

## **CENTRAL SWINDON NORTH PARISH COUNCIL**

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

Minutes of the meeting held on 6<sup>th</sup> August 2019 at 7.00pm at 32 The Circle

<b>Present</b>	Cllr K Small	(Chair)
	Cllr S Exell	(Vice-chair)
	Cllr J Ballman	
	Cllr M Lucas	
	Cllr D Moffatt	
<b>Officers</b>	A Reeves	(Parish Manager)
	A Briggs	(Estates Manager)
	H Morgan	(Deputy Clerk)
	G Barr	(Grants Manager)

**Public** None

**130** **Apologies**

Cllr R Ballman  
Cllr J Rodrigues

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

Cllr J Ballman declared an interest in agenda item 4 as he is a trustee of the Hreod Burna Urban Forest who were applying for a grant.

**132** **Minutes of previous meetings**

**RESOLVED** that the minutes of the Finance & Staffing Committee meeting held 2<sup>nd</sup> July 2019 be approved as a correct and accurate record.

**133** **Grant Applications**

**South Asian Performing Arts Centre - £1,050**

The Parish Manager summarised that the application, and a representative from the applying organisation was introduced.

The representative explained that the South Asian Performing Arts Centre (SAPAC) was the only art organisation of its kind in Swindon. The aim of the organisation was to bring good reputable artists into Swindon to perform in front of audiences.

The organisation does not have a paid membership and is open to all.

SAPAC would be celebrating their 10<sup>th</sup> anniversary in October 2019.

SAPAC had arranged for varied dance classes and workshops to be held in previous years and have previously been supported by Community Foundation of Wiltshire and England Arts Council.

It was confirmed that SAPAC had been granted funds by South Swindon Parish Council.

The SAPAC representative explained that a survey completed by the Arts Council had summarised Swindon as being a cultural desert which was a misrepresentation and was due to a lack of knowledge of art occurring across the town.

It was confirmed that that SAPAC had been commissioned in the previous year to perform at a large and well publicised event and that they were trying change the image of Swindon.

Partners of SAPAC included Swindon Dance, Swindon Advertiser and BBC Swindon.

The representative stated SAPAC would be happy to work with Cllrs to create events or items of interest to them and their parishioners, they would be happy to receive and share information and collaborate to create and take part in events.

Cllr K Small asked how much work was carried out by SAPAC within the parish. The representative responded that events were ran across Swindon and Bollywood classes were held in Cheney Manor and at the Hindu Temple.

Cllr K Small suggested if the application was approved, conditions would be applied to the grant that SAPAC would attend 4 events within the parish including the Pinehurst Fun Day in 2020. The representative agreed they were happy with the suggested conditions and stated dialogue with the Parish Council would be required.

Cllr D Moffatt commented on the amount requested and received from South Swindon Parish Council.

Cllr K Small proposed that the grant application be approved and £1,050 granted to SAPAC. Cllr D Moffatt seconded. All agreed.

**RESOLVED** that the grant application received from SAPAC for £1,050 be approved and the requested funds granted.

The SAPAC representative left the meeting 7.14pm

#### HBUF - £310

The Parish Manager gave an overview of the application and noted that the amount being applied for was £410, £100 more than stated on the application as suggested by the Parish Manager to pay for room hire at Pinetrees Community Centre.

A representative from Hreod Burna Urban Forest (HBUF) was introduced and explained that HBUF wanted to plant trees within several areas within the land they leased and had applied for funding from the Lottery Fund and the application required an aspect of consultation.

The Parish Manager suggested the Parish Council could assist HBUF with consultation and that they had a corporate account with Survey Monkey which could be utilised.

Cllr D Moffatt agreed that a consultation on planting trees within the parish was needed and would be happy to support the grant application if HBUF were willing to undertake the consultation work required.

Cllr K Small proposed the revised grant application be approved and £410 granted to HBUF. All agreed, Cllr J Ballman abstained.

**RESOLVED** that the grant application received from HBUF for £410 be approved and the funds granted.

The HBUF representative left the meeting 7.19pm

The Parish Manager informed members that the Grants Manager was in attendance to give an update to members.

A written report was circulated. The Grants Manager explained that the table at the top of the report summarised the amount of funding received to date based on the number of hours worked.

The Grants Manager had held a workshop with community groups from the parish and was now focusing on working with groups on a one to one basis and was encouraging groups to produce 3 year business plans.

It was confirmed that the application for funding for a tractor was ready to be submitted but couldn't be sent under an application for funding for goalposts had been completed.

The Grants Manager explained that a Reaching Communities partnership meeting had been held and someone had been commissioned by the Police to complete works and produce a report which would be shared once approved by the Police. The results of the report had been seen and identified 4 main themes which were to be discussed at a future Full Council meeting.

Cllr K Small asked about the phases of the Moredon Sports Hub. The Grants Manager believed this to be correct and commented that the phases would happen in quick succession.

Cllr D Moffatt asked about how involved the Parish Council should be in Moredon Sports Hub. Cllr K Small suggested the matter needed to be discussed in more detail at a Full Council meeting.

Cllr D Moffatt mentioned a meeting being set-up and discussions to be had.

Cllr S Exell expressed concerns over houses being built as part of the residential development prior to the Sports Hub. She added that the Parish Council should be involved so long as funding was available, and phases completed correctly.

The Parish Manager gave details of a meeting and discussions had with Swindon Borough Council (SBC) regarding the Moredon Hub and management of the facility.

Cllr D Moffatt commented on the FA and the need to build relationships and have detailed discussions.

Cllr J Ballman suggested the item be delayed and allocated time for more in depth discussion.

Cllr K Small sought guidance from the Parish Council Chair re: the agenda the item should be included on. Cllr D Moffatt suggested the item be discussed by the Finance & Staffing Committee in September 2019.

Cllr D Moffatt congratulated the Grants Manager on the work completed to date. Cllr J Ballman agreed.

The Grants Manager commented that she felt she had only scraped the tip of the iceberg in terms of grants available.

Cllr K Small informed members that it was intended to take an urgent item at agenda item 14.

**134 Safe Drive, Stay Alive**

Glyn Moody from Dorset & Wiltshire Fire and Rescue Service was welcomed.

Glyn introduced himself as a group manager, responsible for fire stations in Swindon, Royal Wootton Bassett and Cricklade.

Glyn explained that the scheme he was going to present on used to be funded by

Swindon Borough Council (SBC), but the funding had now ceased.

Glyn went on to give a presentation on the 'Safe Drive, Stay Alive' scheme and explained about the education of young drivers.

Safe Drive, Stay Alive roadshows are held at Empire Swindon who provide the cinema space free of charge. Funding was being sought to maximise school buy in and cover the cost of transporting students to the roadshows.

Glyn confirmed that every school within the Borough attended the roadshows. Confirmation from colleges was still to be received.

Glyn explained that he was not seeking a specific amount of funding and was open to discussions and subsequent offers of funding, if available.

Cllr S Exell asked how much it cost to run 12 sessions in Swindon. Glyn responded that the cost was £7,000 per year to provide transport. SBC previously provided £10,000 each year from a road safety budget of £100,000. Glyn added that he was looking to secure funding for 3 years.

It was confirmed that the SBC funding covered Royal Wootton Bassett.

Cllr J Ballman commented on the number of secondary schools and colleges within the parish who would benefit from the roadshows.

Cllr D Moffatt agreed and suggested the Parish Council provide £600 per year for 3 years. Cllr K Small agreed.

Cllr D Moffatt moved that £600 be provided for the roadshows each year for 3 years. Seconded by Cllr J Ballman.

Cllr K Small confirmed that £600 would be paid each year rather than a lump sum of £1,800.

All agreed.

**RESOLVED** that £600 be provided to Dorset & Wiltshire Fire and Rescue Service each year for a period of 3 years for the Safe Drive, Stay Alive scheme.

Glyn Moody left the meeting at 7.50pm.

Cllr K Small suggested item 9 be presented ahead of item 6. All agreed.

**135 Pinecones Café**

The Parish Manager explained the current set-up of the café; being managed by The Olive Tree Café since January 2019.

He went on to introduced Phyllida Richards, The Olive Tree Café Manager and Dick Millard, a Trustee of The Olive Tree Café.

Phyllida commented that she had become much more involved in the Pinecones Café in recent months and was thoroughly enjoying her time there.

The Parish Manager explained that the Parish Council had pump primed the café at Pinetrees and had covered the set-up costs and any items purchased by the Parish Council remained their property.

He went on to explain the 2 options available for the continuation of a café within Pinetrees Community Centre:

1. Go out to tender.

If The Olive Tree Café wished to continue running the Pinecones Café, they would be required to submit a tender.

All capital items would be included in the tender and successful applicants would be required to pay an amount each year to cover the cost of the capital items. Alternatively, the Parish Council could agree to write off the capital items.

2. Provide The Olive Tree Café with a year on year agreement.  
Less funding opportunities would be available as there would be no long term plan in place.

Dick agreed that funding opportunities for capital items would be curtailed under a year on year agreement, but he was happy with the working relationship with the Parish Council and would be happy to continue to work in this way under a rolling contract.

The Parish Manager suggested the Parish Council continue working with The Olive Tree Café as they currently do and provide a renewed contract in January 2020 which will be reviewed in 2021.

Cllr K Small confirmed he had no problem with the proposal to provide The Olive Tree Café with a renewed contract in January 2020.

Cllr D Moffatt agreed and queried the capital request of £15,000 for Pinetrees Kitchen.

Phyllida explained that she wished to create 4-5 workstations within the main kitchen at Pinetrees Community Centre for teaching classes which would be beneficial to several local groups. She added that this had been discussed with the Grants Manager and there was a need to move the kitchen around to be able to pilot classes and a lottery bid for funding teachers would then be submitted. The Grants Manager agreed that she had spoken with various groups and there was interest to use the kitchen as suggested.

Cllr J Ballman commented that the quoted price for the works seemed reasonable and the suggested moves would make the kitchen usable to hirers and others. He confirmed that the changes were needed.

Cllr K Small moved that the quotation from the local contractor be agreed for works to be completed along with the quote for the provision of new tables. In addition, the report from the Parish Manager on the renewal of the existing agreement with The Olive Tree Café be noted and agreed. All agreed.

**RESOLVED** that:

1. The quotations received from the local contractor and Holland & Farmer for required works and provision of new tables for the main kitchen at Pinetrees Community Centre be agreed.
2. The existing agreement with The Olive Tree Café to run the café at Pinetrees Community Centre be extended in January 2020.

Phyllida Richards and Dick Millard left the meeting after this item.

136

### **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**

Cllr S Exell informed the Committee that she had met with the Management Committee the previous evening and feedback had been provided re: the outstanding works as per the report.

The lights in the main hall were only running at 30-40% which was causing issues and that member of the management committee was not keen on having lights installed that may create shadows but they were keen for some action to be taken.

The Parish Manager suggested a short term solution was needed and a longer term solution needed to be agreed.

Cllr S Exell reiterated the problems with the amount of work still outstanding. The Parish Manager agreed that this was a project management issue and that conversations needed to be had with the Projects Manager to decide on a way forward and to agree what works the existing contractor will be asked to complete and what works, if any, the Parish Council would progress themselves. He added that a meeting needed to be arranged with the contractor to discuss.

It was confirmed that the LED lighting had been put on hold and the existing tubes were to be replaced.

Cllr D Moffatt confirmed the lighting tubes needed to be replaced.

Cllr J Ballman commented that the management committee had previously suggested that they would be happy to restart a lunch club at the Community Centre now a new oven had been provided. The Parish Manager confirmed this had been discussed the previous evening.

Cllr D Moffatt added that the committee had been keen on the idea of the Dementia Café when it had been mentioned.

Cllr D Moffatt commented that something needed to be done about the floor at the Community Centre and that it had been discussed the previous evening. Reasons for the issues with the current flooring were given.

Cllr K Small spoke of the success of the Community Centre and their turnover. He agreed that a lunch club would be great. He went on to confirm that the lights and necessary works needed to be completed.

The booking system used by the Community Centre was mentioned.

Cllr M Lucas commented on the poor standard of the works completed by the contractor. Cllr K Small suggested compensation be sought for the poor workmanship.

**137**     **Transaction Logs**

It was confirmed that the July 2019 Barclaycard Statements had been reviewed and approved.

**138**     **Ward Allowance Spend Requests**

The Parish Manager explained that a request had been received from Cllr K Parker for £120 of his Ward Allowance be spent on the Penhill Big Lunch which had been held at John Moulton Hall.

The Parish Manager confirmed that an amount had been spent on food for the event and retrospective approval was being sought.

All agreed.

**RESOLVED** that the amount spent on food for the Penhill Big Lunch held at John Moulton Hall be approved and agreed and taken from Cllr K Parkers Ward Allowance.

The Parish Manager commented that the Big Lunch event had been very successful

Cllr K Small explained that he would like some works completed in Percy Street, Rodbourne. A map of the area was displayed, and it was explained that where houses had been knocked down previously there was a problem with people parking on a green space.

In a hammerhead in the same area boulders were in place which prevented people driving on the green from one side. Cllr K Small explained that he would like to install similar boulders on the other side. He went on to talk of the trees and asked that side trunk of a conifer be cut down, leaving the main trunk, and asked for a preservation order to be requested for the South Cedar on the green.

It was confirmed that mowers would still be able to access the green if additional boulders were installed.

It was confirmed that there was a bench in place in the area.

Cllr S Exell asked if a gated fence would be preferable to protect the green. Cllr K Small responded that the area was used as a throughway.

Cllr K Small confirmed he had no preference as to the type or size of the boulders.

The Parish Manager explained that the cost of the proposed works was not yet known. The Committee were asked to agree a maximum spend of £5,000 from Cllr K Smalls Ward Allowance for the requested works and Cllr K Small be provided with and approve any quotes for the works once received.

All agreed.

**RESOLVED** that a maximum spend of £5,000 be agreed to be taken from Cllr K Smalls Ward Allowance to cover the cost of installing boulders on the green at Percy Street, tree works and request for a Tree Preservation Order. Any quotes received for works would be reviewed and approved by Cllr K Small up to the maximum value of £5,000.

The Parish Manager explained that a 2<sup>nd</sup> request had been received from Cllr K Parker to spend some of his Ward Allowance. Cllr K Parker would like to provide a free bus to Weston Super Mare for parishioners. This would be different to the trip provided the previous year and no parish management or additional items would be provided.

The Parish Manager added that a Youth Worker trip would be embedded, and the Parish Council Youth Worker would travel to Weston Super Mare on the coach provided with some young people.

It was confirmed that the Youth Worker would only be responsible for the young people he took on the coach and this would be made clear to all other people travelling.

Cllr S Exell queried the safeguarding of the young people travelling with the Youth Worker along with other members of the public on the coach.

The Parish Manager went on to confirm that the Youth Worker would be supported by other workers and he explained how the young people would be managed.

It was confirmed that Parish Office staff would be taking bookings for the trip. Cllr K Small suggested an additional £200 be taken from Cllr K Parkers Ward Allowance to pay for the Parish Officer staff time.

All agreed.

**RESOLVED** that the cost a coach to Weston Super Mare plus £200 be taken from Cllr K Parkers Ward Allowance.

**139**     **Festive Lighting**

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

Cllr J Ballman confirmed that ETL were to provide a report on the maximum weight the columns along Cricklade Road could bear. The cost of the additional testing would be £10 per column.

Cllr K Small confirmed that the Committee needed to agree to spend £240 to have the columns along Cricklade Road retested. All agreed.

**RESOLVED** that £240 be spent on having the columns along Cricklade Road retested to establish how much weight they can bear.

Cllr K Small suggested that if a lighter motif could be provided that the columns in Cricklade Road could bear, the Estates Manager be given authority to proceed with having lights installed within the original agree budget.

If lights could not be attached to the columns along Cricklade Road the Parish Council would look to install lights at St Barnabus Church in Gorse Hill within the original budget.

The Estates Manage confirmed that 5 of each of the motifs could be installed in Rodbourne.

Cllr K Small stated that he would be happy to agree for the installation of lights in Rodbourne and Gorse Hill.

Cllr D Moffatt suggested the project be funded from S106 monies.  
All agreed.

**RESOLVED** that the Estates Manager be given the authority to proceed with installation of lights in Rodbourne and Gorse Hill, if possible, up to the maximum budget originally agreed.

Cllr K Small asked if the light connections would remain in place for a number of years. The Parish Manager responded that they may need to removed at some point to allow for the installation of LEDs.

Cllr K Small informed members that he had spoken with the Parish Manager about providing a banner, or something similar, at the entrance to Cricklade Road and Rodbourne so inform people that the Parish Council were involved in providing lights.

The Parish Manager spoke of the logistics of installing a banner on Bruce Street Bridges. Network Rail had confirmed this would be possible and that an audit would be required, and a cost incurred.

**140**     **Mannington Rec Cricket Squares**

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

Cllr K Small mentioned mid-week cricket leagues. The Estates Manager said this would need to be looked into.

Cllr K Small suggested if the installation of a new pitch is agreed, this should be done at the existing pitch 3 as it was the best in the area in terms of drainage.



Cllr K Small confirmed he was happy for the Estates Manager to proceed with obtaining further information.

Cllr D Moffatt stated that he would like the Estates Manager to produce a report on how recreational cricket could be encouraged at Mannington Rec if there was no league need.

Cllr S Exell commented that the item concerned was in response to requests received.

Cllrs J Ballman and K Small agreed that there used to be several cricket pitches available in Swindon and Cllr J Ballman suggested the Parish Council should be looking to provide a cricket facility.

Cllr K Small confirmed that Cllr D Moffatt had proposed that the Estates Manager be asked to go ahead and look into options for providing a club standard pitch with the aim for the Parish Council to establish some form of cricket pitch area/facility. All agreed.

**RESOLVED** that the Estates Manager looks into and reports back on the options for providing a club standard cricket pitch and some form of cricket pitch area/facility.

Cllr K Small informed the Committee that there was an additional item to discuss; Southbrook Depot Shutter.

The Estates Manager explained that this item coincided with the purchase of a tractor as the shutter door at the Southbrook Depot was not big enough to allow access for the proposed tractor and therefore an adjustment to the shutter was needed. A quote for this had been provided.

Cllr K Small moved to approve the adjustment required to the shutter at the Southbrook Depot. All agreed.

**RESOLVED** that the shutter at the Southbrook Depot be adjusted to allow tractor access.

The Parish Manager informed the Committee that he, the Estates Manager and Youth Worker would be running the Swindon Half Marathon in September 2019 and asked for the Parish Council to pay for the printing of parish vests at the approx. cost of £63. All agreed.

**RESOLVED** that the Parish Council cover the cost of printing parish vests to be worn by staff running the Swindon Half Marathon.

**141 Exclusion of Public and Press**

**RESOLVED** 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.

**142 Annual Governance and Accountability Return**

Cllr K Small mentioned the additional urgent item to be covered as mentioned earlier in the meeting. He went on to inform the Committee that the StreetSmart Value for Money Working Group had met earlier in the day and was recommending that the Parish Council engage with a consultant to look into the cost of providing a service in house.

Cllr K Small stated that the Committee were being asked to approve a maximum spend of £10,000 for the work. All agreed.

**RESOLVED** that a maximum of £10,000 be agreed to be spent on engaging with a consultant to look at providing a Grounds Maintenance & Street Cleansing service in house.

The Deputy Clerk and Estates Manager left the meeting 9.21pm

The Parish Manager informed the Committee of the delays and problems experienced with completing and submitting the 2018/19 AGAR and work need to get the new finance system set up and up to date. The options available to complete the works needed were discussed.

**RESOLVED** that KJS Accountants be contracted until the end of December 2019 to assist the Deputy Clerk with the Parish Council finance system and reporting.

The meeting closed at 9.45pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee