

**SOUTH SWINDON PARISH COUNCIL**  
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

**FINANCE & STAFFING MEETING**

Minutes of the meeting held on 29 September 2021 at 6.30pm  
at the Marriot Hotel, Pipers Way Swindon SN3 1SH

<b>Present</b>	Cllr C Watts	Chair
	Cllr J Howarth	Vice Chair
	Cllr J Ali	
	Cllr S Allsopp	
	Cllr J Firmin	
	Cllr D Griffiths	
	Cllr N Hopkins	
	Cllr T Philpot	
	Cllr N Watts	
	Cllr S James	Non-Committee Member
<b>Officers</b>	Jake Mee	Chief Finance Officer (CFO)
	Theresa Gordon	Planning and Agenda Clerk

**Public** None

**1516** **Apologies**

Cllr E Heavens  
Cllr M Strinkovsky

**1517** **Declarations of Interest & Applications for Dispensation**

None

**1518** **Accounts - August 2021**

The Chief Finance Officer submitted the Management Accounts for August 2021, a copy of which appears as Appendix A in the Minute Book.

**RESOLVED** that the accounts for August 2021 be approved.

**1519** **Payment Schedule –August 2021**

The Chief Finance Officer submitted Payment Schedule for August 2021, a copy of which appears as Appendix B in the Minute Book.

Cllr Ali asked about the council's policy to purchase locally where possible. The CFO said that we try to purchase as much locally as possible, but certain products were specialist and unavailable locally, therefore bought from a commercial supplier.

**RESOLVED** that the Payment Schedule for August 2021, totalling £281,300.87 be approved.

**1520** **Payment Schedule Part 1 for – September 2021**

The Chief Finance Officer submitted Payment Schedule - Part 1 for September 2021, a copy of which appears as Appendix C in the Minute Book.

Cllr Allsopp said that he noted a two-way radio rental on the payment schedule and asked if goods needed for regular use could be purchased. The CFO said that in that instance it was in partnership with the event organiser who contributed half of the cost and confirmed that any goods needed to be used regularly are assessed for the budgets of hiring against outright purchase.

**RESOLVED** that the Payment Schedule - Part 1 for September 2021, totalling £484,87.57 be approved.

**1521** 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

**1522** The Chief Finance Officer submitted a report, a copy of which appears in the Confidential Minute Book.

The report provided information regarding staffing with recommendations.

Cllr J Firmin sought reassurances that the proposed staffing structure could support the services required and the governance structure but was happy to support the proposals on that basis.

**3** Recommendations

**3.1** To recruit the current CFO Jake Mee as the CEO and offer the contract.

**3.2** To approve the new staffing structure.

**3.3** To offer a temporary contract and salary uplift to the Events & Communications Officer Matt Leather as the Deputy CEO.

**3.4** To recruit an Administration Assistant.

**RESOLVED** that recommendations 3.1, 3.2, 3.3 and 3.4 be approved en-bloc.

The meeting closed at :19.58pm

Signed.....

Date.....

Chair of the Council