

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 3rd December 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 Briggs	(Estates Manager)
	H Morgan	(Deputy Clerk)
Public	None	

Cllr K Small spoke of the passing of Cllr Des Moffatt, the Parish Chair. It was said that Des was the founding father of the Parish Council who had achieved a lot as Chair and had got the Parish Council to where it was presently.

Cllr K Small said that he had known Des for many years, he was a decent and honest individual and no-one alike would be found for many years. He added that Des would be greatly missed.

A minutes silence was held.

311 Apologies

Cllr J Rodrigues
Cllr T Smith

312 Declarations of Interest & Applications for Dispensation

None

313 Minutes of previous meetings

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

314 Grant Applications

Penhill Walking Group, £372.60 – for room hire at John Moulton Hall

A representative of the Penhill Walking Group introduced himself and explained that the group ran weekly, every Monday from 10am. He explained that the group met at John Moulton Hall (JMH) and would go walking for approx. 1 hour, covering a distance of approx. 3 miles, and would then return to JMH for refreshments and socialising.

It was said that the group encouraged people to join to gain exercise and mix and talk with others and it was proven to have helped people with loneliness.

It was confirmed that the amount being applied for covered the cost of hiring the Meeting Room at JMH for a whole calendar year.

Cllr K Small asked how many people attended the group. The group representative responded that between 25-30 often joined the group and that the average number of attendees was currently 12 due to the holidays and cold weather.

Cllr J Ballman proposed that the full amount applied for be granted. Seconded by Cllr R Ballman. All agreed.

RESOLVED that £372.60 be awarded to the Penhill Walking Group for the hire of the Meeting Room at John Moulton Hall.

Gorsehill Community Centre, £3,712.50 – for refurbishment of the male toilets

It was confirmed that this item would be deferred to a future meeting when a representative from the Community Centre would be able to attend.

The representative of Penhill Walking Group left the meeting at 7.10pm

315 **Projects Update**

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

John Moulton Hall

Cllr R Ballman stated that a chair rail was needed in the Meeting Room as the walls were already being damaged and the damage would only get worse over time. She suggested that Parish Council seek further quotes.

The Projects Manager stated that he had hoped that the works would not cost more than £1,000.

The Estates Manager confirmed that he was looking to obtain one additional quote to compare to the quote received.

The Projects Manager asked for authority to proceed with the works should the additional quote be less than £1,000. Cllr J Ballman agreed.

Cllr K Small suggested further quotes be obtained, and the Projects Manager be given the authority to proceed with a lower quote, if received, or with the received quote is a lower price can not be obtained. All agreed.

RESOLVED that additional quotes for a chair rail be obtained and the Projects Manager be given the authority to proceed with a lower quote, if received, or with the received quote of £1,277.41 + VAT if a lower price can not be obtained.

Even Swindon Community Centre, Jennings St.

It was confirmed that the doors had been installed successfully and were working as intended.

It was confirmed that the proposed blinds could not be interfered with.

The Projects Manager stated that if it was agreed that the blinds be installed, they could be in place before Christmas.

It was agreed that the suggested blinds be installed.

RESOLVED that 2 integral iNTU blinds be installed for the cost of £277.50 + VAT.

It was confirmed that the remedial works to the flooring were to be completed in 1 day.

Cllr J Ballman queried the quality of the works carried out by the contractor.

The Projects Manager stated that the decoration had to be completed twice but the Parish Council had not been charged for the second attempt, the flooring was not started on time and the works were difficult to complete whilst the Community Centre

was operational, the works in the disabled toilets were adequate and the library door took a long time to complete but there were no issues with the works.

Cllr M Lucas queried whether the cost of the lighting works which couldn't be completed was included in the amount agreed for the works originally.

Cllr S Exell stated she was hesitant to pay the full amount requested from the contractors due to the devastation and turmoil experienced by the Community Centre Management Committee due to the works.

The Estates Manager agreed that the contractors should be penalised for the problems caused for the Community Centre.

It was confirmed that works did not go ahead as planned when the Community Centre had no bookings. The Projects Manager explained why works had been delayed. Cllr J Ballman stated that the contractors hadn't filled their obligations in the times available to them.

It was agreed that £300 be withheld from the final payment for the cost of the deep clean which was not achieved.

It was confirmed that the cost of additional works to the floor would be approx. £4,000 and it was suggested that this cost should be passed on to the contractors.

Cllr K Small suggested that the contractors could argue that the floor was put to use too soon but agreed that compensation of £4,000 should be sought.

Cllr R Ballman asked if the contractors belonged to any federations and whether they could be asked to complete the flooring works again free of charge.

The Projects Manager didn't know if the contractors belonged to any federations and suggested conversations regarding the flooring could be started. He added that if the contractors were asked to complete the flooring again they would request the Community Centre be closed for a period.

It was suggested that the Management Committee for the Community Centre would not be keen to have the contractors return.

Cllr K Small suggested that contractors be asked to repair or replace the flooring via a third party. Cllr J Ballman agreed.

Cllr K Small confirmed that the Parish Council should ask the contractors to fund the reflooring cost and if they are unwilling the Parish Council should look for compensation of £4,000 to go towards the cost of completing the flooring works themselves. All agreed.

RESOLVED that £4,000 be withheld from the final payment to be made to the contractors until it is determined who is responsible for repairing or replacing the flooring.

The Projects Manager suggested in future, clauses be included in contracts for works that can not be completed in given timescales.

The Projects Manager left the meeting at 7.46pm

316 Transaction Logs

Cllr S Exell confirmed that the transactions logs had been checked and these were noted.

317 **Financial Reports**

The Deputy Clerk presented the financial reports prepared to the end of November 2019. The financial reports presented were noted.

318 **Line Marking Robot**

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

Cllr R Ballman commented on the high cost of buying a robot outright and stated a preference for the contracting option.

The number of football pitches the Parish Council are responsible for and the frequency of line marking was confirmed.

Cllr J Ballman commented on how the cost of a robot could be looked at differently based on the number of times pitches would need to be marked.

Cllr S Exell queried whether the Parish Council were charging the correct amount for American Football, given the cost of line marking. The Estates Manager agreed this needed to be given thought and confirmed the American Football pricing would be reviewed once the cost of marking one pitch had been received.

Cllr J Ballman spoke of the demonstration attended and explained why American Football pitch marking was chosen.

Cllr K Small confirmed that approval was being sought to mark the American Football pitch as needed and that he was happy to approve.

The Estates Manager was asked to look into the figures in more detail and find out the longevity of the robots.

All agreed with the recommendation of the report presented.

RESOLVED that the Estates Manager confirms the cost of ‘one off’ marking of the American Football pitch and a report on the regular marking of football pitches be presented at a future meeting when grounds maintenance needs are known.

319 **Even Swindon Community Centre Flooring**

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

The Estates Manager confirmed that he would with the Projects Manager on the dispute with the original contractor and return to a future meeting with further details to update the report.

320 **Interview Panel**

A written report was circulated by the Parish Clerk prior to the meeting.

It was confirmed that the Vice-chair had suggested that 3 members were needed for interview panels.

Cllr S Exell explained that the recommendation of the report was the best way to accommodate 3 people and would utilise the skills and knowledge of panel members as needed. She added that officers and members that were to sit on interview panels be asked to complete the relevant online training.

Cllr J Ballman stated that he had sat on many interview panels and never with the

Chief Executive. He stated he was unsure of whether the Parish Clerk should sit on interview panels and if required it should be on an advisory capacity. He added he was unhappy with the current process and felt that Cllrs should be more involved with making decisions on recruitment.

Cllr R Ballman confirmed that the Swindon Borough Council (SBC) Chief Executive had begun sitting on interview panels in recent times.

Cllr S Exell spoke of the evolving Parish Council and the increase in staff nos. and the Clerks involvement with managing staff.

With the new staffing structure to be implemented line managers will be required to sit on interviews panels, as opposed to the Clerk, as per line management duties.

Cllr S Exell stated she was happy the current and proposed structure for interview panels and reiterated that any panel members should undertake sufficient training.

Cllr K Small spoke of his interview experience where Chief Executives were present for Tier 1 interviews but not as a voting member. He stated that it was important to set and agree on parameters for the future and the Parish Council needed to look at whether it wanted to allow the Clerk to deal with interviews and choose whether member involvement is wanted and/or required.

It was confirmed that the decision of the Finance & Staffing Committee would be presented as a recommendation to Full Council.

Cllr S Exell suggested all members be consulted and feedback received and taken into consideration.

Cllr R Ballman queried the training to be offered to panel members and suggested it be offered to all Cllrs.

Cllr S Exell commented of the issues with allowing all members to attend interviews and the practicalities.

Cllr K Small asked for the item to be included again at the meeting of the Committee in January 2020 and for a report on all possibilities for the structure to be presented.

The meeting closed at 8.34pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee