

South Swindon Parish Council
Finance & Staffing Council Meeting
Minutes of the meeting held on 24 October 2023 at 6.30pm
In the Council Chamber, Parish Council Office, Gladstone Street, Swindon.

Present:

Cllr N. Hopkins (Chair)	Cllr T Philpot (substituted for Cllr S. Allsopp)
Cllr J. Howarth (Vice-Chair)	
Cllr J. Firmin	Cllr S James
Cllr D. Griffiths	Cllr G Philpot
Cllr N. Watts	Cllr D Dias

Officers:

Jake Mee	Chief Executive Officer
Carol Clark	Administration Assistant

Public: None

Apologies: Cllr S. Allsopp

2324 – 177 **Declarations of Interest & Applications for Dispensation**
None

2324 – 178 **Accounts – August 2023**
The Chief Executive Officer submitted the Management Accounts for August 2023, a copy of which appears as Appendix A in the Minute Book.

The CEO gave an overview of the accounts and councillors discussed the information provided in the report.

RESOLVED that the Management Accounts for August 2023 be approved.

2324 – 179 **Accounts – September 2023**
The Chief Executive Officer submitted the Management Accounts for September 2023, a copy of which appears as Appendix B in the Minute Book.

The CEO gave an overview of the accounts and councillors discussed the information provided in the report.

RESOLVED that the Management Accounts for September 2023 be approved.

2324 – 180 **Payment Schedule – September 2023**
The Chief Executive Officer submitted the Payment Schedule for September 2023, a copy of which appears as Appendix C in the Minute Book.

RESOLVED that the Payment Schedule for September 2023 totalling, £137,831.33 be approved.

2324 – 181 **Budget Monitoring Report**
The Chief Executive Officer submitted the Budget Monitoring Report to 30th September 2023, a copy of which appears as Appendix D in the Minute Book.

The CEO gave an overview of the reports and councillors discussed the information provided in the report.

RESOLVED that the Budget Monitoring Report is noted.

Cllr N Watts arrived during this item.

2324 – 182 Grant Applications

The Chief Executive Officer submitted grant applications, a copy of which appears as Appendix E in the Minute Book.

Councillors discussed the following applications:

Generate Swindon £1,000

Request to hold the grant until the group has found new premises.

RESOLVED to hold the money until 31st March 2024.

Thamesdown Hydrotherapy Pool Association £2,000

A request to contribute towards solar panels at their facility.

RESOLVED the grant be approved.

Willows Counselling £1,000

A request to contribute towards a new boiler at their premises.

RESOLVED the grant be approved.

2324 – 183 Communications Officer Equipment

The Communication Officer submitted a report regarding the potential purchase of equipment, a copy of which appears as Appendix F in the Minute Book.

RESOLVED that the purchase of the camera and accompanying equipment is approved.

2324 – 184 Councillor Training

The Chief Executive Officer submitted a report, a copy of which appears as Appendix G in the Minute Book.

RESOLVED to recommend councillor training to Full Council.

2324 – 185 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: **Commercial Confidentiality and Staffing**.

2324 – 186 Old Time Library Flooring

The Chief Executive Officer submitted a report regarding the new flooring for Old Town library. A copy of which appears as Appendix A in the confidential Minute Book.

RESOLVED that the purchase of the new flooring for Old Town library is approved.

2324 – 187 Staffing Update

The Chief Executive Officer submitted a staffing report a copy of which appears as Appendix B in the confidential Minute Book.

Cllr M Davies and Cllr J Pereira arrived during this item.

Recommendations

3.1 Approve the payment of the new Real Living Wage to relevant staff from 1st November 2023.

3.2 Note the leavers, starters, internal movements.

RESOLVED to approve recommendation 3.1 and 3.2.

Meeting Closed at 19.18pm

Signed:

Dated:

Chair of the Parish Council