

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 2nd April 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
Cllr P Exell (Non-committee member)

Officers A Reeves (Parish Manager)
H Morgan (Deputy Clerk)
M Szczepanek (Project Manager)

Public None

438 **Apologies**
Cllr J Rodrigues

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

440 **Minutes of previous meetings**

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

441 **Grant Applications & Ward Allowance Spend**

Little Angels, £1,200

The Parish Manager explained that the application received was for hall hire costs and he introduced 2 representatives from the applying organisation, Linda and Sharon.

The representatives explained that Little Angels had been running for 4 years. There is a charge of £1 per session and an optional £0.50p donation. Sessions run every Monday for parents/guardians/carers etc. and their children. Breakfast is provided at each session and events are held throughout the year as well as trips and outings at discounted rates.

Cllr J Ballman and D Moffatt stated that they supported the application.

Cllr K Small commented on the amount being applied for being more than £1,000. Cllr D Moffatt confirmed that the cost to the Parish Council was less than £1,000 as large proportion of the requested funds would be paid back to the Parish Council for hire of the hall at Pinetrees Community Centre.

Cllr K Small confirmed that he would be happy to support the application on the basis that the cost to the Parish Council would be less than £1,000.
All agreed.

RESOLVED that £1,200 be granted to Little Angels on the basis that a large proportion of the funding would be paid back to the Parish Council for the hall hire at Pinetrees Community Centre.

Live at Home Scheme, £1,000

The Parish Manager explained that representatives from the applying organisation would not be attending the meeting. He added that the organisation had previously been awarded a grant for line dancing classes and that they were to return approx. £300 of unspent funds. He went on to say that the representatives had informed the Deputy Clerk that they wouldn't be attending as they didn't have enough information the demographics and people to be targeted.

Cllr K Small suggested the application be pulled and that no further grant applications from the organisation be considered until the unspent funds from a previous grant are returned. All agreed.

RESOLVED that the application received from Live at Home Scheme be refused and no further grant applications from the organisation be considered until the unspent funds from a previously awarded grant are returned.

The Parish Manager stated that the deadline for approving 18/19 Ward Development Allowance (WDA) spend was agreed as 31st March 2019. Requests for spend had been received before the deadline but after the agenda for the meeting had been published.

The Parish Manager explained that Cllr R Ballman had asked for money from her remaining 18/19 WDA to be spent on removing the existing sand from the sand pit at St Marks, replacing the membrane (if required) and filling with new sand. Cllr R Ballman had also asked for a 'No Dogs' sign to be installed on the new fencing. The total cost of the request(s) was approx. £700. All agreed.

RESOLVED that Cllr R Ballmans remaining 18/19 WDA be spent on removing the existing sand from the sand pit at St Marks, replacing the membrane (if required), filling with new sand and installing a 'No Dogs' sign on the fencing.

The Parish Manager explained that Cllr P Exell had made a request at the March 2019 Full Council meeting for his 18/19 WDA to be spent on works in the garden at the Moredon & Rodbourne Cheney Library, but the cost of the works was to be confirmed.

Quotes of between £1,000-2,000 had been received but the final detailed quote was awaited.

Cllr S Exell wished to make a request for spend of her 19/20 WDA but wished to discuss this later in the meeting. All agreed.

It was confirmed that any amounts remaining from 18/19 would not be rolled over into the new financial year.

442 2018/19 Interim Audit Report

The Parish Manager spoke about the current auditors and the purpose of intern auditors/audits and asked for the permission of the Committee to open discussions with Swindon Borough Council (SBC) about internal audits.

Cllr K Small asked that a report be presented to the Committee with further details so a recommendation could be made to Full Council.

The Parish Manager confirmed AGARs are completed in May, submitted in June and are usually returned in September each year.

Cllr J Ballman stated that there was no reason not to look at alternative options.

The Parish Manager confirmed that no large amounts of money could leave the parish without authorisation from Cllrs D Moffatt, J Ballman or S Henderson. He added that the only person able to request payments online was the Deputy Clerk. There is a risk with cheques and cash but 95% of the Parish Council transactions were electronic. The Parish Manager, as the RFO, has no access to systems and has an objective overview.

The Deputy Clerk ran through the recommendations of interim internal audit report dated 24th March 2019.

The Parish Manager confirmed he had been required to re-submit some documents in relation to his CILCA qualification.

A discussion around bank reconciliations took place. Cllrs K Small and D Moffatt disagreed with the recommendation that bank reconciliations be presented at each Finance & Staffing Committee meeting.

The Parish Manager stated that monthly bank reconciliations were useful as less work was required in year to iron out any discrepancies. Cllr K Small felt that budget report should be presented at every Finance & Staffing Committee meeting rather than a bank reconciliation.

Cllr K Small suggested he reviews monthly bank reconciliations outside of the monthly committee meetings. All agreed.

RESOLVED that monthly bank reconciliations be reviewed by the Chair of the Finance & Staffing Committee and these be noted at the relevant committee meetings.

It was confirmed that the de minimus limit would be included in the Financial Regulations which would be agreed at the AGM in May 2019.

It was confirmed that the fidelity guarantee had been increased.

It was confirmed that the percentage of the precept to be reserved was documented.

It was confirmed that the Parish Council had registered with the ICO.

A discussion around the use of personal email addresses was had and the Committee agreed that they were happy for Cllrs to continue using personal email addresses.

The Interim Internal Audit Report was noted.

443 Transaction Logs & Financial Accounting

Due to the timings of when GPC statements are produced and the Committee meetings held; Cllr S Exell proposed logs be reviewed and noted a month later than they currently are.

The Parish Manager confirmed that this would mean going forward April logs would be presented in June, May in July, etc.

All agreed.

RESOLVED that that transaction logs would be presented in the month after they are produced.

444 **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

A drawing of the proposed new library door was presented and discussed.

It was confirmed that the door would allow wheelchairs users access.

Cllr D Moffatt suggested installing a Dorguard to keep the door open when the library was open.

Cllr K Small expressed a keenness to install signage on the wall adjacent to the proposed door.

A discussion around the main hall door and the difficulties in installing automatic doors took place.

Cllrs confirmed their preference for automatic doors and asked the Projects Manager to take advice on the style of the doors from the Committee and Management Committee.

32 The Circle

The Parish Manager confirmed the Estates Manager had been instructed to key pick items to cover points picked up by Cllr D Moffatt; conference table, acoustics, extending room and floor, IT.

Swindon Borough Council (SBC) had agreed to cover the cost of DDA doors and these had been agreed and an invoice issued to SBC.

Cllr K Small asked for a movement activated light to be installed outside the front of the building. He added that he was happy to authorise expenditure on the building up to the original budget of approx. £40,000.

It was confirmed that the original budget had been agreed by Full Council so the detail of the spend would not need to be represented but could be agreed by the Finance & Staffing Committee.

Cllr D Moffatt asked for a report on 32 The Circle to be presented at a future Full Council meeting.

CCTV Chapel St Public Toilets

It was agreed that this item would be omitted from future reports.

Western Community Centre

Cllr J Ballman reminded the Projects Manager that access would be needed for the Centre to be used as a Polling Station on 2nd May 2019.

Cllr J Ballman asked if it might be cheaper to replace the roof in the long run. Cllr R Ballman commented that the roof looked very rusty which would suggest problems may be expected in the future.

The Parish Manager confirmed that SBC reports highlighted defects with the roof.

Cllr D Moffatt stated that consideration would need to be given as to whether the profile was still available should any panels need replacing.

From conversations had the Projects Manager suggested he investigates the availability of the profile and obtain indicative prices on replacing the roof. All agreed.

RESOLVED that the Projects Manager investigates the availability of the roof profile and obtains indicative prices on replacing the roof.

Rodbourne Farm Allotments (Barnfield Close)

Cllr S Exell expressed concerns with the layby/turning area created which she suspected would lead to people parking and preventing access to the footpath. She informed the Committee the issue was to be raised with SBC.

Cllr K Small informed the Committee that a petition was being signed re: the lighting from the new hotel signage being too bright.

445 **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.

A discussion was had around an issue raised by Cllr S Exell.

The meeting closed at 8.56pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee