

South Swindon Parish Council
Finance & Staffing Council Meeting

Minutes of the meeting held on Tuesday 28th January 2025 at 7.15pm
In the Council Chamber, Parish Council Office, Gladstone Street, SN1 2AU

Present:	Cllr N Hopkins (Chair) Cllr J Ali	Cllr D Griffiths Cllr S James
Apologies:	Cllr J Firmin	Cllr N Watts
Substitutes:	Cllr D Dias	Cllr P Herring
Officers:	Jake Mee Max Tanner	Chief Executive Officer Committee Officer
Public:	None	
Absent:	Cllr S Allsop Cllr R Banwell Moore	Cllr J Miah

2425 – 240 Declarations of Interest & Applications for Dispensation

None

2425 – 241 Accounts – November & December 2024

J Ali enters the room during this item

The Chief Executive Officer submitted the Parish Council's Management Accounts for November & December 2024, a copy of which appears as Appendix A in the Minute Book.

RESOLVED That the Management Accounts for November & December 2024 be approved.

2425 – 242 Payment Schedule – December 2024

The Chief Executive Officer submitted the Payment Schedule for December 2024, a copy of which appears as Appendix B in the Minute Book.

RESOLVED That the Payment Schedule for December 2024 be approved.

2425 – 243 Budget Monitoring Report – Quarter Three

The Chief Executive Officer submitted the quarterly budget monitoring report for quarter three 2024-25. A copy of which appears as Appendix C in the Minute Book.

RESOLVED That the quarterly budget monitoring report for quarter three 2024-25 be noted.

2425 – 244 Grants

Swindon Advocacy Movement - £1,000 Grant Application

The Grants Working Party recommended approving this application for the full amount, on the condition that the group book Broadgreen community hall. The Council would welcome an update regarding the project.

RESOLVED To approve the grant application of £1,000

Eastcott Community Organisation- £1,000 Grant Application

The Grants Working Party recommended that the organisation applies in the next financial year, after the event so that the Council can be provided the costings for the 2026 event.

RESOLVED To reject the grant application for £1,000.

Changing Suits - £2,000 Grant Application

The Grants Working Party recommended approving £1,000 to cover toys, sensory equipment and craft resources for the mother and baby sessions as well as equipment and ingredients for the cooking sessions. According to their breakdown of costs this will cover the cost of the project as Changing Suits have estimated their project will cost £2,000 and they have £1,000 match funding from WASP.

RESOLVED To approve the grant application of £1,000.

Admission of Public and Press

- 2425 – 245** **RESOLVED** that 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 and Personal Information.

2425 – 256 **Staffing Update**

The Councillors received an update from the CEO regarding staffing. A copy of which appears in the Confidential Minute Book as Appendix A.

Recommendations

- 3.1** The Council recruits a full-time Community Development Officer position as detailed in Point 2.3.
- 3.2** Support proposing to the Place Partnership Steering Group the creation of Community Development Officer posts detailed in Point 2.4.
- 3.3** With a view to receiving funding for Community Development Officer capacity, recruit a Grants Officer as proposed in Point 2.3.
- 3.4** Support the increase of the Events Officer hours to 37 hours per week, making this a full-time role.
- 3.5** Explore potential non-profit entity set-ups to maximise future external funding opportunities.

RESOLVED To approve recommendations 3.1, 3.2, 3.3, 3.4 and 3.5

Meeting Closed at 19:55pm

Signed:

Dated:

Chair of the Parish Council