

# Chiseldon Parish Council



**MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting  
held on Wednesday 7<sup>th</sup> May 2025 at 7:30pm. At the Old Chapel, Butts Road, Chiseldon.**

**Present:** Cllrs Ian Kearsey (Committee Chair), Matthew Hinton and Chay Ford. RFO Nina Hempstock taking the minutes.

**25/01. Apologies for absence:** Cllrs Turley & Jackson have prior commitments & Cllr Quidwai is working.

**Absence without apologies:** None.

A proposal was made to approve the apologies for absence with the reasons given. The proposal was seconded and all Cllrs were in favour.

**25/02. Declarations of interest and vote on any dispensations submitted.** None.

**25/03. Public recess.** None.

**25/04. Approval of minutes from 5<sup>th</sup> March 2025.**

A proposal was made to approve this set of minutes. The proposal was seconded and all Cllrs were in favour.

**25/05. Action points.** (Completed items in grey)

**Cllr Ford and Cllr Kearsey 24/70.**

- **Cllr Ford** to contact the Roxi Foundation to identify what a grant award would enable them to do to, and to scope how much should be suggested. (Max £500 per recipient). Cllr Ford advised Roxi could use a grant for a branded gazebo. RFO to request further info from the Roxi Foundation about the gazebo/other areas we could support.
- **Cllr Kearsey** to request grants and donations suggestions from Cllrs at the full council meeting on Mon 13th Jan. On May's meeting agenda.

**Clerk 24/83.**

- Add item to the next EGPA meeting to discuss the plan for Chapel windows, to enable costs to be identified and factored into the allocated reserves provision. Was added to April EGPA but was inquorate, will roll over to May EGPA.
- Confirm if CIL be used to reinstate the pathway to Hodson, bollards work and rec hall roof repairs and inform the relevant committee undertaking projects. They all sound like they can be used to me. Committees were updated on this accordingly.
- Add item to next full council agenda to see if the council want to consider buying another site for burials, as the process is likely to take a long time DONE. Will be on a few more agendas until final decision is made I expect.

**RFO 24/84.** Arrange 6 monthly invoices for a burial plot pre-purchase. DONE.

**Clerk 24/85.** Arrange headstone re-location. DONE.

**RFO 24/87.** Check if defib budget needs to be lifted for 5 pads purchased each year. Defib pads have a shelf life of 2 years. Just purchased 3 sets and we should not need any more unless they are used.

**Clerk 24/87.** Buy 2 new defibrillator pads from HeartSafe. Done

**Clerk 24/88.** Arrange installation of new bin. Bin ordered. Delay with supply. Allbuild advise bin will arrive in May

**Clerk 24/89.** Confirm new bin empties with Allbuild. Done

**Clerk 24/90.** Arrange rubbish removal at Butts Rd cemetery. Done

**Clerk 24/91.** Add item to next full council agenda for the street sweeping cart plan to be shared with Cllrs, with a review and vote on purchase of the cart. Advise where the cart will be stored. Did but then advised no need to vote. It was then 25/26 year so advised the funds could come out of the new parish appearance fund that EGPA had control over so Full Council didn't need to vote.

**RFO 24/92.** Add £1,214.00 to CPC grant funds budget 2025-26. DONE (added to Xero budget).

**Clerk 24/95.** Find out if other councils have cybercrime insurance and if so, who provides it. Asked all SBC area councils. 1 reply from South Swindon PC which was sent over.

## HR.

### **25/06. To consider and vote on whether to move staff pensions from NEST to the LGPS.**

A proposal was made to approve moving staff pensions from Nest to the LGPS, including all associated costs, with immediate effect. The additional costs above 2025-26 budgeted funds will come from unallocated reserves. The proposal was seconded and all Cllrs were in favour.

## FINANCE.

### **25/07. To review the dividends received in the CCLA account.**

The dividends were noted. Performance will continue to be monitored at every finance meeting.

### **25/08. To consider and vote on costs to move the 2nd chapel security camera to the front of the building. Costs of £421.17 plus VAT from ADT.**

- Cllrs requested a quote for installing an additional camera on the front rather than moving one at the rear
- Cllrs would like to review a breakdown of the annual maintenance schedule
- No vote was made at this time to move the 2<sup>nd</sup> camera, pending further info on the above

**25/09. To review the latest budget vs expenditure report and note any areas for concern of over and underspend.**

The variance reports were noted. Grants awards were highlighted red owing to funds rolled over from 2024-25. This item is on this agenda and May's Full Council agenda for discussion.

**25/10. To review and vote on any new donation payments that can be made from the councils "Grants and donations" fund.**

- Cllr Ford advised the Roxi Foundation could use a grant to help pay for a branded gazebo, which would be beneficial for both weather protection and increasing visibility, when raising awareness and funds at events. RFO to obtain further info about the gazebo/other areas we could support.
- Cllr Ford also mentioned Chiseldon Primary School are raising money for an Early Years Train. RFO to check if this is something the PC can support and how much the school have left to raise.

**25/11. To vote that the costs of replacing the Rec Hall roof of £12,500 plus VAT plus extra costs for rafter replacement will come from the reserved fund for Rec ground improvements or from CIL funds (Community Infrastructure Levy).**

A proposal was made to approve £12.5k funds from CIL funds for the rec roof replacement. The proposal was seconded and all Cllrs were in favour.

**25/12. To discuss and vote on any recommendation the committee wish to make to May full council with regards to the charges for the childminder who wishes to hire the hall Mon-Thurs.**

The RFO raised concerns about increased heating costs during the colder seasons, which we will need to monitor.

Cllrs voted on the following items being recommended to May Full Council:

- £30+vat per day hire charge
- 1 months hire paid as a deposit in advance, which is refundable at the end of the contract if the hall and contents are left in a suitable condition (e.g. general good state of cleanliness and no damage etc)
- Monthly hire will be paid in advance
- A review after 3 months for both parties
- 3-month notice period for either party to cancel the contract
- An annual hire charges review, to align with budget setting during autumn each year

A proposal was made to approve the above items to be recommended to May Full Council. The proposal was seconded and all Cllrs were in favour.

**25/13. To approve the Clerk having delegated powers to arrange repairs/replacement hot water tap at Rec Hall and repairs/replace the external PIR light for the Rec hall carpark.**

A proposal was made to approve delegated powers to the Clerk for the above items, with a maximum spend of £300+vat. The proposal was seconded and all Cllrs were in favour.

#### **25/14. Contracts – No items.**

**25/15. Update - Insurance and risk assessment. To review and vote on quotes received for the insurance provision for crisis management cover and internet/email cover after last risk assessment.**

A proposal was made not to approve cyber insurance cover. The proposal was seconded and all Cllrs were in favour.

#### **25/16. Items for next agenda.**

- Review cost of Roxi gazebo, if not already reviewed at May Full Council meeting.
- CCTV – will be on next agenda.
- Consider solutions for internet: fibre or sim. Suggested to ask Co-op or Openreach.

Meeting closed 20:31

**Next meeting:** Wednesday 2<sup>nd</sup> July 2025 at **7.30pm** The Old Chapel on Butts Road.

#### **Action Points:**

##### **Cllr Ford and Cllr Kearsey 24/70.**

- **Cllr Ford** to contact the Roxi Foundation to identify what a grant award would enable them to do to, and to scope how much should be suggested. (Max £500 per recipient). Cllr Ford advised Roxi could use a grant for a branded gazebo. RFO to request further info from the Roxi Foundation about the gazebo/other areas we could support.

**RFO 25/06.** Arrange pensions move from Nest to LGPS.

##### **RFO 25/08.**

- Get a quote for cost of installing an additional camera rather than moving one at the rear
- Get a breakdown of the annual maintenance schedule
- Check ADT prices with A&E fire & security to see how costs compare

**RFO 25/10.** Contact Chiseldon Primary School Early Years Train fund raiser. RFO to check if this is something the PC can support and how much the school have left to raise.

**Clerk 25/13.** Arrange repairs/replacement hot water tap at Rec Hall and repairs/replace the external PIR light for the Rec hall carpark. Max spend £300+vat.

**Clerk 25/16.** Add item to next finance agenda to consider solutions for internet: fibre or sim. Ask the Co-op or Openreach.