

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & GENERAL PURPOSES MEETING

Minutes of the meeting held virtually via Zoom on 4th August 2020 at 7.00pm

Present Cllr Stephen Henderson (NC)
Cllr Mick Lucas (Vice Chair)
Cllr Kevin Small (Chair)
Cllr Paul Exell
Cllr John Ballman
Cllr Ray Ballman
Cllr James Yeowell (NC)

Officers Andy Reeves (Parish Clerk)
Andrew Briggs (Estates Manager)

Public None

108 Apologies
Cllr Steph Exell

109 Declarations of Interest & Applications for Dispensation

Cllr John Ballman declared a non-pecuniary interest in the Hreod Burna Urban Forest.

110 Minutes from the Previous Meeting held on July 7th, 2020

Cllr John Ballman wished to reiterate paragraph 3 in that morality and 'what is perceived as the right thing' cannot usurp what is required in law.

Cllr John Ballman reminded members under the member officer protocol that members of the public may go directly to SBC. Cllr K Small reiterated that we should, where possible, resolve disputes internally and referrals to SBC are a last resort.

The Clerk advised that members and officers relationships should always be resolved by the Parish Council initially by default.

RESOLVED that the minutes be accepted as a true and accurate record.

111 Budget Update & Covid Business Plan Update

The Clerk presented a visual presentation, shown in **Appendix A** on the operational progress in re-opening areas of the Parish Asset base, taking into account advice issued by HMG on July 31st 2020.

Cllr John Ballman advised he concurs with the work the Parish Clerk has done through a re-phased opening.

Cllrs were content with Moredon Library to be a Super Library Click and Collect in August

Cllr John Ballman advised we should keep abreast to the changing arrangements on local safety advice. The Clerk responded that Steve Madden and his team are issuing Public Health information regularly.

The Parish Clerk presented a cost impact summary shown in **Appendix B** outlining the estimated cost of Covid19 both YTD and by Financial year end.

Parish Councillors noted that we are anticipating a bottom-line impact by year end of around £78,000.

Cllr K Small recommended that a virement of £75,000 is set aside from Street Smart services identified saving to mitigate the loss of income impact.

Cllr S Henderson sought clarity on whether this is a capital reserve virement, the Chair responded this is a revenue Virement.

Cllr J Ballman wanted to confirm that restrictions on projects would not be halted completely because of Covid 19 and that there is still a mechanism to bring projects to Councillors attention.

Cllr K Small replied that projects could continue but the context of the Covid19 impact would need to be considered with all requests. Cllr S Henderson went on to reiterate that decisions must be made by Full Council.

RESOLVED that a Virement of £75,000 is set aside from Neighbourhood Services (Code Line 50) to create a Covid 19 Contingency fund.

RESOLVED that the Parish Clerk updates the Chair of Finance & General Purposes with any further changes to the re-opening strategy.

112 Moredon Sports Hub Update

The Clerk confirmed that the joint application was submitted to the Football Foundation with SBC. Half the grant is paid to SBC and half to the Parish Council. When this is received the grant the Parish Council receives will be ported to Swindon Borough Council.

The Clerk advised that British Cycling would port the full grant directly to SBC.

The Clerk advised he is expecting the QS report from SBC on the first floor this week and will share the Capital costs with Councillors.

The Clerk advised the project manager has been moved to another project and the project planner has been made redundant by SBC but

returned as a Consultant.

Cllr K Small, Cllr M Lucas and the Clerk reiterated the importance of ensuring a track width of six metres. This was non-negotiable and any material change to the track dimensions would have an unmitigable effect on revenue.

Cllr J Ballman raised his concern over the Pavilion, citing previous projects at St Marks & Pinetrees. SBC has a history of cutting Capital costs with an impact on revenue opportunities. Cllr J Ballman also noted the 'football centric' nature of the scheme and the importance of securing the information from SBC to agree a first- floor revenue stream.

Cllr K Small reiterated his support of the last cycle track design and that this should not be changed.

RESOLVED That Councillors note the Clerks comments.

113 **Landscape/Handyperson**

The Clerk presented a visual slide of a draft Landscape/Handyperson Job Description shown in **Appendix C**.

The Clerk advised that the Chair of FGP had noted a deficit of works; not included in the IDVerde contract around Parish related maintenance jobs. It also included additional support on the Allotments.

Cllr S Henderson asked whether the two Grounds staff identified in July 2020 are affordable with a Handyperson too. Cllr S Henderson asked that the Allotment Managers contract be quantified to ensure no duplication. Cllr S Henderson went on to question whether given the CV19 context identified whether this is a good time to employ additional staff. The Clerk responded that that will be included as well as a CCN cost with IDV.

Cllr J Ballman advised he was under the impression it was one person, a handyperson, not three and wished for this to be minuted. Cllr J Ballman also reminded Councillors of scale of our allotment estate of 900 plots.

Cllr K Small was comfortable there was no duplication of the IDVerde contract and this proposal helps bring together a range of operational delivery deficits with maintenance and allotments.

RESOLVED

1. That the Committee recommends the appointment of a Landscape/Handyperson funded by a Grounds Maintenance virement from Neighbourhood Services (Code Line 50). The Clerk is to present a full report to include full budget costs and JD to the next Full Council.
2. That the Staffing Sub is to meet to look at this post and that of the Allotment Officer to ensure that there is no conflicts between the post and their respective JD's and the minutes of that meeting be added to the Parish Clerks report to Full Council.

114 Exclusion of the Public & Press

RESOLVED that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following items on the basis of **Personal Staffing Issue**.

115 Staffing Issue

The Parish Clerk updated Councillors with the conclusion of the Staffing Issue and Councillors noted the Clerks comments and the work required to support the member of staff over the next six months.

116 Legal Advice IDVerde

The Parish Clerk presented Councillors with the independent Legal advice from Anthony Collins Solicitors. **Confidential Appendix D**

Councillors noted the legal advice and it was agreed that the Council will inform Unison that "We have sought legal advice and are content that we have no case to answer and therefore as far as we are concerned this is the end of the matter."

Councillor also noted the level of service provided by Anthony Collins Solicitors and decided not to use their services in the future.

The meeting closed at 8.48pm

Signed.....

Date.....

Chair of Finance & General Purposes