

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 07 August 2018 at 7pm at 32 The Circle, Pinehurst

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

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

Public Two

Public Session There were no questions or comments from the members of the public present.

118 **Apologies**
Cllr J Rodrigues

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

120 **Minutes of previous meeting**
Minutes of the Finance & Staffing meeting held 5th June 2018 were approved as a correct and accurate record.

121 **YTD Finance & Transaction Logs**
It was noted that the transaction logs had been checked and approved by Cllr S Exell.

The Deputy Clerk drew attention to the YTD Finance Report, a copy of which can be found as Annex A in the Minute Book.

Cllr K Small pointed out a clear overspend on staffing and commented that this was due to the Parish Councils staffing profile changing since the budget was created. The Parish Manager added that the Café agency staff costs wouldn't have been included in the original budget.

Having reviewed the budget and actuals presented Cllr K Small suggested the following virements from specified budget lines to Staffing and additional amendments and that the budget be looked at again at the next meeting of the Finance & Staffing Committee:

£15,000 from Community Investment
£5,000 from Election
£10,000 from General Reserve
£2,000 from Insurance
£3,000 from Playing Fields
£5,000 from Community Events

£1,976 from S106 into Capital
£2,000 from Capital to Staffing

£18,000 Pinetrees Rental Income to be included
£3,000 Councillor costs to be moved

All agreed.

RESOLVED that the budget amendments suggested by the Chair of the Finance & Staffing Committee take place and the budget be looked at again at the next meeting of the Committee.

122

Grant Applications

Butterflies Families Matter - £1,110

The Parish Manager introduced the application and passed over to a representative of the applying group, Vicky Morrison.

Vicky gave an overview of the Butterflies Family Centre(s) and Butterflies Families Matter, the charity arm of the organisation. It was said that the Play Together project had been set-up following the closure of Swindon Borough Council children centres and sessions were being run for 0-5 year olds and their parents or carers to improve confidence and social skills. The sessions are set-up based on need which is identified with the help of police, health visitors and social workers etc.

The sessions are supported by volunteers and currently run from the Swindon Academy for the Penhill area, but these sessions are mostly attended by parents of children that attend the Academy.

The charity would like to set-up sessions in John Moulton Hall (JMH) in Penhill in order to reach a wider audience. This would mean paying venue hire charges and paying these charges is the biggest challenge for the charity.

A grant application had been submitted for the hire costs of JMH for a 37 week period.

Cllr D Moffatt said that he was supportive of the application and asked about sessions held in Moredon. Vicky confirmed that currently there are no sessions held at a venue in Moredon but the Charity would be open to suggestions for suitable areas and venues to hold additional 'Play Together' sessions.

Cllr J Ballman asked about sessions being held Pinehurst and suggested the Pinetrees Community Centre could be used. Vicky reiterated that the Charity were open to such suggestions.

Cllr J Ballman added that he was supportive of the application.

Cllr D Moffatt proposed that the application be granted. Seconded by Cllr J Ballman. All unanimously agreed.

RESOLVED that £1,110 be granted to Butterflies Families Matter for hire of JMH.

Penhill Walking Group - £361.92

The Parish Manager introduced the application and passed over to Ian Milne, the leader of the Penhill Walking Group.

Ian informed Cllrs that the walking group used to be part out of 'Step out Swindon' which was funded by Swindon Borough Council, but the group was now running independently and was self-funded. The group rely on its attendees to pay 50p per week to meet the cost of hiring John Moulton Hall (JMH).

A grant application had been submitted to pay for the hire of the hall at JMH for 1 hour per week for a year.

It was confirmed that approx. 18 people attend the sessions each week and approx. a third of these were from the Penhill area.

Cllr J Ballman commented on the specific amount of funding being asked for and suggested the amount be increased to £400.

Cllr D Moffatt agreed and Cllr K Small confirmed this would be affordable.

It was moved that £400 be granted to the Penhill Walking Group.

All unanimously agreed.

RESOLVED that £400 be granted to the Penhill Walking Group to cover the cost of the hire of JMH.

Chronic Pain Awareness Group - £500

The Parish Manager introduced the application and gave an overview of the group and its activities. He added that the group had begun taking referrals from health professionals and that over 20 members attend their sessions regularly.

Cllr R Ballman suggested that the group should be in receipt of Clinical Commissioning Group (CCG) funding if accepting referrals.

Cllr J Ballman confirmed that he was supportive of the grant application and the group which is very community based and ran by local people.

Cllr D Moffatt confirmed he was happy to support the application.

Cllr R Ballman proposed £500 be granted to the Chronic Pain Group. Seconded by Cllr T Smith.

All unanimously agreed.

RESOLVED that £500 be granted to the Chronic Pain Group.

Shine Swindon – £2,500

The Parish Manager introduced the application and highlighted the fact that the organisation had applied for a grant from South Swindon Parish Council and had received £2,500 for setting up a workshop which included various activities for new parents experiencing post-natal depression.

Cllr J Ballman asked where the planned sessions would be held. The Parish Manager confirmed this was not stated in the grant application.

Cllr S Exell expressed her reservations as there wasn't enough detail provided in the application submitted.

It was suggested that the application be deferred and the organisation contacted to ask for a representative to attend a future Finance & Staffing Committee meeting to provide some further information to Cllrs.

Cllr J Ballman agreed.

All agreed to defer the application to a future meeting.

RESOLVED that Shine Swindon be contacted and invited to attend a future Finance & Staffing Committee meeting where their application would be re-considered.

123

Projects Update

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

John Moulton Hall (JMH)

The Parish Manager confirmed that a Contract Award Letter had been sent to Affleck and a start date for the JMH refurbishment was to be confirmed. He added that a significant closure of the building would be required whilst works take place but every effort would be made to keep the library open as much as possible. The Parish Council were in the process of contacting bookers and stakeholders of JMH to inform them of the closure.

Cllr R Ballman asked if Swindon Borough Council (SBC) had been contacted about funding for

the requested disabled doors. The Parish Manager confirmed that SBC had been contacted. It was confirmed that groups would be offered an alternative venue where possible during the closure of JMH.

The cost of the refurb of JMH was confirmed as being approx. £60,000

Pembroke Garden Changing Rooms

The Parish Manager commented that the reverse premiums option to be discussed at agenda item 14 would provide an opportunity to reduce the cost of the project.

It was confirmed that the project had been put on hold until the Moredon Sports Hub development had progressed.

Even Swindon Community Centre

The Parish Manager confirmed that the Even Swindon Community Centre works had been entered on Contracts Finder and the deadline for quotations to be received was the 14th August 2018.

Churchward Avenue Leisure Garden

The Project Manager stated that the expected total cost had increased slightly due to the ecological surveys that were to be completed, as agreed at Julys Full Council meeting. The ecological survey will advise if the planned works can be completed and/or if there is any additional works to be completed.

124 Allington Road Leisure Garden

Cllr D Moffatt explained that the assets transferred from Swindon Borough Council didn't include the Allington Road Leisure Garden site.

Residents living adjacent to the site have contacted the Parish Council on a few occasions to complain about overgrown vegetation from the site encroaching on their gardens. These complaints were referred to SBC. Recently a tenant of the Leisure Garden site contacted SBC to try and pay the current years fees but had been referred to the Parish Council. This query was referred back to SBC. As a result of this SBC had now been in touch to ask if the Parish Council would be willing to take on the management of the site concerned, and have it transferred to the Parish Council as per the other Leisure Garden sites.

The Leisure & Amenities Committee agreed at their meeting in August 2018 that they would be happy to take on the site providing the freehold is transferred to the Parish Council as per the other Leisure Garden sites transferred.

Cllrs of the Finance & Staffing Committee were asked to decide if a report should be submitted to Full Council to make a final decision on the transfer of the site concerned.

Cllr J Ballman asked if the site was gated. Cllr D Moffatt confirmed the site was gated but the gate in place was damaged and would need to be repaired by the Parish Council.

Cllr K Small proposed a report be presented to Full Council recommending the Allington Road Leisure Garden Site be taken on as per the other Leisure Garden sites transferred and the site be maintained as such. Any maintenance costs or costs to bring the site up to scratch would come from the Allotments Budget.

All agreed.

RESOLVED that a report be presented to Full Council recommending the Allington Road Leisure Garden site be taken on by the Parish Council providing the Freehold is transferred as per the other Leisure Garden sites.

125 Even Swindon Community Centre

The Parish Manager confirmed that it would cost approx. £1,700 to complete the works agreed previously, to cut back the shrubs in the Community Centre Grounds. If additional works for maintaining the Community Centre grounds were to be included as part of the existing SLA with Swindon Borough Council Grounds Maintenance an additional cost of £2,000 would be

incurred.

Cllr R Ballman queried why the association managing the Community Centre weren't paying the costs for maintaining grounds. The Parish Manager explained that the association were struggling with funds.

The Parish Manger went on to say that the Community Centre was included in the latest list of assets to be transferred to the Parish Council which had been submitted to Swindon Borough Council.

It was confirmed that the £1,700 would be paid for from Cllr S Exells Ward Allowance.

Cllr D Moffatt moved that the Parish Council complete the recovery works at the cost of £1,700 and any ongoing support would be subject to the Community Centre transferring to the Parish Council.

All agreed.

RESOLVED that the previously agreed works be completed and paid for by the Parish Council and any ongoing maintenance cost would be met only if the Community Centre asset is transferred to the Parish Council.

126 **Penzance Drive**

Cllr D Moffatt explained that Rob Core (Swindon Borough Council) had contacted Highways about the cost of cutting back the overgrown vegetation on Penzance Drive and it was unlikely the Parish Council would be asked to provide any top-up funds.

It was suggested that the StreetSmart manager be asked if any special projects/works could be completed whilst grass cutting was suspended to utilise available resources.

127 **Removal of Green Waste from Tree Courts**

The Parish Manager explained that in recent months some work instructed to be completed at Tree Courts by Swindon Brough Council (SBC) had been poor which resulted in the Parish Council being charged £2,052 for the removal of rubbish left behind. It had been suggested that the bill be split with SBC and the Parish Council pay half.

Cllr K Small moved that the Parish Council pay half of the bill received, £1,025.
All agreed.

RESOLVED that the Parish Council pay £1,025 for the removal of the green waste from Tree Courts.

128 **CCTV**

The Parish Manager reminded Cllrs that approx. £45k had been received and was to be spent on crime prevention in Pinehurst & Gorse Hill.

The Parish Council were looking into procuring 2 CCTV Cameras for St Marks Rec. 2 for Edinburgh Street, and 1 for Chapel Street. The cost of the cameras and associated costs for installing was expected to be less than £45k.

If Waterside were asked to monitor the cameras once installed the ongoing costs would be £900 per year.

Cllr K Small proposed the Parish Council proceed with the suggested purchases of cameras and a report be bought back to a future Finance & Staffing Committee meeting regarding the cost of associated works of installing the cameras and the ongoing costs for monitoring, and how this fits in with the current budget.

All Agreed.

RESOLVED that a report be presented and a future Finance & Staffing Committee meeting on the cost of associated works for installing the CCTV cameras and the ongoing monitoring costs.

129 **SW NALC Super Council Federation**

It was noted that the Parish Manager, Cllr D Moffatt and Cllr J Ballman would be attending a meeting in Chippenham with several other local and national Councils.
The primary purpose of the meeting would be information sharing.

130 **Update on Parish Pit Stop Café**

The Parish Manager provided a brief update on the Parish Pit Stop Café and stated a review was scheduled for October/November 2018.
The approx. income for the café was £80 per day and an article on the Café had been published in the Swindon Advertiser on the same date of the meeting.
It was suggested that the Parish Council should be looking at the activities that could be taking place in the café area as opposed to the day-to-day running of the café which had been taken on when the relationship with The Olive Tree Café had diminished.

The Parish Manager stated that the cafe probably breaks even but was unable to confirm exact figures as these were still being pulled together and would be presented at the formal review.

Cllr R Ballman suggested it made sense for another enterprise to take on the management of the café rather than it being managed in house by the Parish Council Community Assets Manager.

It was confirmed that if the café was passed over to another enterprise the Parish Council would gain very little or not at all.

Cllr K Small moved that a report be brought to a future Finance & Staffing Committee meeting outlining the possible ways forward, groups that could take on the café, effects and processes etc.

All agreed.

RESOLVED that a report on the future of the café be presented at a future Finance & Staffing Committee meeting.

131 **Reverse Premiums on new leases**

The Parish Manager explained that the Parish Council was waiting for the transfer of leases agreed by Full Council previously to be approved.

It was noted that the Parish Manager had been looking into the amounts Swindon Borough Council had budgeted and approved for the assets to be transferred. These were as follows and it would be requested that these amounts are transferred to the Parish Council along with the assets:

£8.2k – Even Swindon Community Centre
£10.5k – Gorse Hill Community Centre
£5.2k – Western Community Centre
£9.5k – Pembroke Gardens, to be confirmed
£32k – Southbrook Depot, to be confirmed

132 **Pinetrees Rental Income**

It was noted that the Parish Manager had been in discussions with Swindon Borough Council (SBC) regarding the rental income from tenants at Pinetrees Community Centre and it had been agreed that a retrospective invoice was to be issued to SBC for rentals collected for the

periods beyond 01/08/2017 when the Parish Council took on the lease of the building.

133 **SBC Library CAPEX recharge**

The Parish Manager informed Cllrs that Swindon Borough Council were still to be recharged for the Library Transitional Funds. This would be for approx. £58k.

Cllr K Small suggested, once received, the funds be included in the 2018/19 Capital Budget. All agreed.

RESOLVED that the Library Transitional Funds be included in the 2018/19 Capital Budget once received.

134 **Youth Worker**

A report was circulated, a copy of which can be found as Annex C in Minute Book.

Cllr S Exell expressed concerns over the planning and budgeting for a Youth Worker position. Cllr R Ballman had concerns re: over committing funds.

Cllr D Moffatt suggested that if agreed and approval sought from Full Council the existing report would require a few amendments.

A discussion ensued around the pros and cons of employing a Youth Worker, how such a position would be funded, and what types of work a Youth Worker would be expected to do and how this would be monitored.

Cllr K Small suggested a decision be deferred until the next Finance & Staffing meeting when the budget had been looked at in more detail.

Cllr D Moffatt proposed a discussion about a Youth Worker is had at Full Council and a report be presented at the August 2018 meeting. All agreed.

RESOLVED that an item is included on the agenda for the Full Council meeting taking place on 15th August for 'Youth Worker'.

135 **Exclusion 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 Community Assets Manager left the meeting.

136 **Premises Assistants**

It was noted that the 1.5FTE Premises Assistant roles currently split between two posts expire on 30th September 2018. The Parish Manager proposed to prepare an options appraisal report to determine the longer term future of the roles.

Cllrs agreed this was necessary but at a later stage. Due to the establishment of the CSNL< the longer term staffing structure needed further scrutiny. With this in mind and to ensure business continuity it was agreed to extend the current fixed term period for the two employees for a further 12 months.

RESOLVED

That the Parish Manager issues a revised fixed term contract for the two Premises Assistant employees on the same terms and conditions until 30 September 2019.

137 Staffing Panel, Contracts, Employee Handbook

A report by the Chair of Parish was tabled and questions answered.
If the Committee agreed the draft Contract of Employment and associated documentation would be shared with Katie Fielding, County Secretary, Wiltshire Association of Local Councils and Andrew Reeves, Parish Manager. If agreed documents would also be shared with members of the Staffing Panel.
In keeping with Local Government convention and in line with FOI the details would not be voluntarily shared with others. For the purposes of continuity, the contact details should be held by WALC or members of Staffing Panel and the employee only.

RESOLVED

That

- a) the Staffing Panel comprising of the Chair and Vice-Chair of the Finance & Staffing Committee and the Chair of the Parish be enlarged to include the Vice-Chair of the Parish.
- b) the Parish Manager be asked to prepare an Employees Handbook.
- c) the Parish Manager/RFO contract of employment process is endorsed.

The meeting closed at 10.10pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee