

# WEST SWINDON PARISH COUNCIL

## Minutes of the

### online FINANCE & STAFFING COMMITTEE on WEDNESDAY 06 MAY 2020 at 6.45 pm

#### **Present:**

Cllr Nigel Gibbons (Chair)  
Cllr Geoff Gould  
Cllr Tim Swinyard  
Cllr Caryl Sydney Smith  
Cllr Keith Williams

#### **Officers:**

Paula Harrison (Parish Manager)

**Residents:** Two

#### **Public Participation:**

Resident asked if Councillors were familiar with the clearwaste app. which can be used to report flytipping. Cllr Williams replied that there are a number of apps. that promote reporting of incidents. There is a challenge for the apps. to signpost the query to the correct organisation for example, small car boot size flytipping is collected by the Parish Council where as larger waste is collected by Swindon Borough Council. The best tool would need to be assessed before any are promoted widely.

Resident reported that a long standing report of flytipping was closed even though the flytipping remained in public open space and requires the mower drivers to drive around the obstacles. The new workforce should be made to report all incidents such as flytipping, litter and graffiti.

Meeting start: 6.52 pm.

#### **377. Apologies**

Cllr Prakash Khaitan due to other commitments.  
Cllr Mary Martin, Cllr Nick Martin due to volunteer commitments  
**RESOLVED** that the apologies are noted and approved.

#### **378. Declarations Of Interest & Applications For Dispensation**

None.

#### **379. Bank Statements and Reconciliation**

Councillors received a copy of the Bank Statement for April 2020 a copy of which appears as **Appendix A** in the Minute Book.

**RESOLVED** that the bank statement for April be noted.

**380. Payments Schedule**

Councillors received a payments schedule for April 2020, a copy of which appears as **Appendix B** in the Minute Book. Payments listed were as follows:

Wicksteed Play	£12,000.00	<i>The Holbeins payment</i>
Wicksteed Play	£13,200.00	<i>Uxbridge Road payment</i>
Wicksteed Play	£44,400.00	<i>The Chesters payment</i>
Councillor Allowances x 6	£91.25+£182.50	<i>Qtr 4 payments</i>
Xerox Finance	£154.80	<i>Printer hire</i>

**RESOLVED** that 10 payments totalling £70,393.55 be approved.

**381. Service Transfer – Employee Handbook & Policies**

Councillors received a report setting out draft framework for employees for Grounds and Street Cleaning, a copy of which appears as **Appendix C** in the Minute Book.

**RESOLVED** that Cllrs Geoff Gould, Mary Martin, and Caryl Sydney Smith form a small working group to assist with amendments to the draft policies.

**382. Risk Assessments**

The Parish Manager updated that work on collating risk assessments across a broad range of tasks had been drafted, a copy of the template was distributed and appears in the Minute Book as **Appendix D**.

**RESOLVED** that the Parish Manager liaises with the Team Supervisor to finalise the set of risk assessments for the new workforce.

**383. Public Works Loan**

The Parish Manager circulated a report setting out details of the Government's Public Works Loan, a copy of which appears as **Appendix E** in the Minute Book. The Parish Manager advised that the loan could be suitable for future capital expenditure such as vehicles and machinery.

**RESOLVED** that the content of the report is noted any may need to be considered again in the future.

**384.** In accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business to be transacted, the press and public were instructed to withdraw.

**385. Staffing Structure**

The Parish Manager circulated a report setting out progress to date regarding staffing issues and an outline staffing structure. A copy of the report appears as Appendix F in the Minute Book. It was noted that no information has been passed from Swindon Borough Council

regarding general terms and conditions or list of employees. The Parish Manager reported that Streetsmart had previously proposed that all staff should have a generic status and that the demarcation between cleansing and grounds should be removed. It isn't clear whether this has ever been implemented. Councillors agreed that a multi-skilled, unified workforce was preferable. Councillors noted that the Parish Team Supervisor should report to the deputy clerk in the absence of the Clerk.

**RESOLVED** that staffing issues be noted and work on service transfer to continue to progress.

**Date of next meeting:** Monday 8 June 2020 6.45 pm.  
Meeting closed: 7.23 pm.

Signed:.....  
Chair of Finance & Staffing Committee

Date:.....