

## **CENTRAL SWINDON NORTH PARISH COUNCIL**

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

Minutes of the meeting held on 4<sup>th</sup> December 2018 at 7pm at 32 The Circle

<b>Present</b>	Cllr K Small	(Chair)
	Cllr S Exell	(Vice-chair)
	Cllr J Ballman	
	Cllr R Ballman	
	Cllr D Moffatt	
Cllr T Smith		
<b>Officers</b>	A Reeves	(Parish Manager)
	H Morgan	(Deputy Clerk)
	M Szczepanek	(Project Manager)
	A Webb	(Youth Worker)

**Public** None

**278** **Apologies**

Cllr P Baker  
Cllr J Rodrigues  
Cllr T Smith

Cllr K Small welcomed and congratulated Aaron Webb on being appointed to the new Youth Worker position. Cllrs went on to introduce themselves to the Youth Worker.

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

None

**280** **Minutes of previous meetings**

The minutes of the Finance & Staffing Committee meetings held 2<sup>nd</sup> October and 6<sup>th</sup> November 2018 were approved as a correct and accurate record.

**281** **Approve Parish Grant Application**

**Shine Swindon - £2,500**

The Parish Manager introduced the application and explained the absence of representation from the applying organisation.

Cllrs were reminded that at the previous committee meeting it was agreed that the organisation would be given a final opportunity to present their application else the application would be considered in their absence.

Cllr D Moffatt informed the Committee that he had struggled to find any presence of the applying group online. Cllr R Ballman agreed and added that similar local groups didn't seem to last for a long period of time.

Cllr J Ballman commented on the lack of representation from the applying organisation.

Cllr K Small noted grant applications made by the applying group to other organisations and stated that nothing in the application specifically detailed the benefits to the Parish.

Cllr K Small moved that the application be refused. All agreed.

**RESOLVED** that the grant application received from Shine Swindon be refused.

Cllr K Small asked if the Committee would be willing to consider a request for Ward Allowance spend which was not included in the agenda. All agreed.

The Deputy Clerk asked Cllrs to consider a Ward Allowance spend request received from Cllr D Montaut to purchase a bus shelter to be installed on Pinehurst Road. All agreed.

**RESOLVED** that the maximum £5,000 from Cllr D Montauts 18/19 Ward Allowance be spent on purchasing and installing a new bus shelter on Pinehurst Road.

The Deputy Clerk went on to inform Cllrs that Swindon Borough Council Highways department had been given permission to put an article in one of their newsletters about the Parish Council installing bus shelters to improve the bus network for parishioners.

**282**     **Transaction Logs**

It was noted that Cllr S Exell had checked the transaction logs for November and there were no issues to report.

**283**     **Projects Update**

A written report was provided, a copy of which can be found as Annex A in the Minute Book.

**John Moulton Hall**

The Projects Manager stated that the contractors would be returning w/c 3<sup>rd</sup> December to correct the painting of doors and resolve other small issues. He added that replacement kick plates for some of the doors were still required and carpet was to be fitted around the slimmer heaters installed in the library.

Fire Alarm and Emergency Lighting Certificates were to be sent to Swindon Borough Council (SBC) Building Control before the refurbishment project could be signed off.

Cllr J Ballman asked about the ‘water hammer’ mentioned in the report. The Project Manager explained that it was thought to be caused by a problem with pressure and the old heater system. The Project Manager added that he would obtain a quote for a replacement water heater which would be bought back to the Finance & Staffing Committee for consideration.

Cllr J Ballman suggested a maximum spend of £1,500 for a replacement water heater be agreed or the project contingency be extended by this amount, so the item would not need to be bought back to the Committee for approval.

Cllr K Small moved that a maximum budget of £1,500 be agreed for the installation of a new water heater. All agreed.

**RESOLVED** that a maximum of £1,500 be spent on replacing the water heater in the toilets at John Moulton Hall.

The Project Manager confirmed he would inform the Parish Manager of the final price before proceeding with the procurement of a new water heater.

**Even Swindon Community Centre, Jennings St.**

Cllr K Small asked if the management committee for the Community Centre were aware of the Parish Council position. The Parish Manager confirmed that the management committee were aware and had asked to be informed 1 month prior to any works going ahead to allow for the rescheduling and moving of bookings.

**Even Swindon Listed Screen Wall Double Doors, Lynmouth Road**

The Projects Manager informed Cllrs that quotes received for replacing the door were in the region of £2,000.

Swindon Borough Council (SBC) had provided details of companies that could

renovate the existing door and the quote received was for £4,300.

Cllr S Exell commented that SBC were providing the specification for the door but weren't providing any funding.

It was asked who was responsible for the door.

Cllr D Moffatt informed Cllrs that the door was inherited from developers who refused to take any responsibility for it. He added that any works would be paid for from the Churchward Development Fund the Parish Council had received.

It was confirmed that replacement doors would look the same as the old doors with the same ironmongery etc.

It was asked why SBC were asking for the doors to be repaired when less than 50% of the original doors would remain and they weren't willing to contribute to the cost.

Cllr J Ballman suggested the old doors could be removed, preserved and displayed.

Cllr K Small moved that the Parish Council contacts the SBC Conservation Officer stating that they are willing to contribute £2,000 for new doors but would not fund the additional £2,000 for the restoration of the old doors. All agreed.

**RESOLVED** that the Project Manager writes to the SBC Conservation Officer to inform them that the Parish Council will contribute a maximum of £2,000 for new doors to be installed.

### 32 The Circle

The Project Manager informed the Committee that he was awaiting the schematics of the electric and mechanical works.

Cllr D Moffatt suggested the Parish Council have the building valued before any works take place. All agreed.

**RESOLVED** that the Parish Council have 32 The Circle valued.

Cllr D Moffatt went on to explain the history of 32 The Circle and the future transfer to the Parish Council.

Cllr K Small asked for an instant water boiler to be included and installed in the kitchenette. This was noted by the Project Manager.

A discussion took place around the possibilities and options for projectors and the preferred equipment. Based on the discussions the Project Manager confirmed he would build 2 screening areas and equipment at ceiling height into the scheme.

It was suggested that in the future the building could be used by the Youth Worker.

### CCTV Chapel St Public Toilets

The Project Manager referred to the pictures included in his report.

A discussion about the problems with various set-ups and the preferred set-up of the cameras took place.

**RESOLVED** that 2 cameras be installed, 1 on each side of the building, on the 'verges'.

### Western Community Centre

The Project Manager confirmed that it was thought that not a lot of mechanical or

electrical work would be required.

Cllr D Moffatt expressed concerns about desirables being included in the scheme and suggested only essentials be included given that other assets would be transferred to the Parish Council which would also need essential works completing.

It was suggested that the Parish Council should be looking at completing works that managing committees can't complete themselves.

Cllr K Small moved that the Parish Council continue the process of obtaining pricing for all works, so they can advise the management committee of the cost of desirable works should they wish to contribute to the cost of these themselves. All agreed.

**RESOLVED** that the Parish Council continues with the process of obtaining pricing for all works, including desirables, so that the management committee can be advised of the costs.

Cllr S Exell asked about the Rodbourne Farm Leisure Garden site.

Cllr D Moffatt gave some background information and informed the Committee of the current situation. He went on to say that the Committee were being asked for permission for the Project Manager to look at the site concerned and the potential options for parking in and outside the site. All agreed.

**RESOLVED** that the Project Manager looks into the potential parking options, in and outside, at the Rodbourne Farm Leisure Garden site.

284

#### **Safeguarding Policy**

The Parish Manager introduced the draft policy which had been created alongside the employment of a Youth Worker. The policy would cover Parish Council staff who come into contact with vulnerable people and those that use Parish Council facilities.

It was suggested that employees of other organisations who would follow their own organisations policy should follow the Parish Council policy when on site at a Parish Council facility.

Cllr K Small expressed concerns over the policy being too prescriptive and the possibility that it could prevent groups from using facilities as well as prevent private bookings.

The Parish Manager explained the distinction between public and private hire and Cllr K Small commented on the difference between one off and ongoing bookings.

Cllr R Ballman suggested Financial Abuse should be included in the policy and suggested the upper age limit of 18 be increased to 25.

Cllr J Ballman commented that a policy needed to be in place as a lack of rules let organisations down and authorities would expect to see a Safeguarding Policy in place.

Cllr K Small reiterated that safeguarding responsibilities fall to individual organisations hiring facilities. He added that the Parish Council should be careful about what's their responsibility and what isn't.

The Parish Manager stated that the Parish Council must show due diligence as much as practicable and a tick box on a booking form would not be too onerous.

A discussion around safeguarding and those a Parish Council policy should apply to took place.

Cllr S Exell said that if a safeguarding policy was in place it should be applicable to all as private hirers could be more of a risk to safeguarding.

Cllr K Small moved that the draft policy be adopted with amendments covering the points discussed; definition of private bookings, financial abuse and better definition of vulnerable adults, and the policy be reviewed in 12 months' time.

All agreed.

**RESOLVED** that the draft Safeguarding Policy be approved with amendments to include the accepted definition of private bookings, financial abuse and a better definition of vulnerable adult. The policy is to be brought back to the Committee in 12 months' time.

**285**     **19/20 Budget setting and precept preview**

The Parish Manager stated that the Budget Working Group were meeting on Thursday 6<sup>th</sup> December 2018. He added that the Council Tax Base was to increase by £195 equalling a total increase of £22,387.

**286**     **Libraries & Leisure Trust**

The Parish Manager gave an overview of the draft report to be presented to Full Council at the end of the month. He highlighted the timeline and stated that at the current time the Trust wasn't running concurrently with the Parish Council to enable them to pick up the migration of the Library Service in the New Year.

The Parish Manager informed Cllrs that the Leisure & Libraries Trust (L&LT) AGM was to take place on Tuesday 11<sup>th</sup> December 2018 where the draft financial summary and pay paper should be approved.

It was mentioned that the volatility, fragility and immaturity of the trust needed to be considered.

In the draft report it would be proposed that the Trust continues and would be the core delivery vehicle for the libraries, but a staggered implementation should be looked into. The Parish Council could take on the duties of arranging the library transfer and the Parish Manager work for the Trust for 7 hours per week to ensure all requirements and deadlines are met.

One option would be that the Trust commission Swindon Borough Council (SBC) to continue providing the library service for approx. £67,000 per year including VAT. The Trust would still receive NNDR relief and could reclaim VAT. A risk of the option would be the dramatically reduced involvement of the Parish Council.

Cllr D Moffatt mentioned the motivation of SBC in offering a continuation of service.

It was noted that there were no visible supervisory, management or training costs included in those provided by SBC.

Cllr J Ballman agreed that an incremental implementation would be the best way forward and he would be willing to contract SBC for a year.

Cllr K Small commented that the Parish Council would need to ensure that no additional costs are added by SBC and confirm that the margins are due to the scale of economies.

Comments were made on the set-up of the trust and the involvement of Cllrs in the

running of the libraries.

Cllr K Small moved that the report to be presented to Full Council recommends that the Trust be commended and supported in retaining SBC as the library service provider for a further 12 months.

The Parish Manager added that the report would be amended to include the latest cost information received from SBC.

**RESOLVED** that the report to be presented to Full Council recommends that the Trust be commended and supported in retaining SBC as the library service provider for a further 12 months.

**287** **Interim Processes Audit**

The Parish Manager gave an overview of issues with stock and cash management, including frequency of banking and lack of bank reconciliations, highlighted in the Interim Processes Audit Report. He gave reassurance to Cllrs that processes were now in place and were being followed which addressed the issues.

Cllrs noted the Audit Report and comments made.

**288** **Parish Pitstop Café**

The Parish Manager confirmed that the café would transfer to the Olive Tree Café from 3<sup>rd</sup> January 2019 and that the current member of staff employed by the Parish Council, via Pertemps, would be taken on by the Olive Tree. He added that a 12 month lease for the café equipment would be put in place and the large kitchen would be used by the Olive Tree Café for training and other initiatives.

A Café Working Group would need to be set-up and 2 trustees of the Olive Tree Café had agreed to sit on the Working Group which would be an ongoing project for 12 months.

The Parish Manager informed Cllrs that a tendering process for the café would begin in month 9 of the following year.

**289** **December 2018 pay date**

The Parish Manager asked for permission to pay staff early in December 2018.

Cllr K Small suggested the Parish Manager be given authority to pay staff early in December of each year. All agreed.

**RESOLVED** that the Parish Manager be given authority to pay staff early in December of each year.

The Parish Manager went on to inform Cllrs of the dismissal of a member staff which was noted by the Committee.

The meeting closed at 22.00pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee