

## **WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
on **THURSDAY 11 JANUARY 2018** at **7.00pm** at **WEST SWINDON LIBRARY**

### **Present:**

Cllr Suresh Gattapur  
Cllr Nigel Gibbons (Chair)  
Cllr Mary Martin  
Cllr Nick Martin  
Cllr Peter Stoddart  
Cllr Tim Swinyard

### **Officers:**

Joyce Holman (Clerk)  
Paula Harrison (Parish Manager)

**Public:** Two.

### **Public Session:**

Mrs Pinson asked if West Swindon Parish Council were able to assist with supporting groups impacted by the closure of Toothill Community Centre. Cllr Swinyard advised that Swindon Borough Council were inviting expressions of interest from groups or organisations that would be interested in running the building. The Chair indicated that as the Centre is a Swindon Borough Council asset, it would be down to that Council to determine what happens next.

Mr Lawson asked about potential impacts on Whitehill Way from Mead Way/Stonehill Green proposals. The Chair advised that this was a matter for the Planning and Environment Committee and would pass it to that Committee for consideration.

Mr Lawson asked if the Parish Council had plans to undertake enforcement against litter. The Chair confirmed that the Parish Council was actively seeking to engage with local proprietors and businesses as well as introducing extra litter bins. The Council was planning to work beyond physical infrastructure changes and planning conditions were not necessarily enforced long term. Cllr Swinyard indicated that Swindon Borough Council were looking into the use of Public Space Protection Orders (PSPOs) to address this type of issue.

Mr Lawson asked why the Internal Audit had set no priority ranking or dates for completion in its report. Mr Lawson was advised that this was the first feedback from the Internal Auditor's interim visit and subsequent visits may result in a formal schedule of recommendations.

Meeting start 7.12 pm.

### **261. Apologies**

Cllr Steph Exell, Cllr Vinay Kumar Cllr John Lenton

**262. Declarations of Interest and Applications for Dispensation**

None.

**263. Internal Audit update**

The Parish Manager circulated a report setting out feedback from the Internal Auditor Lightatouch who visited on 28 November 17, a copy of which is appears as **Appendix A** in the Minute Book.

**RESOLVED** that responses to the Internal Auditors recommendations were underway. The Parish Manager would look into options for higher interest deposit accounts for the Parish Council. That any property or assets with a purchase value below £1,000 be deemed as de minimis for the Assets Register.

**264. Bank Statement and Payments Schedule**

The Parish Manager circulated the Bank Statement up to 12 December and submitted a Payments Schedule for January 18, a copy of which appears as **Appendix B** in the Minute Book.

**RESOLVED** that the Schedule of Payments for January 2018 is agreed as follows:

<b>South Swindon Parish Council</b> <i>(retrospective)</i>	£ 1496.00	Services of a clerk Oct-Nov 17
<b>Lotmead Farm</b> <i>(retrospective)</i>	£ 90.00	Tree
<b>Library Service</b>	£ 5770.98	Qtr 2 Library Staffing Grant
<b>Zerographic</b>	£ 246.00	Printer delivery, installation and set up
<b>Swindon Borough Council</b>	£ 434.50	Toothill Park Fencing
<b>Play Inspection Company</b>	£1258.74	21 Play Area Inspections

**265. Streetsmart Order**

The Parish Manager circulated a request from Streetsmart for a Purchase Order for Services up to March 2019, a copy of which appears as **Appendix C** in the Minute Book.

**RESOLVED** that West Swindon Parish Council requests a written confirmation of services costs from Streetsmart for 2018-19.

**266. Precept Letter and Form**

The Parish Manager circulated a letter from Swindon Borough Council setting out details of the Precept and estimated tax base, a copy of which appears as **Appendix D** in the Minute Book. The Parish Manager distributed a draft response from the Parish Council a copy of which appears as **Appendix E** in the Minute Book.

**RESOLVED** that the draft response is submitted to Swindon Borough Council with the signed Precept Demand after the next Full Council.

7.28 pm.

**267. Admission of Public and Press**

To resolve in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’.

*Reason: Staffing discussion.*

**268. Staffing**

The Clerk referred to the Staffing Working Party Meeting on 16 November 2017, where it was agreed to contact Swindon Borough Council regarding the secondment of the Parish Manager. A meeting had taken place on 14 December 2017 and Swindon Borough Council had indicated that they would be prepared to continue with the secondment for a further year with the Parish Council covering the costs. A formal agreement would also be drawn up which would give the Parish Council exclusive use of the Parish Manager.

Councillors also looked at the job description and advert for the Assistant Clerk and wanted to make some changes.

**RESOLVED**

- a) That the Parish Council enter into an agreement with Swindon Borough Council for the secondment of the Parish Manager for a further year from 1 April 2018 until 31 March 2019 with all the costs being met by the Parish Council;
- b) That the advert and job description of the Assistant Clerk be reviewed and agreed at the next meeting of this Committee.

Meeting closed 7.55 pm.

Signed: .....  
Chair, West Swindon Parish Council

Date: .....