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## Minutes

**Meeting of** : Finance and Governance Committee  
**Date** : 18 July 2022  
**Meeting held** : The Guildhall  
**Commencing at** : 6:30pm

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Present:

Chair: A Bayliss                      Vice Chair: I Tomes

Cllrs: C McGrath, J King, J Nettle, E Rimmer, R Rogers, C Stanway, and J Wells

Also present: Cllr T Corbin and A Riddle

Officers: Annie Child, Janine Whitty, Estelle Sherry and Marc Read

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### **702. Election of the Chairman of the Finance and Governance Committee for 2022-23:**

The Chairman of the Council Cllr T Corbin called for nominations for the Chairman of the Finance and Governance Committee. It was:

#### **Resolved that:**

702.1. Cllr A Bayliss was elected as the Chairman of the Finance and Governance Committee for the municipal year 2022-23.

### **703. Election of the Vice- Chairman of the Finance and Governance Committee for 2022-23:**

The Chairman called for nominations for the Vice - Chairman of the Finance and Governance Committee. It was:

**Resolved that:**

- 703.1. Cllr I Tomes was elected as the Vice- Chairman of the Finance and Governance Committee for the municipal year 2022-23.

**704. Apologies:**

- 704.1. Cllr V Charleston gave her apologies and was substituted by Cllr Stanway.  
704.2. Cllr S Hocking gave his apologies and was substituted by Cllr J King.

**705. Public Questions/Statement Time:**

There were no questions or statements submitted from the public.

**706. Councillor Questions/Statement Time:**

- 706.1. Cllr E Wills submitted a question regarding staff health & safety during the heat wave. The City Clerk provided a verbal response on how SCC is supporting its staff and contractors during this period. A summary of the Clerk's response can be found at the end of these minutes.  
706.2. Cllr J Nettle submitted a question regarding the lack of progress regarding 47 Blue Boar Row and the High Street Bid Fund. The City Clerk provided a verbal update, noting that she has recently written to Parvis Khansari, Direct Place Wiltshire Council, to express the City Council eagerness to this project move forward with further delay. The Clerk will continue to actively seek further update and engagement from Wiltshire Council.

**707. Minutes of Previous Meeting:**

The minutes of the last meeting of the Finance and Governance Committee held on 10 January 2022 were approved and signed by the Chairman.

**708. Declarations of Interest:**

No declarations of interest were received.

**709. Dispensations:**

No dispensations were requested.

**710. Chairman's Announcements:**

The Chairman had no announcements.

**711. City Grant Application:**

Sebastian Warrack and Louise Dancy provided a verbal presentation regarding the three-year grant application submitted and how the funding will help continue

to support Wiltshire Creative's programmes. The Committee considered the application, as it was:

**Resolved to:**

711.1. Approve the grant application for three-years of funding as shown in the grant application form.

**712. Quarter One Budget Monitoring:**

The Committee received the report which introduces the Revenue and Capital Budget Monitoring Reports of the Council, from Estelle Sherry, the Responsible Finance Officer, and it was:

**Resolved to:**

712.1. Note the Revenue and Capital Budget Monitoring Reports for the end of Quarter 1.

**713. Campsite Additional Hardstanding:**

The Committee consider the recommendation made by the Services Committee 4 April 2022, and it was:

**Resolved to:**

713.1. Agree the recommendation that reserves be used to fund this project in order to increase the campsite income.

**714. Change to Reception (Direct) Crematorium Fee:**

The Committee considered the report regarding the alteration of crematorium fee for direct cremation, and it was:

**Resolved to:**

714.1 Agree to reduce the Reception/Direct Cremation fee from £590 to £400 from 1 October 2022.

714.2 Instruct officers to provide a report to this committee in 6 months on the numbers of direct cremations.

**715. Matters, if any, which by reason of special circumstances the Chairman decides should be considered as a matter of urgency:**

No matters were raised.

2 member of the public was present. 0 members of the press were present.

The meeting closed at 7:04pm.

### **Amber Alert and SCC Response – 18 Jul 2022**

The Senior Management Team (Environmental Services Manager, Business Manager, HR Manager, Communities Manager, Responsible Finance Officer and City Clerk) have discussed the impact of the forecast hot weather/amber weather alert during last week/this week, and have taken the appropriate action in accordance with the nature of the individual team's works. The Management Team are very conscious of our staff's comfort, health and safety during this time of elevated temperatures/amber alert.

Reminders have been issued about working the sun – water, hats and sun screen are provided by SCC to relevant team members

**The Guildhall and officer staff** - the GH offices are mostly air conditioned and this provides a comfortable working environment for officers. Cold filtered water is freely available. Many officers can also work from home if that is more effective in these conditions.

**Shop Mobility and Info centre** will remain open.

**Communities Team** - Some activities in the Friary have been cancelled, due to the temperatures in the building.

The Tue **Charter Market** will go ahead as usual with the Markets Officer running a dynamic risk assessment which could result in closure of the market if appropriate. Some traders plan to take holiday and not attend. The Market Regulations cover this situation (para 13 adverse weather).

**Crematorium** – BAU – heat exchanger and air conditioner available

### **Grounds and Street Scene Team**

For our own grounds team we have put in place:

- the Grounds team are working in pairs
- Carrying out light duties such as watering and litter picking
- Supplied with sun cream
- Encouraged to wear hats and drink water
- Authorised to take extra breaks
- Senior Grounds Operative checking in with team regularly
- Senior Grounds Operative and Parks Manager to review the situation at mid-day. If the conditions have intensified, the team have been authorised to work from the Depot where there are facilities on site.
- During the heatwave we have given people the option of taking annual leave at short notice, they can also use extra hours they've accrued since April to take time off.

For the **Venture Team** we have agreed with their managers that they will:

- Take frequent and regular breaks
- Stay hydrated and ensure they have access to water at all times
- Wear a hat and use sun cream
- Umbrellas as shelter can be used where practicable
- Walk at a slower pace than they usually to decrease the risk of overheating
- Utilise indoor spaces when they can – especially during rest periods
- Have access to spare uniform for comfort
- Utilise fans / air conditioning where available

For the **idverde** team we have agreed with their managers that they will:

- All barrows/glutton etc. finishing by 12:30 pm and will bank the afternoon hours to use when temperatures return to normal (likely to be the same for tomorrow as well). The exception is the late barrow round which is starting later (3-8pm) and the drivers are keeping bins empty and any urgent reactive works (dog mess etc.),
- Take frequent and regular breaks
- Stay hydrated and ensure access to water at all times
- Encouraged to wear a hat and use sun cream
- Walk at a slower pace than they usually to decrease the risk of overheating