

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 5th March 2019 at 7pm at 32 The Circle

Present	Cllr K Small	(Chair)
	Cllr S Exell	(Vice-chair)
	Cllr J Ballman	
	Cllr R Ballman	
	Cllr D Moffatt	
Officers	A Reeves	(Parish Manager)
	A Briggs	(Estates Manager)
	H Morgan	(Deputy Clerk)
	M Szczepanek	(Project Manager)

Public None

399 **Apologies**
Cllr P Baker
Cllr J Rodrigues

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

401 **Minutes of previous meetings**

RESOLVED that the minutes of the Finance & Staffing Committee meeting held 5th February 2019 be approved as a correct and accurate record.

402 **Grant Applications**
Gorse Hill Community Centre - £2,390.22

The Parish Manager introduced a representative from the applying organisation, Debbie Knotts.

D. Knotts explained that she was the acting manager of Gorse Hill Community Centre and the organisation were applying for funds to have new flooring installed at the Community Centre as the existing flooring had been taped down with hazard tape for some time and was a health & safety hazard. She went on to say that since managing the community centre CCTV had been installed, various rooms re-decorated and a new fire door had been installed.

The Parish Manager explained that the Parish Council would become responsible for maintenance and repairs at the Community Centre once it had transferred to the Parish from Swindon Borough Council. It was expected that that the transfers would complete in the same week.

Cllr D Moffatt supported the application and suggested the funds requested be granted.

The Parish Manager suggested the Parish Council could obtain a better price for the flooring if they were to have the works completed themselves.

Cllr R Ballman said that if the Parish Council were to become responsible for the ongoing maintenance of the floor, they should ensure the works to be completed were adequate.

Cllr J Ballman reiterated thoughts and support for the Parish Council completing the

works on the floor to a standard they would be satisfied with. He went on to propose that the Parish Council obtains quotes for the works and pay for the works directly.

Cllr K Small agreed with comments made and expressed concerns about a large amount of money being awarded from the Grants budget line.

Cllr K Small suggested a virement of £2,500 from the Capital fund and the grant applied for be awarded to Gorse Hill Community Centre. All agreed.

RESOLVED that £2,500 be moved from the Capital fund to the Grants budget line and the grant applied for be awarded to Gorsehill Community Centre.

403 Ward Allowance Spend

The Deputy Clerk reminded the committee that previously £5,000 had been transferred to the Hreod Burna Urban Forest (HBUF) to support an external grant application for funds to purchase a tractor. She went on to inform the committee that HBUF's grant application had been unsuccessful and a decision would need to be made as to whether HBUF should be allowed to retain the funds transferred or if they should be asked to return them.

Cllr J Ballman stated that he would support HBUF retaining the funds to support future grant applications to purchase a tractor, which was their intention. Cllr K Small agreed that he would be happy for HBUF to retain the funds. All agreed that HBUF be allowed to retain the £5,000 Ward Development Allowance (WDA) transferred.

RESOLVED that HBUF be allowed to retain the £5,000 transferred to support future grant applications for funds to purchase a tractor.

It was confirmed that any unspent WDA from 2017/18 and 2018/19 would have to be spent by the end of Mar-19 and any amounts remaining would not be carried forward to 2019/20.

404 Transaction Logs & Financial Accounting

The Parish Manager confirmed that March & April 2019 Transaction Logs would be checked by Cllr S Exell in April 2019.

405 Projects Update

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

Even Swindon Community Centre, Jennings Street

It was confirmed that the Contract Award Letter had not yet been sent out.

It was confirmed that the Estates Manager could not attend the scheduled Stakeholder Meeting.

The Parish Manager said that the Parish Council had been contacted by community centre users with concerns about losing bookings and that the Parish Office staff were trying to accommodate groups and mitigate problems.

Even Swindon Listed Screen Wall Double Doors, Lynmouth Road

Cllr D Moffatt stated that he had spoken to advocates of the works the Parish Council had completed to date. He added that he was content with the appearance of the temporary door.

Cllr K Small suggested the Parish Council leave the door as it is subject to Swindon Borough Councils (SBC) responses to requests for funds support further works to replace the door. The Parish Council have agreed to contribute £2,000; if SBC can match fund further works can progress. All agreed.

RESOLVED that the Parish Council fund a maximum of £2,000 into further works on the door which would not progress unless SBC match fund.

CCTV Chapel St Public Toilets

The Project Manager confirmed he had seen images from the CCTV and was satisfied they were adequate.

Cllr J Ballman stated that it would be interesting to know if the CCTV has an impact on anti-social behaviour.

The final costs of the project were confirmed.

Western Community Centre

The Project Manager explained the issues with asbestos in the flooring and the cost of removal. He confirmed that to have all works on the flooring completed and the asbestos removed would cost £11,592.

Cllr R Ballman agreed that all asbestos should be removed.

Cllr K Small proposed that the Parish Council go ahead with the 2nd lowest tender for the flooring for the reasons explained by the Project Manager re: asbestos removal. All agreed.

RESOLVED that the Parish Council go ahead with the 2nd lowest tender for the flooring works including the removal of asbestos.

The Project Manager stated that he had made contact with a 3rd contractor re: the roof who will hopefully supply a quote for the works.

Cllr D Moffatt asked if the contractors had inspected the roof as it is suspected that some areas may be rusted. The Project Manager confirmed that no contractors had accessed the roof as scaffolding was not yet in place.

Cllr J Ballman referred to the previous minutes and a decision made to look into the possibility of installing solar panels at community centres to transfer to the Parish Council. He suggested the Parish Council should hold off completing any works until the possibility of installing solar panels had been investigated and that Public Power Solutions be asked to take an initial look at the roof and provide feedback on solar panels.

Cllr R Ballman suggested the works on the roof would be required regardless as to whether solar panels could be installed.

Cllr J Ballman said that the Parish Council wouldn't want to paint the roof before solar panels were installed, if able to. The Project Manager confirmed he would look into whether the roof could be painted prior to solar panel works.

Cllr K Small reiterated that the Parish Council were still waiting for 1 additional quote and added that no further detail re: the roof would be known until people are able to access it. He asked the Project Manager for advice on how the works on the roof should proceed. The Project Manager responded that the different elements of the works could move forward hand-in-hand. He added that once scaffolding was up it

would be in place for 4 weeks.

Cllr S Exell arrive 7.34pm

The Parish Manager confirmed that the SBC dilapidation surveys indicated works were required on the roof.

Cllr J Ballman suggested further works were required to establish the total extent of the works required.

Cllr D Moffatt expressed concerns about receiving quotations on the basis of a solid roof being in place, which may not be the case.

Cllr R Ballman asked when the dilapidation surveys took place. The Parish Manager confirmed when the surveys were completed in 2016 the roof required urgent attention.

Cllr K Small suggested getting scaffolding in place and asking the preferred contractor to quote after viewing the roof or putting all works on hold until the roof was surveyed.

Cllr J Ballman stated he would prefer to have the roof surveyed first.

The Project Manager commented that there would be additional costs associated with having additional surveys completed.

Cllr D Moffatt moved that the Parish Council pay a maximum of £5,000 to have the roof surveyed. All agreed.

RESOLVED that the Parish Council pay £5,000 to have the roof at Western Community Centre professionally surveyed.

Rodbourne Farm Allotments (Barnfield Close)

Cllr S Exell informed the Committee that she had been in touch with SBC Highways re: signage and improvements required and asked for support to follow up on issues at Barnfield Close during further discussions re: signage. All agreed.

Cllr K Small said that there was still a possibility of integrating parking within the proposed development at Barnfield Close but it was not a preferred option.

A discussion about the planning application for the proposed development at Barnfield Close took place.

Cllr D Moffatt proposed £7,500 be agreed for the installation of parking at the Rodbourne Farm Leisure Garden site.

Cllr R Ballman suggested the funds be taken from the Allotments budget line.

The Project Manager added there could be an additional cost of £2,600 if the Parish Council had to employ contractors to complete tarmacking if the development contractors weren't able or willing to complete the works.

Cllr D Moffatt suggested that if additional costs were incurred for the tarmacking these should be recharged to SBC. Cllr S Exell agreed.

All agreed with the proposals and suggestions put forward.

RESOLVED that

- a) car parking be installed within Rodbourne Farm Leisure Garden for the total cost of £7,500
- b) Any additional costs incurred for tarmacking be recharged to Swindon Borough Council.

406 **32 The Circle Valuation and Works**

Cllr D Moffatt queried why a change of use application had been submitted to Swindon Borough Council (SBC) as the building was being retained as a community building. The Parish Manager confirmed this was required because of the intention to use the building as a Parish base, i.e. office.

Cllr R Ballman queried the large variances between the quotations received. The Project Manager confirmed there were usually variances. He added that he had found it difficult to obtain any quotes for the works.

Cllr R Ballman asked about the flooring. It was confirmed that the floor was suspended and could only be retained if in good condition.

The Parish Manager referred to the valuation of the building and the cost of rebuild and asked Cllrs to note that the quotes received for proposed works were in the same region as the value of the building.

Cllr S Exell stated that this was an investment opportunity as the Parish needed a base and would continue to do so for many years. Cllr D Moffatt agreed. It was suggested that the works be completed a bit at a time with input and aid from the Estates Manager.

Cllr J Ballman stated that the 1st step to be taken should be obtaining a lease for the building.

The Parish Manager informed the Committee that SBC had confirmed that DDA monies were available and suggested the Parish Council commits to completing DDA works and claiming the available funds from SBC. Cllr K Small agreed.

Cllr K Small proposed the Parish Council proceed with installing disabled access at 32 The Circle and stated his preference for a ramp.

Cllr K Small went on to suggest options for obtaining a freehold for the building. Cllr M Lucas stated that the building was in a dilapidated state and suggested asking SBC for the freehold before agreeing any works.

Cllr K Small suggested the Parish Council needed to make a decision about what they wish to do with the building and then works could start and progress over time. He suggested that a report be presented at the Committee meeting to be held in April or May 2019 with options for leasing the building, obtaining the freehold and costs of works etc.

Cllr M Lucas suggested smaller contractors could be used for separate pieces of work which could reduce the cost.

Cllr S Exell suggested SBC would have concerns about offering the freehold for the building.

Cllr R Ballman left the meeting at 8.28pm.

It was agreed that the location of the building was ideal.

Cllr K Small moved that a further report with options for leasing the building, obtaining the freehold, costs of works how monies would be found if PC decided to proceed with any works etc. be presented at the Committee meeting in April or May 2019. All agreed.

RESOLVED that the Estates Manager and Project Manager present a report at the Committee meeting in April or May 2019 with options for leasing the building, obtaining the freehold, costs of works how monies would be found if PC decided to proceed with any works etc.

The Estates Manager was asked about his view on the discussions. The Estates Manager went on to introduce himself to the Committee.

Cllr D Moffatt asked the Committee for authority to be given to the Parish Manager to purchase a mapping system which had been demonstrated earlier that day, the cost of which was approx. £2,000.

It was explained that the system could map things such as bin locations, grass areas, allotments etc. and that SBC could provide lay over sheets with information re: land ownership and flooding.

All agreed that the mapping system should be purchased.

The meeting closed at 8.39pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee