

## **CENTRAL SWINDON NORTH PARISH COUNCIL**

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

Minutes of the meeting held on 5<sup>th</sup> November 2019 at 7.00pm at 32 The Circle

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

Cllr P Exell (Non-committee Member)

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

**Public** None

**261** **Apologies**  
Cllr D Moffatt  
Cllr J Rodrigues

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

**263** **Minutes of previous meetings**

**RESOLVED** that the minutes of the Finance & Staffing Committee meeting held 1st October 2019 be approved as a correct and accurate record.

Cllr R Ballman referred to Minute 216 and queried the breakdown of spend by Ward which had been requested previously.

The Parish Clerk confirmed that this would be covered under agenda item 6 (Financial Reports).

**264** **Grant Applications**  
**Sevenfields Park Run, £120** – for room hire at Pinetrees Community Centre

The Parish Clerk introduced and gave an overview of the grant application received.

Cllr J Ballman voiced his support of the application.

Cllr R Ballman queried the contact details of the applicant. The Parish Clerk confirmed that, if awarded, the funds would be paid over to a volunteer organisation.

Cllr K Small queried why the applicant would hold meetings in Pinetrees Community Centre rather than John Moulton Hall. It was confirmed that Pinetrees Community Centre was a similar distance from the Penhill Park Run site and was the preferred venue of the applicant and offered better parking provision.

It was proposed that the full amount of £120 applied for be granted to the applicant. All agreed.

**RESOLVED** that £120 be awarded to Parkrun for room hire at Pinetrees Community Centre.

**265** **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**

The Estates Manager informed the Committee that he had been asked to attend a meeting of the Even Swindon Committee the following week and would feedback any comments received.

Cllr S Exell queried the problem with the doors which Cllr M Lucas explained in more detail.

The Projects Update report was noted.

**266** **Financial Reports**

The Parish Clerk referred to revised authorisation flow charts and explained that responsibility for various tasks which used to be completed by the Chair of the Council had been delegated to other members. He went on to explain the 3 main streams of expenditure.

It was stated that the Nationwide Account was the highest risk as it held over £750,000.

The Parish Clerk explained the different risks associated with the Barclays Account and the insurances in place.

Cllr K Small moved that the revised flow charts be approved, seconded by Cllr J Ballman. All agreed.

**RESOLVED** that the revised authorisation flow charts be approved and adopted.

The Deputy Clerk presented the financial reports prepared to the end of September 2019.

Cllr K Small asked for committed spend in the Budget and Actuals report. The Deputy Clerk confirmed this would be included in future.

Cllr J Ballman queried the amount paid out from the Grants budget line and suggested the Parish Council should be encouraging people to use the grant funding.

The Parish Clerk spoke of expiry dates and further details that may be required when Ward Development Allowance spend requests are received. Cllr K Small stated that this idea was unpopular.

Cllr J Ballman queried the differences between the budgeted expenditure for the StreetSmart Contract and the actual amounts spent to date and forecast. The Parish Clerk explained that the original budget cost had included management fees which was not invoiced during 2019/20.

The financial reports presented were noted.

**267** **Budget Working Group**

The Parish Clerk commented on the overhaul of the chart of accounts and stated that a more detailed budget would be completed for 2020/21.

The Parish Clerk asked for volunteers to sit on the Budget Working Group which would meet during the 2<sup>nd</sup> half of December 2019.

Cllrs J Ballman, M Lucas and K Small volunteered to sit on the working group. All agreed.

**RESOLVED** that Cllrs J Ballman, M Lucas and K Small sit on the Budget Working Group.

**268** **Mannington Rec – Cricket Strip**

The Estates Manager confirmed that at the Full Council meeting held on 16<sup>th</sup> October 2019 it was agreed that 1 cricket strip be installed at Mannington Recreation Ground. He explained that the report presented to Full Council included the recommendation to install 2 strips, but the Council felt that 1 strip should be installed in the first instance and the requirement for a 2<sup>nd</sup> pitch be reviewed in the future.

Cllr K Small confirmed that it had been the recommendation of the Finance & Staffing Committee to install 2 cricket pitches.

Cllr J Ballman commented that the decision was made by Full Council to install 1 cricket pitch for free ad-hoc use. He added that he would be happy for a 2<sup>nd</sup> pitch to be installed if a cricket club were involved.

Cllr S Exell stated that she was surprised that Full Council hadn't followed the recommendation of the Finance & Staffing Committee and was disappointed given the work completed including visits to Mannington Rec and consultation and correspondence with groups.

Cllr R Ballman recalled that it had been agreed that only strip be installed due to the cost of approx. £20,000 if the strip needed replacing.

Cllr S Exell mentioned the cost of tennis courts and other facilities which were not well used but worthwhile investments.

Cllr K Small asked for the decision of Full Council to be confirmed and stated that this decision could not be changed.

The Parish Clerk suggested that the use of the new strip needed to be monitored over the next 6 months and reported back to the Council so the decision could be re-visited.

Cllr K Small moved that the decision of Full Council be noted and a report on the use of the cricket strip be returned to the Finance & Staffing Committee in 6 months. All agreed.

**RESOLVED** that the use of cricket strip be monitored and reviewed over the next 6 months and a report be presented to the Finance & Staffing Committee in May 2020.

A picture of the new pitch was displayed.

**269** **Moredon Sports Hub**

Cllr K Small confirmed that this item would be taken after the exclusion of the public and press.

**270** **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.

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

**271 Moredon Sports Hub**

The Parish Clerk presented the revised Income & Expenditure reports.

Costs and income remained the same except for the cycling income which, following consultation and due diligence with cycling partners, had increased to match a revised usage timetable for the closed road circuit.

The revised usage timetable was presented to Cllrs.

Cllrs were reasonably content with the revised figures and the Parish Clerk suggested he would continue to refine them until a decision February 2020 when a decision was to be made by Full Council.

The Parish Clerk advised that there were a number of further engagement sessions taking place with partners in the future and details of these would be communicated to Cllrs.

The reports from the Parish Clerk were noted and Cllrs were content for the Clerk to continue on the current trajectory.

**272 StreetSmart Update**

The Parish Clerk presented the in-house and procurement timelines.

It was anticipated that Cllrs would have site of the in-house costs for the Full Council meeting to be held in November 2019.

Cllrs were happy with the timelines presented.

The Parish Clerk confirmed he would continue to meet with the Working Group and would determine which Cllrs would be involved with the ITT and interview processes.

The update was noted.

**273 Staffing Review**

The Parish Clerk referred to a report submitted to Cllrs previously and the recommendations of the report.

The recommendations of the report were approved.

It was agreed that the recommendations of the report be included and highlighted in a report to be presented with Full Council with further details.

**RESOLVED** that the recommendations of the Staffing Report be presented to Full Council with further details at the Full Council meeting to be held in November 2019.

The meeting closed at 9.42pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee