

## **CENTRAL SWINDON NORTH PARISH COUNCIL**

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

Minutes of the meeting held on 14<sup>th</sup> January 2020 at 7.00pm at 32 The Circle

**Present** Cllr K Small (Chair)  
Cllr J Ballman  
Cllr R Ballman  
Cllr M Lucas  
Cllr J Yeowell (Non-committee Member)

**Officers** A Reeves (Parish Clerk)  
A Briggs (Estates Manager)

**Public** None

**373** **Apologies**  
Cllr S Exell (Vice-chair)

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

For the benefit of the Budget item; Cllr J Ballman declared a non-pecuniary interest that he is a trustee of the Hreod Burna Urban Forest (Reg Charity 1155603).

**375** **Minutes of previous meeting**

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

**376** **Grant Applications**

Gorse Hill Community Centre requested a grant of £3,712.50 for the refurbishment of the male toilets to ensure OFSTED compliance and include a young person urinal and stall/wall cosmetic improvements.

The Parish Clerk recommended to Councillors that the grant request is rejected; as the asset is under Parish Council lease. Leased asset refurbishment works can more appropriately be completed as part of the Parish Councils Development Capital fund as agreed in January 2019.

**RESOLVED** that the Parish Clerk is instructed to contact the tenant to review quotes received and if acceptable; proceed with the works requested for £3,712.50. The Estates Manager is to report progress as part of F&S Projects Update.

**377** **Projects Update**

A written report on the conclusion of the Even Swindon project and an update on John Moulton hall was circulated, a copy of which can be found as Annex A in the Minute Book.

Councillors noted the contents of the report.

The Parish Clerk advised that Marcus Szczepanek had now retired. Councillors wished, for the record, to express their thanks to Marcus for the work to date and wish him the best for the future.

Cllr R Ballman has provided the Clerk a greetings card to be signed, the Clerk has also started a collection, details of how to contribute will be emailed to Councillors on Wednesday 15<sup>th</sup> January 2020.

378

**Transaction Logs**

Cllr S Exell has confirmed and returned the Transaction Logs for November 2019.

Cllr S Exell raised one query on the cost and need for lock changes on the Estates Manager GPC. The Estates Manager had advised this was in relation to Chapel Street Toilets RADAR key which needed replacing after vandalism.

The Parish Clerk advised that Cllr S Exell has not signed the confirmation sheet as she is unwell. The Parish Clerk will arrange for the confirmation sheet to be signed when Cllr Exell is back at full health.

All present wished to pass on their best wishes to Cllr S Exell and hope of a speedy recovery.

379

**St Marks Recreation Ground**

The Clerk presented a written report on the potential closure of the Swindon Community Tennis CIO in April 2020, a copy of which can be found as Annex B in the Minute Book.

Cllr J Ballman asked that if approved, the Clerk contacts Mr N Allen from the Swindon Community Tennis CIO to explore options of novating his trustee role from the Swindon CIO to the CSNL&LT.

Cllr K Small advised he would prefer the facility to be managed by the Parish Council rather than a separate Leisure Trust.

Cllr R Ballman expressed a strong desire to see the continuation of the successful tennis facility and the health benefits that it brings.

**RESOLVED (With One Objection)** to recommend to Full Council that following the return of the St Marks Pavilion & Tennis Centre from Swindon Community Tennis CIO (Reg: 1161824) in April 2020; that the existing sub-lease with the CIO is annulled.

That the Pavilion and Tennis Centre is returned to Central Swindon North Parish Council.

The Clerk is instructed to commence dialogue with Trustees of the Central Swindon North Leisure & Library Trust CIO 1178523; produce a sub-lease for transfer; on similar conditions to be ratified by the Councils Leisure & Amenities Committee in March 2020, and to arrange the transfer of the lease to Central Swindon North Leisure & Library Trust **before April 5th 2020**.

That the Clerk arranges for the transfer of the Swindon Community Tennis CIO sinking fund of £39,619 (as of March 2019 or latest sum therein) to Central Swindon North Parish Council.

The fund of £39,619 (as of March 2019 or latest sum therein) is subsequently to be transferred to the Central Swindon North Leisure & Library Trust CIO as custodian of said funds with spend conditions attached; as per the constitution contained within the Central Swindon North Leisure & Library Trust CIO 'Charitable Objects May 2018'.

That the Clerk updates the F&S Committee when the March 2020 variance on the published reserve sinking fund; shown in March 2019 £39,619; becomes available.

Due to the LTA commitment of £15,000 per annum, the Clerk estimates the sum transferable to be £52,700.

Funds are to be ringfenced for non-revenue; Capital maintenance expenditure on the St Marks Pavilion & Tennis Centre only. That the Clerk seeks confirmation of conditional spend from any third-party fund providers ahead of transfer for note and future adherence.

380

### **Tier 1 & Clerk Officer Appointments**

The Clerk presented a written report on the migration of responsibility for the appointment of Tier 1 posts and clarity on the appointment process for recruiting a Parish Clerk, a copy of which can be found as Annex C in the Minute Book.

Cllr J Yeowell asked if all Councillors could have the opportunity to be involved in interviews and asked if the appropriate training would be made available.

Cllr J Ballman responded to advise that interested Cllrs would be provided full training. The Parish Clerk advised that depending on the nature of the role Councillors are required to complete a HST course and examination on Interviewing, Equality & Diversity and potentially a Safeguarding Recruitment course.

Cllr D Patey considered it unorthodox that the Clerk would not be recruiting for a position they would manage.

The Parish Clerk reiterated the Local Government protocol that Senior roles are generally recruited by Councillors themselves with support and advice from the Clerk/Chief Executive.

**RESOLVED** to be implemented immediately. Tier 1 & Clerk appointments to be conducted by a three-member panel as specified below:

1. The Chair/Vice Chair
2. Councillor of the Parish Council Staffing Panel
3. Parish Councillor.

The Clerk will no longer recruit or have voting rights and will attend Tier 1 interviews in an advisory capacity. The Clerk will retain delegated authority for the recruitment and interviewing of Tier 2 roles and below.

381

### **Budget 2020/21**

Cllr K Small presented a year to date synopsis of the Parish Council accounts as of 30<sup>th</sup> November 2019 which will enable Councillors to have a clear projection as to where we will be at year end, a copy of which can be found as Annex D in the Minute Book.

Cllr J Ballman requested clarity on the £80,000 Ward Allowance and if this was potentially at risk should the Moredon Sports Hub be included in the 2021/22 revenue costs. Cllr K Small advised this will be a decision for a future Council.

Cllr K Small reiterated the Moredon hub funds is an ongoing revenue cost.

Cllr R Ballman asked if the Parish Council rate cap will be implemented. The Parish Clerk advised that the October NALC conference provided little reassurance of that.

Finance & Staffing Committee – 14 January 2020

In 2017 the Government advised the rate cap wouldn't be implemented but warned Parish Councils 'to be sensible' on rate increases. WALC will continue to seek clarity now we are post General Election; as to whether this is likely.

Cllr K Small advised he wants to set up a clearer Capital fund.

The budget sign off should be completed by January 31<sup>st</sup> 2020. Recognising that SBC StreetSmart have left the Parish Council in an invidious position with regards the annulment of the existing contract. The Parish Clerk has confirmed with Kim Chequer at SBC that the Parish Council can submit our demand on February 5<sup>th</sup> 2020 to enable F&S on February 4<sup>th</sup> 2020 to be our formal final 2020/21 budget sign off. This will be a Full Council meeting.

The meeting closed at 8.19pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee