

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 04 September 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)
	M Szczepanek	(Project Manager)

Public None

152 **Apologies**

Cllr P Baker
Cllr J Rodrigues

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

None

154 **Minutes of previous meeting**

Minutes of the Finance & Staffing meeting held 7th August 2018 were approved as a correct and accurate record.

155 **Grant Applications**

Shine Swindon - £2,500
Deferred until October 2018.

5th Swindon Guide and Ranger Unit - £250

The Parish Manager introduced the application and passed over to the unit representatives. The leader in charge of the unit explained that they would have been running for 100 years in May 2019 and were hoping to run an international trip to mark the occasion. The representatives went on to explain that a lot of the unit members come from low income families, majority of whom live in Rodbourne, and have never been abroad. The unit are hoping to be able to subsidise the proposed trip, through fundraising, so the trip is affordable. The unit had raised £1,000 at the time of the meeting. Cllr J Ballman queried the number of people the unit were hoping to provide the trip for. It was confirmed that the unit were hoping to take approx. 20 young people. Cllr R Ballman asked about the cost per person for the trip and how much the unit were hoping to cover themselves. Representatives stated that they had estimated that the total cost of the trip would be £6,000 and were hoping to be able to cover the whole cost but recognised that this may not be possible. Cllr J and R Ballman suggested the Parish Council grant more than the £250 applied for given the total cost of the trip. Cllr K Small stated that more than £250 couldn't be granted at the present time based on the application received. Cllr D Moffatt added that the Committee could delegate powers to accept an application of £500. The unit representatives agreed to withdraw the application for £250 and submit a new application for £500 which would be presented at the committee meeting place the 1st Tuesday in October 2018.

RESOLVED that the 5th Swindon Guide and Range Unit withdraw their application for £250 and reapply for £500 and that the revised grant application would be reviewed at the Finance & Staffing Committee meeting taking place 2nd October 2018.

Cllr D Moffatt suggested the unit apply for matched funding grants from other organisations. The representatives went on to ask about the Parish Council grant process. It was explained that the unit could reapply for a grant after 12 months and the committee had powers to grant a maximum of £10,000 and that the grants budget for the current financial year was £15,000.

The Parish Manager stated that it would be useful to know how many attendees of the trip lived within the parish and Cllr J Ballman asked if the unit could provide the Parish Council with some photos from the trip once it had taken place.

The unit representatives agreed to provide a report including photos once the trip had taken place.

156 **YTD Finance & Transaction Logs**

Cllr S Exell confirmed that the August 2018 transaction logs and receipts etc. had been checked and there were no issues and the system in place was working well.

157 **2019/20 Budget Working Group**

The Parish Manager stated that work on the 2019/20 budget including capital projects and a review of the 2018/19 budget and layout should begin in October 2018.

Cllr K Small added that work had already begun on reviewing the presentation of the budget for the current financial year and that a report would be provided at the October 2018 committee meeting. Cllr K Small went on to say that the other committees should be asked about their budgetary requirements for the new financial year, where they would like money directed and what they would need it for.

The Parish Manager confirmed that the timing of invoices received and paid doesn't work well with the reporting against the annual budgets and reports would now include committed spend which would give a clearer picture.

Cllr K Small suggested agenda items for the October 2018 meeting should include: financial implications of recreation grounds and revisit of the request for financial support for a Youth Worker.

All agreed.

RESOLVED that the following 2 items are included in the agenda for the October 2018 Finance & Staffing Committee meeting: financial implications of recreation grounds and revisit of the request for financial support for a Youth Worker.

A discussion ensued about the transfer of assets from Swindon Borough Council.

158 **Projects Update**

The Project Manager give an overview and summarised the written report circulated, a copy of which can be found as Annex A in the Minute Book.

Churchward Allotments

Cllr K Small asked what would happen if the ecological survey results show that there were slow worms at the site. The Project Manager confirmed that the slow worms would be moved or if mitigation works over £1,000 were required it would be bought back to the Finance & Staffing Committee to make a decision.

Even Swindon Community Centre, Jennings Street

Cllr D Moffatt queried the number of subcontractors that would be used. The Project Manager

confirmed that Contractor A had stated that most of the work would be direct labour. Cllr J Ballman asked who would be responsible if something went wrong with the flooring, if the works were completed by a specialist. The Project Manager stated that it would be up to the main contractor to make a claim against the specialist. He added that the company that would be asked to complete floor works at Even Swindon Community Centre would be the same company completing the flooring works at John Moulton Hall.

The Parish Manager reminded Cllrs that grant funding had been applied for, for the works at Even Swindon Community Centre and the Parish Council was awaiting a decision on their application. If the total grant applied for is awarded the proposed works at Even Swindon Community Centre would be fully funded.

Cllr K Small suggested a decision be made as to whether the works should go ahead regardless of whether the grant application was successful. If funds were granted they would be passed to the Association that manages the community centre and they would be asked to reimburse the Parish Council for any project costs covered. The Parish Manager added that the Community Centre could be asked to sign a letter of intent to return funds to cover any costs paid for by the Parish Council if funds granted.

Cllr J Ballman asked what would happen if a reference for Contractor A wasn't received. Cllr K Small stated that the committee would have to reconsider their decision.

Cllr K Small proposed that the revised quote from Contractor A is accepted providing an adequate reference is received and the Even Swindon Community Centre Association be asked to sign a letter re: the grant funds applied for.

All Agreed.

RESOLVED that the revised quote from Contractor A is accepted providing an adequate reference is received and the Association responsible for the management of Even Swindon Community Centre are asked to sign a letter of intent to return funds to cover any costs paid for by the Parish Council if funds applied for are granted.

The Project Manager informed Cllrs that the Parish Manager had asked him to look into the installation of CCTV in Gorse Hill.

Cllr K Small asked about 32 The Circle and the Parish Manager confirmed that no works were to be completed at 32 The Circle as previously agreed.

Cllrs shared their thoughts and views on 32 The Circle and Cllr K Small suggested the Project Manager be asked to investigate plans for the conversion of the building concerned and a report be presented at a future committee meeting.

The Parish Manager stated that the building was to be redecorated that following week and asked whether this should be delayed.

Cllr K Small moved his suggestion to ask the Project Manager to look into the conversion of 32 The Circle and delay the scheduled redecoration.

All agreed.

RESOLVED that the Project Manager builds plans for the conversion of 32 The Circle and reports back at a future Finance & Staffing Committee meeting and the scheduled redecoration be postponed.

Cllr D Moffatt asked Cllrs to feed any ideas about 32 The Circle to the Project Manager.

The Project Manager left the meeting at 8.08pm.

159 Splash Park

The Parish Manager presented to Cllrs some key facts and estimated budget for the proposed Splash Park based on a presentation given to the Splash Park Working Group by a

representative of a company that builds splash park nationally:

Features of a Splash Park can be added in as and when they are wanted, spaces for younger people to escape water are always provided and it's not necessary to staff a splash park.

It was originally estimated that it would cost £34,000 to staff a Splash Park during peak times.

To staff during school holidays only would cost approx. £7,000.

A company would be contracted to open a park in April and complete all tests required for the period the park would be kept open.

It had not been possible to determine the cost of water and electricity for running a Splash Park.

The installation of attenuation tanks was a possibility.

Splash Parks usually take 7-8 weeks to be delivered and 12-16 weeks to be installed.

The Parish Manager informed Cllrs that a tendering process would be required if a decision was made to proceed with building a splash park as the cost would be over £250,000.

A discussion was had around the proposed Splash Park.

The Parish Manager confirmed that he was seeking authority to put together a detailed business plan to be considered at a future Finance & Staffing Committee meeting.

It was confirmed that the old bowls site in Penhill was the suggested site for the proposed park.

Cllr D Moffatt suggested £5,000 be committed for an external options appraisal to be completed; that the Parish staff are tasked with writing a specification for a park and an external company is asked to create a report/independent assessment.

Cllr K Small agreed with Cllr D Moffatts suggestion for a report to come back to the Finance & Staffing Committee before a recommendation is made to Full Council.

Cllr J Ballman asked if Officers could arrange a visit to the Splash Park in Cardiff.

Cllr K Small agreed with the proposal of a visit to the Splash Park in Cardiff.

All agreed.

RESOLVED that:

- a) a visit to the Splash Park in Cardiff is organised
- b) Parish Officers write a specification for a Splash Park
- c) an external company is contracted to complete an external options appraisal report to be presented at a future Finance & Staffing Committee meeting

160 **32 The Circle – Furniture**

The Parish Manager requested permission to spend a maximum of £5,000 on furniture, including a boardroom table and 25 chairs, for 32 The Circle.

Cllr K Small suggested a table for 16 wouldn't be big enough and that a table for 20 should be purchased.

All agreed.

RESOLVED that a maximum of £5,000 be spent on furniture for 32 The Circle, including a boardroom table for 20 people.

161 **Staffing Panel Process**

Cllr K Small confirmed that the agenda item didn't need to be Private & Confidential and no Public or Press would be excluded.

The Parish Manager drew attention to the 'Staffing Panel & Informal Grievance Process' circulated, a copy of which can be found as Annex B in the Minute Book.

Cllr D Moffatt was given permission to table a paper, a copy of which can be found as Annex C in the Minute Book.

A discussion took place around both papers circulated, their differences and different uses. It was stated that the 2 papers could not be standalone documents.

Cllr K Small suggested a recommendation be made to Full Council that the paper circulated by Cllr D Moffatt is included within the Parish Council Constitution and it be resolved that the process drafted by the Parish Manager is agreed, adopted and included in the Employee Handbook.
All agreed.

RECOMMENDATION that the amendment/clarification of the Constitution prepared by Cllr D Moffatt is included within the Parish Council Constitution.

RESOLVED that the process prepared by the Parish Manager is agreed, adopted and included in the Employee Handbook.

162 Ward Allowance for Halloween Party

The Parish Manager asked for permission to table a request submitted by Cllr K Parker to use £500 of his Ward Allowance to fund a Halloween party at the Deer’s Leap Public House in Penhill.
Agreed.

A discussion was had about the logistics of the proposed party and whether this should be organised by the Parish Council or a local organisation/group.

Cllr S Exell proposed refusal of the request.
Cllr D Moffatt agreed with the refusal but added the Parish Council would be happy to accept an application for grant aid from an organisation willing to arrange and organise a party.
All agreed.

RESOLVED that the request from Cllr K Parker for £500 from his Ward Allowance to be spent on a Halloween Party be refused.

The meeting closed at 9.06pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee