

## **CENTRAL SWINDON NORTH PARISH COUNCIL**

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

Minutes of the meeting held on 4<sup>th</sup> June at 7.00pm at 32 The Circle

**Present** Cllr S Exell (Vice-chair)  
Cllr J Ballman  
Cllr R Ballman  
Cllr M Lucas  
Cllr D Moffatt

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

**Public** One

**Public Session** There were no questions or comments made by the member of public present.

**28** **Apologies**

Cllr K Small (Chair)  
Cllr J Rodrigues

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

None

**30** **Minutes of previous meetings**

**RESOLVED** that the minutes of the Finance & Staffing Committee meeting held 7<sup>th</sup> May 2019 be approved as a correct and accurate record.

**31** **Grant Applications & Ward Allowance Spend**

None received

**32** **Projects Update**

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

**Churchward Allotments**

The Projects Manager confirmed that works were progressing well, and completion of the car parking area was imminent.

**Even Swindon Community Centre, Jennings Street**

Cllr J Ballman queried the light fittings. The Project Manager confirmed the status of the current fittings and roof tiles.

Cllr S Exell queried the quality of lighting for hall users, i.e. bingo players. Cllr D Moffatt agreed with Cllr S Exell's comments and agreed there was a risk of shadowing but understood the risk of damaging the existing roof tiles.

Cllr D Moffatt queried the problem with the lights originally proposed. The Project Manager confirmed that the issue lies with the transformer(s) which would be costly to resolve.

The Project Manager suggested putting the lighting works on hold until the project was complete, and professionals could be bought in to advise and complete works.

Cllr R Ballman queried the cost of replacing the main hall ceiling. The Project Manager confirmed that this had not been explored.

Cllr J Ballman asked if the Parish Council should be thinking about setting aside funds for replacing the ceiling at a later date. The Project Manager responded that he thought there to be another 5-10 years life in the existing ceiling.

Cllr S Exell stated that the Committee were not in a position to agree further funding for the project and suggested the cost of replacing the ceiling be sought for future planning, as well as options for lighting.

It was confirmed that a suspended ceiling would be preferable and a quote for this could be easily obtained.

Cllr S Exell proposed the small overspend of £131.60 against the agreed contingency be approved. All agreed.

**RESOLVED** that the overspend of £131.60 against the contingency originally agreed by approved.

Cllr S Exell proposed the Project Manager be tasked with obtaining quotes for options for lighting and the ceiling/roof in the main hall. All agreed.

**RESOLVED** that the Project Manager be asked to obtain quotes for options for lighting and the ceiling/roof in the main hall at Even Swindon Community Centre.

#### Western Community Centre

The Project Manager ran through the options for the external roof.

Cllr D Moffatt confirmed that the Committee were not in a position to agree any of the suggested sums of money. He added that there were other assets in the Parish to be transferred to the Parish Council which will require works.

Cllr J Ballman stated that a roof that could house solar panels was needed and no works should be completed until the options for solar panels had been explored.

The Parish Manager referred to the Dilapidation Reports supplied by Swindon Borough Council and commented that works would need to be prioritised.

Cllr D Moffatt commented that the Gorse Hill Community Centre had the same roof as Western Community Centre.

Cllr S Exell asked whether all roofs needed to be looked at any works prioritised. Cllr J Ballman added that all should be assessed for the potential to house solar panels.

The Parish Manager commented that LED lighting provided better savings than solar panels.

Cllr S Exell proposed that the Parish Manager be tasked with looking into how much it would cost to review the roofs and potential for solar panels of all relevant assets. The Parish Manager commented that this would be a large piece of work with a lot of input required and he was happy to move it forward. All agreed.

**RESOLVED** that the Project Manger looks into how much it would cost to review the roofs and potential for solar panels of all relevant assets.

The Project Manager confirmed that any roof works at Western Community Centre would be put on hold.

Pinetrees Community Centre – Catering Kitchen

The Parish Manager explained that the Olive Tree Café wanted to start offering cooking and healthy eating courses from the main kitchen at Pinetrees Community Centre as well as NVQs, in partnership with Swindon College.

The Project Manager explained that a list of requested items had been supplied by the Olive Tree Manager. He explained how the existing under counter hob and oven could be used to save on costs.

Various comments were made on the proposed plans and suggested workspaces.

The Parish Manager suggested a freezer was not required in the kitchen and could be located elsewhere within Pinetrees Community Centre.

Cllr S Exell confirmed that the Project Manager was seeking approval to obtain quotes for the suggested works. All agreed.

**RESOLVED** that the Project Manager proceeds with obtaining quotes for the proposed works within the main kitchen at Pinetrees Community Centre.

The Project Manager left the meeting at 8.07pm

**33** Parish Festive Lighting Scheme - Rodbourne & Gorse Hill

The Estates Manager explained that he was chasing Swindon Borough Council for a response and report on the columns to be tested. He added that this was being escalated through the Highways Department and that the item would hopefully be presented to Full Council in June 2019.

The Parish Manager commented that if decisions on the lighting aren't made by August 2019 the lighting scheme would not be able to go ahead.

**34** Police Pushbikes

The Parish Manager referred to the written report circulated, a copy of which can be found as Annex B in the Minute Book.

Cllr S Exell suggested the funds should be requested via the grants process and that the Police should be asked to complete and submit a grant form and present at the July 2019 Finance & Staffing Committee meeting.

Cllr J Ballman commented that reassurance was needed that the bikes would be used in the Parish. Cllr M Lucas commented on the area covered by North Swindon Police.

The Parish Manager explained that he didn't feel that Parish Council Grants Process was for statutory bodies and agreed that the Police could be asked to present to the Committee at its next meeting in July 2019.

Cllr D Moffatt suggested that the Committee were mindful to support the item and would consider the matter further following presentation by the Police. All agreed.

**35** Exclusion of Public and Press

To resolve that in accordance with Standing Order 3 (d) that in view of the confidential nature of the business about to be transacted that the public and press be excluded, and they be instructed to withdraw from the meeting: Reason – Staffing.

**36**     **Employment of Grounds Person**

The Estates Manager referred to a written report, a copy of which can be found as Annex C in the Minute Book.

The Parish Manager confirmed that the sums of money included in the report were above that of the delegated authority of the Committee. He explained that the need for a grounds person stemmed from the erosion of StreetSmart services and that Swindon Borough Council (SBC) could be asked to take their grounds person out of the existing contract which would reduce the cost by approx. £22,000.

The Parish Manager added that legal advice would be sought re the TUPE transfer of staff.

Cllr D Moffatt suggested there could be an opportunity to collaborate with South Swindon Parish and commented on the income expected from the football pitches.

Cllr R Ballman queried who would be being TUPE transferred to the Parish Council if SBC didn't employ a grounds person. The Parish Manager explained the position.

Cllr R Ballman asked about the tasks to be completed during quieter periods. The Parish Manager stated that this would need to be looked into and specified in the job description.

Cllr J Ballman queried the TUPE processes. The Parish Manager explained the TUPE laws.

Cllr S Exell commented on the risks of TUPE transferring staff and the associated costs.

Cllr D Moffatt commented on the Parish Councils ability to motivate TUPE transferred staff. He added that the Parish Council would not be able to select staff but would be able to influence. He suggested that if transferring staff was not doable the work should stay with SBC and the Parish Council ensure it is done so correctly and as per the contract in place.

Cllr S Exell proposed the recommendation of the report be approved with the caveats discussed. All agreed.

**RESOLVED** that the Estates Manager works with the Parish Manager in assessing the requirement of TUPE. Should TUPE not come into effect, allow officers to advertise for the recruitment of:

1. 1 x FTE
2. 1 x part time employee

Cllr S Exell asked officers to ensure all employment laws etc. were followed.

Cllr D Moffatt asked the Estates Manager to gain access to changing rooms.

**37**     **Hardship Allowance Request**

The Parish Manager presented the Hardship Allowance requests received.

Cllrs approved the Hardship Allowance requests received.

**RESOLVED** that the Hardship Allowance requested by approved.

The meeting closed at 9.15pm

Signed.....

Date.....

Vice-chair of the Finance & Staffing Committee