Applications**

The Parish Manager introduced 2 applications received from the Rodbourne Cheney Residents Association (RCRA) and passed over to R Kimber, a representative of the RCRA.

R Kimber confirmed that the RCRA were asking for a grant of £500 to help cover the cost of producing the RCRA Newsletter. It was explained that the RCRA were struggling and currently looking to recruit new members who would be willing and able to plan and carry out fundraising activities for the association in the future.

The 2nd application submitted by the RCRA was for £250 to cover the associations insurance costs.

Cllr D Moffatt moved to approve the grant application for £500 for printing costs.
All agreed.

RESOLVED that £500 be granted to the RCRA.

R Kimber queried if the Parish Council could directly purchase the insurance needed by the RCRA for the delivery of its newsletter.

The Parish Manager explained that this had been investigated previously and there was an issue over risks and the management of these as the Parish Council would have no direct control over either.

Cllr D Moffatt confirmed that he was supportive of the 2nd grant application received from the RCRA for insurance costs.

All agreed to award the 2nd grant application.

RESOLVED that £250 be granted to the RCRA to cover its insurance costs.

The Parish Manager introduced a 3rd application received from the Swindon City of Sanctuary for £1,000 to help pay for activities and events planned for Refugee Week, details of which were provided and pointed out to Cllrs. It was confirmed that none of the planned activities were to take place within the Parish.

Cllr J Ballman queried if the Parish Council could award a grant for activities that would appear to benefit non-parishioners.

Cllr K Small added that for the grant to be awarded it would need to be demonstrated that the grant and planned activities being paid for would benefit parishioners. It could be assumed that events being held outside the parish which are open to all Swindon residents could or would benefit Central Swindon North parishioners. Cllr J Ballman asked if this could be evidenced.

Cllr S Exell suggested that the grant could be approved on the proviso that further detail regarding the people that would benefit from Refugee Week be provided to the Parish Council. Cllr D Moffatt agreed and suggested the application be referred to Wiltshire Association of Local Councils (WALC) to ask for their view on the split of the costs of planned activities across all Swindon Councils given that the events were for the whole of the Swindon population. Cllr K Small agreed.

Cllr J Ballman added that in addition to seeking advice from WALC the Swindon City of Sanctuary should be asked to provide further information. All agreed.

RESOLVED that the Parish Council contact WALC to ask for their advice on the funds applied for by the Swindon City of Sanctuary for Refugee Week and the applying organisation also be contacted and asked to supply further information.

432 **Projects Update**

The Project Manager provided a written report on ongoing projects, a copy of which can be found as Annex A in the Minute Book.

The Project Manager confirmed that the Chapel Street Toilets were due to reopen on Thursday 3rd May-18.

Cllr K Small confirmed that the agreed budget of approx. £41k for Chapel Street Toilets excluded VAT.

Cllr J Ballman stated that the male toilets appeared to be very dark when he had visited the site and queried a skylight which appeared to have been boarded over.

The Project Manager confirmed that sufficient LED lighting had been installed.

Cllr K Small asked when signage would be installed at the toilet site. The Parish Manager confirmed this was in progress.

It was agreed that an official opening would take place after the local elections being held on 3rd May 2018.

It was noted that the committee were happy with the additional ~£2k spent on the refurbishment of Chapel Street Toilets.

Cllr D Moffatt queried why it was being proposed that radiant heating panels be installed in the ceiling of the Learning Centre at John Moulton Hall (JMH). A discussion regarding the proposed heating plans took place.

Cllr K Small suggested the proposed plans for JMH be re-visited with a view to having the tables within the Learning Centre at JMH removed and having wall mounted radiators installed and that the committee agree to go ahead with a newly revised plan providing the cost is the same as the current plan. All agreed.

RESOLVED that the Project Manager proceed with the Mechanical and Electrical upgrades at

JMH providing a revised plan including wall mounted heaters in the Learning Centre at JMH is the same cost as the plan presented.

Cllr D Moffatt confirmed with the Project Manager the plans for the kitchenette area at JMH which is to be turned into a consultancy area.

Cllr D Moffatt asked if any works were to be completed in the Library. It was confirmed that only the heating in the Library would be upgraded as this was required to complete the heating system upgrades in other areas of the building.

The Project Manager provided a 2nd separate report on the changing facilities at Pembroke Park, a copy of which can be found as Annex B in the Minute Book.

The Project Manager confirmed that any redesign of the changing facilities could not be completed within a budget of £40k. The proposed redesign would cost over £100k.

Cllr D Moffatt suggested the Parish Council Grants Manager could be asked to raise funds for a redesign.

Cllr J Ballman suggested that it may be better in the long run to knock down the existing building and rebuild.

A discussion around the use of the changing facility took place including the use by mixed sex teams and transgenders and what or who the Parish Council are aiming to provide for.

Cllr S Exell queried the financial argument for investing large sums of money in the facility at Pembroke Gardens and questioned how much work would be required at other changing facilities within the Parish. It was confirmed that none of the other changing facilities to be transferred to the Parish would require extensive works.

Cllr D Moffatt and Cllr J Ballman both mentioned the issue with parking around the Pembroke Gardens area.

Cllr K Small suggested the report be noted and the Grants Manager be asked to explore the possibility of securing funding for a rebuild or restructure.

Cllr D Moffatt added that the Project Manager should be asked to investigate the cost of rebuilding the facility. It was previously reported that this would cost approx. £300k.

A member of the public left the meeting at 7.55pm.

The Project Manager asked for clarification as to whether the current plans for redesign were being parked or should FA approval be sought. The latter was confirmed.

RESOLVED that the Grants Manager be asked to investigate the possibility of securing funds for a rebuild and/or redesign of the changing facility at Pembroke Gardens and the Project Manager seeks FA approval of the current redesign plans and investigates the cost of rebuilding the facility and reports back at a future committee meeting.

The Project Manager left the meeting at 8.11pm.

433 **Ward Development Allowances**

The Deputy Clerk stated that Cllr D Montaut had requested to use £3k of his ward allowance to match Cllr J Ballmans contribution to the Pinehurst Initiative Forum (PIF) to be used explicitly for the Pinehurst Fun Day. All agreed.

RESOLVED that £3k be given to PIF from Cllr D Montauts ward allowance to be spent on the Pinehurst Fun Day.

434 **Snake Path in Penhill**

The Parish Manager confirmed that he had spoken with Swindon Borough Council (SBC) who had suggested that if the existing path were to be extended an additional column (lamppost) would need to be installed. A meeting with Highways is scheduled for 9th May 2018.

Cllr P Baker left the meeting at 8.12pm.

Cllr J Ballman queried who would be asked to pay for an additional column if required. The Parish Manager confirmed that the Parish Council would be asked to pay the capital costs and SBC would pick up any revenue costs.

435 **Employment of casual staff for gardening works**

The Parish Manager provided a written report, a copy of which can be found as Annex C in the Minute Book.

Cllr J Ballman suggested that the perimeter outside the Pinetrees community centre grounds be included in works to be completed by an employee. All agreed.

All agreed with the report recommendations.

RESOLVED that the Parish Manager proceeds with employing a casual member of staff to complete gardening works within and around the Pinetrees Community Centre grounds.

436 **Replacement doors at Moredon & Rodbourne Cheney Library**

The Parish Manager stated that at the Finance & Staffing Committee meeting held 03 April 2018 it was resolved that the broken automatic doors at Moredon & Rodbourne Cheney Library be replaced at an approx. cost of £3.8k.

Having completed a site visit with the Parish Councils preferred supplier it was confirmed that because of Health & Safety issues both sets of automatic doors should be replaced which would cost approx. £8k.

Cllr J Ballman moved to approve the replacement of both sets of automatic doors at Moredon & Rodbourne Cheney Library, seconded by Cllr K Small. All agreed.

RESOLVED that the Parish Manager proceeds with having both sets of automatic doors replaced at Moredon & Rodbourne Cheney Library.

437 **18/19 Pay Increases**

The Parish Manager provided a written a report, a copy of which can be found as Annex D in the Minute Book.

Cllr D Moffatt moved to approve the recommendations of the report, seconded by Cllr J Ballman. All Agreed.

RESOLVED that the Parish Manager be permitted to make the necessary incremental pay rises for employees in May 2018 Payroll and to permit a further 2% increase to be applied in April 2019.

Cllr D Moffatt asked for an item to be included on the agenda for the AGM regarding pay increases. All agreed.

RESOLVED that an item re: pay increases be included on the agenda for the AGM.

438 **Reserves Update**

The Parish Manager confirmed that £500k reserves were currently held in the Nationwide Account. A precept payment had recently been received in the Parish Councils current

account and the balance was approx. £800k.

Cllr D Moffatt suggested an additional £250k be transferred from the current account to the Nationwide account, seconded by Cllr J Ballman. All agreed.

RESOLVED that £250k be transferred from the Parish Councils current account to the Nationwide account.

439

Transaction Logs

It was confirmed that the March & April 2018 GPC Transaction Logs and April 2018 Payroll Reports had been checked and approved by Cllr S Exell.

The meeting closed at 8.28pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee