

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 8th January at 7pm at 32 The Circle

Present	Cllr K Small	(Chair)
	Cllr S Exell	(Vice-chair)
	Cllr P Baker	
	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

323 **Apologies**

Cllr J Rodrigues
Cllr T Smith

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

Cllr K Small declared a non-pecuniary interest in agenda item 13.

325 **Minutes of previous meetings**

The minutes of the Finance & Staffing Committee meeting held 4th December 2018 were approved as a correct and accurate record.

326 **Ward Allowance Spend Requests**

Cllr P Baker - £2,000, for the replacement of trees on grass verges

The Deputy Clerk introduced a report presented at the Leisure & Amenities Committee meeting held in December 2018. A copy of the report can be found as Annex A in the Minute Book.

Cllr P Baker spoke of his support of the recommendation of the report and suggested the issue of parking on grass verges in the areas concerned would be alleviated by the planting of trees.

Cllr R Ballman said that it should be ensured that the trees to be planted would be large enough. Cllr K Small agreed.

It was moved that a maximum of £2,000 be spent on replacing trees on 2 grass verges and the funds be taken from Cllr P Bakers Ward Allowance. All agreed.

RESOLVED that a maximum £2,000 be spent on planting a new tree on the grass verge at Fairford Crescent and at Marston Avenue and the funds be taken from Cllr P Bakers Ward Allowance.

327 **YTD Finance & Transaction Logs**

The draft 2019/20 budget was displayed.

Cllr K Small informed Cllrs that approx. £140k would be leftover at the end of the 2018/19 financial year. Most of the underspend would be budgeted capital expenditure which would not be spent.

The Parish Council were looking at a 3.99% increase to the Council Tax Base which is similar to the Swindon Borough Council (SBC) and Police and Crime Commissioner (PCC) increases. The proposed increase would result in a £1.158 MIL Precept.

Cllr K Small and the Parish Manager went through the individual budget lines and provided further detail to support the proposed figures. Questions were raised by Cllrs and discussions ensued.

Based on comments made Cllr K Small asked for the budget to be amended to change the capital programme by moving the costs associated with barrows to minor capital works.

The Parish Manager suggested the Parish Office costs be separated out from the Pinetrees Community Centre running costs. Cllr K Small agreed.

Cllr K Small proposed that the budget with amendments discussed be presented to Full Council in January 2019 for approval. Seconded by Cllr D Moffatt. All agreed.

RESOLVED that the draft 2019/20 budget be presented to Full Council in January 2019 for approval.

328 Projects Update

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

John Moulton Hall

The Projects Manager confirmed that the old cooker had been disposed of in the week commencing 7th January 2019.

Cllr J Ballman commented on how good John Moulton Hall (JMH) looked and said credit should be given to all involved in the refurbishment.

Cllr P Baker queried whether a dishwasher was to be installed at JMH. The Parish Manager confirmed this was going to be looked into.

Pembroke Garden Changing Rooms

Cllr K Small confirmed this item could be omitted from future updates.

Churchward Allotments

The Project Manager confirmed that works inside the gates would be completed in March/April 2019. He added that concrete had been installed around the inspection chamber.

Even Swindon Listed Screen Wall Double Doors, Lynmouth Road

The Project Manager informed Cllrs that Swindon Borough Council (SBC) had said that a maximum of £3,000 could be contributed to the final cost.

32 The Circle

The Project Manager stated that 1 enquiry had been received in response to the RFQ published online and he was aware of 2 companies likely to tender.

Cllr D Moffatt stated that he was unsure about creating a disabled parking space at the front of the building as planned, partly due to the building losing its anonymity through the loss of the hedge.

The Project Manager confirmed that currently the plan moved the existing ramp to the left to create a space for disabled parking.

Cllr P Baker left at 8.27pm.

Cllr J Ballman suggested a White cross bar be installed at the front of the building to increase security. He added that the Parish Manager should seek to have a Traffic Regulation Order (TRO) installed outside the building for disabled parking.

It was confirmed that bars were to be installed on the outside of the windows.

Cllr S Exell stated that the works had been discussed in detail previously and it was agreed that the front of the building would be opened up.

Cllr R Ballman stated that a building should be accessible to all.

Cllr D Moffatt responded that if the building was to be opened up a heavy weight defence for the building would need to be installed.

Cllr J Ballman asked if CCTV would be installed. The Project Manager confirmed that the cost of CCTV had been allowed for in the scheme.

Cllr K Small suggested a suitable fence could be installed to deter people. Cllr J Ballman said that when problems had been experienced at a nearby building a 2ft tall fence had been installed which was accessible by keys and/or fobs.

Cllr S Exell said that the installation of a sliding gate had been discussed previously. Cllr D Moffatt added that a sliding gate would be expensive. The Project Manager confirmed that a sliding gate had not been included in the scheme.

Cllr K Small suggested some works to the front door and porch area. The Project Manager confirmed this could be included in the scheme going forward.

It was suggested that due to the cost a disabled parking space would not be required under DDA Legislation and Highways would be unlikely to approve access due to issues with reversing onto the road. Asking for a TRO to be installed could be the best option.

Cllr S Exell suggested that not providing a disabled parking space could bring negative comments.

Cllr K Small suggested that the ramp be moved to the left as planned in order to keep a space for a future decision to install disabled parking and put in a TRO, the front of the building be opened up and the works to the front door and porch area be incorporated in the Scheme. Cllr J Ballman added that the front gate should be moved back to create a wider pathway at the front of the building.
All agreed.

RESOLVED that

- a) The ramp be moved to the left as planned and a space be kept for a future decision re: disabled parking
- b) An application for a TRO be submitted in writing
- c) The front of the building be opened up
- d) Works to the front door and porch area be incorporated in the Scheme

CCTV Chapel St Public Toilets

Cllr K Small stated that the revenue costs involved needed to be included in the 2019/20 budget. The Parish Manager agreed.

Western Community Centre

The Project Manager confirmed the quote received for works was over £5,000 so additional quotes would be obtained.

The roof is to be looked at with a contractor.

Glinn Hambidge is obtaining quotes for redecoration of the hall.

The Project Manager informed Cllrs that he was still to visit Rodbourne Farm Leisure Garden.

329 **Ward Allowance Policy**

The Deputy Clerk highlighted to Cllrs the parts of the policy that had been revised by the Grants Manager. The revisions were discussed, and further amendments suggested.

Cllr K Small suggested the revised policy be approved and adopted with the amendments discussed. All agreed.

RESOLVED that the revised Ward Allowance Policy be adopted with the specified amendments.

Cllr K Small suggested installing transparent transfers on the bus shelters to display the Parish Council name more prominently. All agreed.

RESOLVED that transparent transfers displaying the Parish Council name be installed on all new bus shelters.

330 **Salamander Project**

The Parish Manager referred to an email sent previously and summarised its contents. Images from previous projects were displayed.

The Parish Manager explained that 2 new courses were to be ran; 1 in February 2019 and another in the Autumn.

A cohort of 16 individuals would be selected from the Parish area to attend each course. Parents of individuals also attend the course.

Money had been secured and set aside by the police for the course to be ran in October 2019. Andy Bridge had been in touch with the Parish Council to ask if the Council could contribute £5,000 to pay for the course to take place in February 2019.

Cllr J Ballman confirmed he would be happy for the Parish Council to pay for the February 2019 course. He added that there could be mileage for the Parish Council to support the project and pass details of participants on to the Youth Worker at a later date.

It was confirmed that Cllr D Moffatt would like to offer his 2018/19 Ward Allowance to pay for the Salamander Project to run in February 2019.

A discussion ensued about the Ward Development Allowances (WDA) carried forward from previous and current financial years.

Cllr S Exell expressed concerns that if the Parish Council covered the cost of the course then there could be an expectation for the Parish Council to pay for future courses. Cllr D Moffatt shared the concerns but it was stated that as the course was being funded by a Cllrs Ward Allowance the recipient would be informed that it would be a one off payment.

Cllr K Small moved that £5,000 from Cllr D Moffatts 2018/19 Ward Allowance be spent on the Salamander Project the police wish to run in February 2019.
Cllr J Ballman asked that the Parish Officers inform the Committee of WDA monies remaining. All agreed.

RESOLVED that £5,000 from Cllr D Moffatts 2018/19 Ward Allowance be spent on the Salamander Project being ran in February 2019 and Parish Officers inform the Committee of WDA monies remaining.

331 Youth Worker Qualification

The Parish Manager confirmed that a conference call scheduled for earlier that day had been cancelled due to staff sickness. The item would be deferred until the next meeting of the Finance & Staffing Committee.

332 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.

333 Estates Manager

The Parish Manager explained that the original Job Description (JD) and Person Specification for an Estates Manager was presented at the Full Council meeting held in December 2018 where Cllrs felt that the specification was too in depth, too varied and the qualification requirement was too high. There were also concerns about the specification not differentiating between desirables and essentials.
It was agreed at the December 2018 Full Council meeting that the Person Specification be revised and referred to the Finance & Staffing Committee.

The Parish Manager stated that the Person Specification had been amended and elements around qualifications and ability to understand government finance had been removed as requested by Cllrs at the December 2018 Full Council meeting.

Cllr J Ballman commented that the revised specification was much better than the previous.

Cllr K Small suggested the reference to the building services/facilities management qualification be a desirable and a vaguer essential be included.
Cllr S Exell suggested 'equivalent experience' be included as an essential.
The Parish Manager confirmed the Person Specification would be amended as requested.

All approved and agreed the Estates Manager Person Specification with the amendments discussed.

RESOLVED that the Estates Manager Person Specification be agreed with the amendments discussed.

334 Parish Officer Call Out

The Parish Manager informed Cllrs that he had a beneficial conversation with Swindon Borough Councils (SBC) Security Manager, Mark Stratford. He stated that he had nothing to add to the report which was presented at the Full Council meeting in December 2018 but said that when call out was originally set up for the Parish Council the SBC rates had been used which had now been replaced by legislation. Details of the 2 applicable tests in legislation were given.

The Parish Manager summarised the recommendations given in the report and

highlighted the potential significant increase in costs if the current process was continued.

Cllr K Small confirmed that Parish Officers would continue to be paid the current rate per day for being available on the phone. The Parish Manager confirmed that there would be an additional £5,000 spend per annum to contract SBC to respond to call outs.

Cllr D Moffatt asked about Pinetrees Community Centre being used as a rest centre. The Parish Manager confirmed that this requirement was confirmed by law and stated in the lease of the building.

Cllr J Ballman asked if the number of call outs would increase as the number of Parish assets increased. The Parish Manager confirmed this and added that within the suggested process only Officers with a driving license would be asked to carry out call out duties.

Cllr K Small proposed that SBC be employed to complete call out duties for the next 12 months and the current call out levy is retained for Parish Officers. All agreed.

RESOLVED that SBC Security are employed to complete call out duties for 12 months and the current call out levy is retained for Parish Officers to be available on the phone.

Cllr D Moffatt stated that SBC would not be permitted to make any decisions, and this would fall to the Parish Officers on duty.

335 **Moredon Sports Hub**

The Parish Manager stated that Swindon Borough Council (SBC) were developing a business plan for the Sports Hub. He added that the Housing Development was dependent on the Sports Hub.

The Partner Organisations of the Sports Hub had requested a complete review of the viability of the Scheme as the original proposal was completed many years ago and did not provide an up to date snap shot.

The Parish Manager suggested the Parish Grants Manager could complete the required review under the Parish Council employment. He added that the deadline for tendering for the review work was the following day.

The Parish Manager summarised the requirements of the review work and stated that both he and the Grants Manager had been confused by the information received. It was said that it would be useful for the Parish Council to be on board as a consultee for the project.

There were concerns over funding cuts and the possibility of the Hub that will be delivered being severely reduced.

A discussion was had around the possibility of the Grants Manager completing the review work and the remuneration the Parish Council would and/or could pay.

Cllr K Small moved that £25 per hour be paid to the Grants Manager for the review work and the Parish Council charge SBC a 10% premium. All agreed.

RESOLVED that a maximum £25 per hour for the Grants Manager be included in the tender for the Sports Hub review work, plus an additional 10% premium for the Parish Council.

Cllr D Moffatt added that the additional pay for the Grants Manager would be paid as an honorarium and not included in the basic pay for the role.

The meeting closed at 21.41pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee