

## **CENTRAL SWINDON NORTH PARISH COUNCIL**

### **FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

Minutes of the meeting held virtually via Zoom on 2 March 2021 at 7.00pm.

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

**Officers** A Reeves (Clerk/RFO)  
A Briggs (Estates Manager)  
J Smart (Head of Finance & Governance)

**Also Present** Cllr J Yeowell

**Public** One

**475** **Apologies**  
No apologies were received.

**476** **Declarations of Interest & Applications for Dispensation**  
Cllr J Ballman declared that he is a Trustee of the Hreod Burna Urban Forest and member of the RSPB.

**478** **Minutes of the Previous Meeting**  
The minutes of the Finance & General Purposes (F&GP) Committee meeting held on Tuesday 2 February 2021 were reviewed and approved as a correct record of the meeting.

**479** **Transaction Logs**  
Members noted that the most recent Transaction Logs had been checked by Cllr S Exell and there were no anomalies to be raised.

Cllr S Exell questioned why an Officer had paid £65.99 to have a mobile phone unlocked and why Officers had shared procurement cards details.

ACTION: Clerk to investigate the sharing of procurement card details and why an Officer had paid to have a phone unlocked and report to the next Committee meeting.

**480** **Budget Report - January 2021**  
Members noted the summary income and expenditure against budgets report to January 2021, a copy of which appears as Appendix A in the Minute Book.

**481** **Payment Lists**  
Members noted the payment lists from 1 March 2020 to 31 January 2021, a copy of which appears as Appendix B in the Minute Book.

**RESOLVED** to approve the payment lists from 1 March 2020 to 31 January 2021.

482

**Ward Allowance**

Members considered various request from Members to spend from their Ward Allowances.

*Cllr M Lucas declared that he lives on the Broadway.*

**RESOLVED** to approve all Ward Allowance requests detailed as follows:

1. Cllr S Henderson - £2,794.16 (£4,037.00 available),
  - £2,245.00 for fencing at Moredon Community Centre
  - £549.16 for 2 Litter/dog bins at Nightingale Rise.
2. Cllr M Lucas - £1,980.01 (£4,335.00 available) for:
  - a. Broadway alleyway waste ground - clear weeds and sow wildflower seed £315.77
  - b. Cherry tree Mulberry Grove- prune to reduce height and spread etc £451.10
  - c. Purchase of 2 planters for Cheney Manor Road area £1,000.00
    - Litter/dog bin Manor Crescent £213.14.
3. Cllr R Ballman - £1,910.00 (£1,910.00 available) for moving and maintenance of the Great Blondinis Sculpture at St Marks.
4. Cllr T Smith £1,380.00 (£5,000.00 available) for storage containers at Southbrook Recreation Ground.

483

**Tree Works**

Members noted the report of the Estates Manager regarding the recent tree survey, a copy of which appears as Appendix C in the Minute Book.

There was discussion over what responsibility the Parish has for tree works on land leased to it and what should be required of Swindon Borough Council.

**RESOLVED** to approve the following tree works:

1. Allotment(s) - All work outlined is approved and undertaken, with the associated costs attributed to the earmarked allotment reserve. Total £1,922.69
2. Barnum Ct – The works outlined are approved. The associated costs attributed to the earmarked play area reserve with a contingency of up to £500.00 to reinstate any flooring or surfacing as necessary. Total £416.68 + £500.00 contingency.
3. 22 Mulberry Grove – Cllr M Lucas to propose use of Ward Allowance. Total £451.10

**RESOLVED** to request that Swindon Borough Council undertake the outlined work at Pinetrees Community Centre. Should Swindon Borough Council refuse, the Estates Manager is to report to the Chair and Vice Chair of the Finance & General Purposes Committee who will work with the Clerk under delegated powers.

Members agreed to **NOTE** the report regarding tree works for Southbrook Playing Field requested by Cllr S Thompson, Penhill Drive requested by Cllr D Patey and May Close requested by a resident. (Total £2,228.09) subject to a further report by the Estates Manager.

**484** **Litter Bin – Revenue Costs**

Members noted the report of the Estates Manager regarding the revenue costs of installing additional litter bins within the Parish, a copy of which appears as Appendix D in the Minute Book.

The Chair asked what the budget for the additional street cleaning is set at for the next financial year. The Head of Finance & Governance confirmed that it is £7,000.00.

Cllr S Exell asked that the next time the bin mapping exercise is completed, that Ward Councillors be included in the onsite visit as they have local knowledge and receive requests from members of the public.

**RESOLVED** to approve an additional annual revenue cost of £2,283.84 + VAT, for 24 new collection points. Equating to 52 annual collections at a cost of £95.16+ VAT per year, per bin. Additional revenue to be attributed to Budget code 5530/200 (additional street cleaning. £7,000.00 available).

**485** **Financial Regulations**

Members noted the review of Financial Regulations completed by the Head of Finance & Governance, a copy of which appears as Appendix E in the Minute Book.

**RESOLVED** to set up a working group to review the amendments to the Financial Regulations and defer the item until the April Committee meeting.

*The member of the public left the meeting at 8.05pm*

**Exclusion of Press and Public**

**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 **Staffing Matters**.

*The Estates Manager left the meeting at 8.08pm.*

**486** **Staffing Update**

Members received a verbal update from the Clerk regarding recent staffing matters. The Clerk informed Members that the disciplinary process and appeal deadline is now completed for a member of staff.

There was discussion around the duties of the Environment & Planning Committee administration which is now being undertaken by the Administration Assistant.

Further discussion was had around the recruitment of a Finance Assistant and how the Moredon Hub completion may affect the requirements within the Finance Department in 2022-23.

The meeting closed at 8.15pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee