

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 1st October 2019 at 7.00pm at John Moulton Hall

Present Cllr K Small (Chair)
Cllr S Exell (Vice-chair)
Cllr J Ballman
Cllr R Ballman
Cllr T Smith

Cllr P Exell (Non-committee Member)
Cllr J Yeowell (Non-committee Member)

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

Public One

Public Session The member of public in attendance confirmed his interest in agenda item 6.

214 **Apologies**

Cllr M Lucas
Cllr D Moffatt
Cllr J Rodrigues

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

Cllr K Small declared an interest in agenda item 8.

216 **Minutes of previous meetings**

RESOLVED that the minutes of the Finance & Staffing Committee meeting held 3rd September 2019 be approved as a correct and accurate record.

Cllr R Ballman referred to Minute 178 and asked whether a breakdown could be provided to the Committee breaking down Capital and Revenue spend by Ward and/or assets held as a proportion of the Parish Council Precept to inform members of where and how much money is being spent.

The Parish Clerk confirmed that a report could be produced as requested but would be disproportionate depending on where assets were held.
Cllr K Small commented that finance reports will shortly be provided on a monthly basis.

217 **Projects Update**

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

John Moulton Hall

The Projects Manager confirmed that a quote was to be obtained from Affleck to install a chair rail in the Meeting Room.

Cllr J Ballman queried the type of chair rail to be installed. The Projects Manager confirmed a White painted wood of mdf rail would be installed at the height of the chair line along all walls.

Cllr R Ballman asked why the floor was so slippery. The Deputy Clerk confirmed that enquiries would be made as to what had caused the floor to be so slippery.

Even Swindon Community Centre, Jennings Street

The Projects Manager explained what days he felt it would be possible for install the automatic doors and the works required. He went on to explain the requests made of South West Doors for information re: the doors ordered and their manufacture.

Cllr K Small queried the amounts paid to the main contractor to date. The Projects Manager confirmed only 2 invoices had been paid to date totalling approx. £23k. The Deputy Clerk confirmed no further invoices had been received.

218 **Barnfield Close Fencing**

The Estates Manager introduced and ran through a report, a copy of which can be found as Annex B in the Minute Book.

Cllr S Exell commented on helpful interactions with a Swindon Borough Council (SBC) Highways Officer and stated that as the Parish Council wished to operate around a pathway which was the responsibility of SBC any contractor engaged by the Parish Council should be asked to liaise with the relevant parties at SBC.

Cllr R Ballman queried whether the fence, once installed, remains under Parish Council ownership. The Estates Manager and Parish Clerk confirmed that the fence would become a Parish asset and would be the responsibility of the Parish Council.

Cllr R Ballman commented on the risk of the fence being damaged and having to be repaired or replaced.

Cllr S Exell and the Parish Clerk gave reassurance that an existing fence had not been damaged since being put in place. Cllr S Exell added that the residents to benefit from the fence would be very vigilant in monitoring the area where the fence would be installed.

It was confirmed that the fence was being paid for from CIL monies from the new development.

All agreed with the recommendation of the report.

RESOLVED that the Parish Council proceed with the quotation provided by Jackson Fencing for the installation of a 2m high and approx. 53m long closed board account fence for a total cost of £8,833.70 and that the cost of the fencing be funded by CIL monies from the site development.

219 **Mannington Rec – Cricket Strips**

The member of public present was introduced to the Committee and members were informed that the individual had a keen interest in and was knowledgeable of cricket at Mannington Rec.

A report was circulated, a copy of which can be found at Annex C in the Minute Book. The Estates Manager presented the report and highlighted amendments made from previous versions presented.

Cllr K Small referred to a circled area included in the report and commented that it would not be a good place to place a cricket strip due to the wetness of the land. The member of public added that the area of land was uneven.

The Estates Manager informed members that an informal chat had been had with Coastal Cricket Club re: the proposals.

The member of public confirmed the club had contacted himself and were happy with the proposals.

The Estates Manager referred to the quotations and informed the Committee that he had met with the Director of Fieldform who had moved to the company from Total Play.

The member of public stated that people had been asking if any new pitches installed would be free for all to use or whether there would be a charge involved.

Cllr K Small suggested that if a club or organised match was taking place then the clubs and/or teams would be expected to book and pay a fee for the pitch but there would be no charge for ad hoc use for informal games.

It was confirmed that a pricing list would be put in place.

It was confirmed that clubs would not have exclusive use of any pitches.

The member of public queried the pricing and booking system and how it would work. He went on to speak of youth cricket and was keen to see youths return to use the pitches at Mannington. It was asked how the Parish Council could achieve a balance between club bookings and ad hoc youth bookings to prevent youths from being excluded or priced out.

Cllr S Exell suggested ways in which youth clubs could be set up or youth games organised by existing organisations who could obtain funding for pitch fees.

The Parish Clerk elaborated on Cllr S Exells suggestions and explained how the football pitch bookings operated. He added that Cllrs were not keen on providing facilities free of charge.

The member of public commented that clubs were keen to utilise the pitches and asked if they could be made available for 'free play' at specific times to enable informal games to take place.

Cllr J Ballman commented on the high cost of cricket pitches and how they could be prone to damage which would not be covered by insurances if caused by ad hoc users.

The Estates Manager went on to explain the assumed cost of maintenance etc. The Parish Clerk explained how unspent funds from previous years budgets had been ringfenced and was available to use to cover capital, and possibly revenue, costs of the pitches originally budgeted for.

Cllr J Ballman reiterated his concerns about damage caused by ad hoc user groups who would not be contributing the maintenance and upkeep of the pitches if they were offered free of charge.

Cllr K Small agreed with Cllr J Ballmans concerns but was also keen to encourage youths to return to and use the pitches.

The member of public asked if a pricing schedule would be subsidised. Cllr K Small responded and went on to speak about the future proofing and possible future actions of the Parish Council should cricket and the usage of pitches increase dramatically.

Cllr J Ballman commented on the proposed location of the pitches.

Cllr K Small referred to the report and explained the locations of existing pitches. The member of public commented on the diagram and proposed locations.

It was asked how the pitches would be protected. The Estates Manager explained that this was something the Parish Council had concerns about and needed to consider.

Cllr S Exell stated that it would be important to establish cricket at Mannington Rec initially and agreed that the proposed location of 2 pitches were too close together. She went on to explain that, based on interactions between the Community and the Parish Council, there is a clear need and want for pitches to be made available and she would like to look at agreeing the cost to install 2 pitches to maximise usage and prevent overlapping.

Cllr J Ballman queried why synthetic pitches were being looked at and not grass. Cllr K Small confirmed this was down to cost and that the cost of maintaining grass pitches would be too high.

The Parish Clerk referred to the question of risk and cost; if a synthetic pitch is damaged and needs to be replaced the cost could match that of maintaining a grass pitch. He added that if the Parish Council employed a Grounds Person, they could be asked to maintain a grass pitch within their duties. The Estates Manager commented that a Grounds Person would need to be employed on a full time basis if they were to maintain football and cricket pitches.

Cllr P Exell commented on the lack of space for moving wickets if grass pitches were installed.

Cllr K Small proposed that the recommendation of the report be approved.
A vote was held.

4 voted in favour of approving the recommendation of the report.
1 abstained.

RECOMMENDATION that the Parish Council install 2 x club standard cricket strips at Mannington Rec and the quotation provided by S&C Slatter for 'base option two' at a total capital cost of £13,966 + VAT.

220 **Christmas Lights**

The Estates Manager informed members that the temporary infrastructure was to be installed at Rodbourne Road later in the same week and the motifs would be installed at a later date.

A letter to be sent to businesses in the area had been drafted and it was confirmed something would be put in place stating that the lights were provided by the Parish Council.

The Parish Manager informed the Committee that a revised report had been received for Cricklade Road and he went on to explain the results; only 3 columns within Cricklade could carry the proposed motifs.

Alternative options were to place lights outside Barnabus Church, at Chapel Street Toilets and/or Edinburgh Street.

Cllr R Ballman explained that she would like to put a tree up in Gorse Hill and suggested inside Mervyn Webb Place.

Cllr K Small proposed that a tree be placed at Mervyn Webb Place, subject to permissions, lights installed outside St Barnabus Church and a banner put in place informing the public that the Parish Council was providing the lights etc.
All agreed.

RESOLVED that the Parish Council provide a Christmas Tree be placed at Mervyn Webb Place and lights outside St Barnabus Church in Gorse Hill and a Benner be displayed informing the public that the lights and tree are provided by the Parish Council.

The Parish Manager confirmed that a light switch on event would be held on Friday 15th November 2019.

221 Moredon Sports Hub

The Parish Clerk explained that he had been working with Swindon Borough Council (SBC) on detailed figures and that a report would be presented to Full Council in November 2019 when a decision would have to be made for SBC to proceed.

Figures were displayed and a detailed explanation was given by the Parish Clerk.

Cllr K Small queried the lack of income from Croquet and Catering.

Cllr J Yeowell commented the money made from catering at a similar facility in Kent and suggested it should be something the Parish Consider providing directly.

The Parish Clerk agreed and stated that if a Social Enterprise was sought to provide catering it would do so under a 1 year rolling contract.

Cllr K Small commented on opportunities to increase income.

Cllr J Ballman commented on the facility in Kent and how they increased income through an increase in footfall from reoccurring daily and weekly events rather than large one off events.

Cllr S Exell queried how the Parish Council would mitigate apparent risks.

The Parish Clerk ran through proposed expenditure figures, staff and maintenance/revenue costs.

Cllr J Yeowell asked about renewable energy. The Parish Clerk responded this would be an option and that further information was to be received from SBC.

Cllr S Exell stated that serious conversations had to be had and the Parish Council needed to think about who and how the facility could be managed.

Discussions were had about the viability of a gym.

Suggestions were made about how the subsidy could be reduced.

The Parish Clerk stated that he was asking for a mandate to explore options for additional space and that a preferred management model would need to be agreed and whether this would be something the Parish Council or Library & Leisure Trust would run.

Cllr K Small suggested the Parish Clerk looks into additional options discussed and reports back to the Finance & Staffing Committee at their meeting in November 2019. Cllr S Exell asked that additional sports and areas that could be utilised be looked at.

Cllr K Small noted the report and costing presented and asked the Parish Clerk to report back on the feasibility of a gym and possibility of additional sports use and to look at the pros and cons of management options for the main 2 suggested and report back to the Finance & Staffing Committee in November 2019. Proposed by Cllr J Ballman, seconded by Cllr R Ballman.

Cllr K Small abstained from any vote.
All agreed.

RESOLVED that the Parish Clerk reports back to the Finance & Staffing Committee in November 2019 on the feasibility of a gym and possibility of additional sports use and the pros and cons of the management options.

222 **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: Reason – Staffing

The Deputy Clerk & Estates Manager left the meeting at 9.10pm

223 **Staffing Structure**

The Parish Clerk presented a revised staffing structure.

RESOLVED that the new staffing structure be approved and put in place, pending clarity on the transfer of rolls.

The meeting closed at 9.50pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee