

## **WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held on **Monday 17th March 2025** at **6.00 pm**  
**Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT**

**Present:**

Cllr Peter Bates  
Cllr Rose Llewellyn (Chair)  
Cllr Graham Philpot  
Cllr Trish Philpot  
Cllr Caryl Sydney Smith  
Cllr Keith Williams

**Officers:** Paula Harrison (Parish Manager/Clerk)

**Public:** Two

**Public Questions:**

A resident asked for clarification on a number of payments and numbers of staff enrolled in the NeST pension scheme (7).

Meeting start 6.09 pm

**218. Apologies & Applications for Dispensation**

Apologies: Cllrs Ali, Dayan, Ertas, Grother, Swinyard, Wilson  
Applications for dispensation as required by the Code of Conduct adopted by the Parish Council on 20 May 2024: None

**219. Bank Statements**

The bank statements for February 2025 were circulated with the accompanying bank reconciliation, copies can be found in the Minute Book as **Appendix A**. The information was noted.

**220. Schedule of Payments**

A schedule of payments for February 2025 was circulated, a copy of which appears as **Appendix B** in the Minute Book. Payments were as follows:

<b>Payee Name</b>	<b>£ VAT</b>	<b>£ Total Amnt</b>	<b><i>Transaction Detail</i></b>
K Allen Accounts		£150.00	<i>TEMP ACCOUNTS SUPPORT</i>
Three (H3G)	£3.67	£22.00	<i>BROADBAND</i>
Barclays Mixed Payments Acct		£18.74	<i>CHARGES</i>
Lex Autolease	£198.93	£1,193.60	<i>VEHICLE LEASE</i>
Barclaycard Credit Card		£1,167.88	<i>CREDIT CARD TRANSFER</i>
Abax UK Ltd	£38.70	£232.20	<i>VEHICLE TRACKERS</i>
Lister Wilder Ltd	£72.15	£432.91	<i>TRACTOR PARTS</i>
Lyreco UK Ltd	£15.53	£93.18	<i>OFFICE CONSUMABLES</i>

Truston Security Services	£6.20	£37.20	DEPOT SECURITY
PHS Group	£59.01	£354.07	HYGIENE BAG
Sutcliffe South West	£50.34	£302.05	PLASTIC COVERS
B and Q Trade Point	£4.50	£27.00	PARTS
B and Q Trade Point	£13.33	£80.00	HARDWOOD PLYWOOD
B and Q Trade Point	£0.79	£4.74	DIALL KNOTTED CHAIN
Mid Solutions 4 Documents	£10.24	£61.47	PRINTER SUPPORT
Barclaycard		£35.38	CHARGE
Fuel Genie	£14.84	£89.01	FUEL
Octopus Energy	£131.63	£1,014.94	ELECTRICITY AND GAS
Zurich Municipal		£8,545.93	COUNCIL INSURANCE
Wessex Fleet	£13.00	£78.00	MAINTENANCE YS20VKA
Wessex Fleet	£13.10	£78.60	MAINTENANCE YP21 VUK
Wessex Fleet	£13.00	£78.00	MAINTENANCE YP20 ZPS
Wessex Fleet	£13.00	£78.00	MAINTENANCE YS20 VKA
Swindon Bearings SBL	£2.46	£14.79	BELT DRESSING
Swindon Bearings SBL	£0.01	£0.07	BELT DRESSING
Swindon Bearings SBL	£7.20	£43.20	RUBBER SEALS
Screwfix	£7.62	£45.69	RIGGER GLOVES
Colliers International UK Ltd	£3,023.55	£18,141.29	QUARTERLY RENT 25.03
Screwfix	£4.16	£24.95	THERMAL WINTER
Swindon Borough Council	£20.63	£123.78	FUEL JANUARY 2025
Wiltshire Pension Fund		£5,929.01	WILTS PENSION MONTH
Clean & Green Fund		£29.98	SCREWFIX
Screwfix		£51.34	DIAMOND BLADE
HMRC Cumberland		£9,514.75	HMRC PAYROLL
Fuel Genie	£13.76	£82.59	FUEL
Nest Pension Scheme		£1,116.73	NEST PENSION
Everflow Water		£43.66	WATER 12.03 TO 11.04.25
WSPC payroll		£30,043.22	PAYROLL
Fuel Genie	£13.15	£78.88	FUEL
E W Russell		£625.00	ED POSTER MURAL
Michaels Work Wear	£3.73	£22.38	UNIFORM
GHS (UK) Ltd	£12.00	£72.00	BROADBAND
Michaels Work Wear	£16.07	£96.40	UNIFORM
Lister Wilder Ltd	£7.73	£46.36	MACHINE PARTS
Swindon Bearings SBL	£10.53	£63.20	MACHINE BEARINGS
Tudor Environmental	£7.83	£46.99	HAND TOOLS
J Fox		£625.00	MURAL PROJECT
<b>47 Payments Total:</b>	<b>£3,822.39</b>	<b>£81,056.16</b>	

**RECOMMENDED** that Council approves 47 payments totalling £81,056 for February 2025

**221. Admission of Public and Press**

Resolved 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'. For confidential staffing discussion purposes.

**222. Staffing Update**

The Parish Manager circulated a report setting out recruitment details including a draft job advert for the Engagement Officer, draft person specification and job description and terms and conditions. Feedback was given to enhance the positive benefits of working for the Parish Council including, pension, parking, leave.

**RESOLVED** that

- a) The job particulars for the Engagement Officer be approved.
- b) The recruitment process is initiated.

Meeting closed 6.19 pm

Signed: .....

Chair, Finance & Staffing Committee

Date: .....