

WEST SWINDON PARISH COUNCIL

Minutes of the online extraordinary meeting of the
WEST SWINDON PARISH COUNCIL
held on **Monday 15th June 2020 at 6.00pm**

Present:

Cllr Umar Ali
Cllr Mike Burtenshaw
Cllr Steph Exell
Cllr Suresh Gattapur
Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Tim Makofu
Cllr Nick Martin (Vice Chair)
Cllr Mary Martin
Cllr Trish Philpot
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Keith Williams

Officers:

Paula Harrison (Parish Manager)
Leanne Curtis (Assistant Clerk)

Public: One

Public Question time:

Resident raised concerns about volume of shredded metal cans that are not cleared prior to mowing. This is potentially a hazard for people and dogs but also puts the Parish Council at risk. Includes paper and bottles, it is particularly bad in Eastleaze. The Chair advised that there issues here that would be raised with the contractor. In eight weeks time, the service will be in house and hopefully these problems will be better managed.

424. Apologies

Apologies for absence due to other commitments were submitted by Cllr Simon Firth
Cllr Tim Makofu absent due to work.

RESOLVED that the apologies are approved.

425. Declarations of Interest & Applications for Dispensation

None.

426. Admission of Public and Press

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, the public were instructed to withdraw'.

Reason: Staffing and contracting matters

427. Recommendations from Policies Sub Group

Councillors received a set of policies recommended for approval and adoption by the Policies Sub Group, copies appear as **Appendix A** in the Minute Book.

- Code of Conduct
- Disciplinary Policy
- Grievance Policy
- Mobile Phones Policy
- Performance Improvement Policy
- Uniform Policy

Minor amendment proposed to Uniform policy to indicate that following first issue, further items will be renewed as necessary or exchanged as replacements.

RESOLVED that all of the policies listed in Minute 427. are approved and adopted.

428. Recommendation from Finance & Staffing Committee – Licence to Occupy

Councillors received the Licence to Occupy for depot arrangements at Waterside, a copy of which appears as **Appendix B** in the Minute Book. It was noted that the verbal clarifications on the inclusion of machinery in the indoor shed, had not been provided in an updated draft. Councillors agreed that the short term lease means that the Parish Council must start preparing for its exit. It was agreed that the Services Working Party will review options for a depot as an ongoing project.

RESOLVED that the Licence to Occupy is signed once the draft is updated.

429. Recommendation from Finance & Staffing Committee – Staffing

The Council noted that Swindon Borough Council had not yet provided any information regarding its employees as part of the transfer process. Requests had been made repeatedly for confirmation of staff numbers, generic job descriptions and payscales.

Councillors considered the Measures Letter, a copy of which appears as **Appendix C** in the Minute Book. Councillors debated whether final salary schemes such as the Wiltshire Pension Scheme should be offered to staff new to pension arrangements with the Parish Council. Staff on existing pension schemes would not be affected. It was agreed that future pension arrangements would be debated when next applicable to new staff. Other matters detailed in the letter were agreed.

RESOLVED that the Measures Letter be distributed to staff eligible for transfer with the single job description, and, that the Parish Council may consider an alternative scheme for pensions subject to debate and approval at a future meeting.

RESOLVED that Swindon Borough Council's Chief Executive be sent a formal communication advising of the unacceptable delay in providing information and informed that this should be made rectified forthwith.

430. Recommendation from Finance & Staffing Committee – Machinery

Following a review of information provided by the Services Working Party, a report was circulated and appears as **Appendix D** in the Minute Book on the financing and acquisition of grounds machinery.

RESOLVED that the Parish Manager applies to the Secretary of State for approval for the proposed borrowing of £76,000.00 as a Public Works Loan and the remainder of the financing is secured through the current revenue budget allocation.

Meeting closed 7.05 pm

Signed.....

Date.....

Chair of the Council

DRAFT