

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 2nd June 2025** at **6.00 pm**
Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT

Present:

Cllr Rose Llewellyn (Chair)
Cllr Leon Grother (Vice Chair)
Cllr Graham Philpot
Cllr Trish Philpot
Cllr Caryl Sydney Smith

Officers: Paula Harrison (Parish Manager/Clerk), Jacqui Jones (Deputy Clerk)

Public: One

Public Questions: None

Meeting start 6.36 pm

30. Apologies & Applications for Dispensation

Apologies: Noted that Cllr Wilson had left this Committee Membership.
Applications for dispensation as required by the Code of Conduct adopted by the Parish Council on 19 May 2025: None

31. Bank Statements

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

32. Schedule of Payments

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

Payee Name	Amount Paid	Transaction.Detail
FUEL GENIE BUSINESS	£107.34	FUEL
LEX AUTOLEASE LTD	£1,193.60	LEASE.RENTAL
HUTCHISON 3G UK LTD	£24.00	BROADBAND
SWINDON BOROUGH COUNCIL	£21,457.00	BUSINESS.RATES.81-82
KEY SECURITY LTD	£792.00	ALARMS?MONITORING-MAINTENANCE
BARCLAYCARD	£669.42	BCARD
BARCLAYS ACCT	£18.75	COMMISSION.CHARGES
EDPOSTER	£375.00	BROOKFIELD.SCHOOL.MURAL
B and M	£5.00	WATER
TRUSTON LTD	£37.20	MONTHLY.KEYHOLDING.MARCH.81

LYRECO UK LTD	£67.99	8ND.CLASS.STAMPS
NALC	£120.00	ADVERTISEMENT.FOR.DEPUTY.CLERK
LISTER WILDER	£371.37	OIL.FILTER.ETC
RIALTAS BUSINESS	£698.40	SOFTWARE.SUPPORT
WALC	£2,875.52	WALC.AND.NALC.SUBS
ABAX UK LTD	£232.20	ABAX.TRACKERS
HMRC Cumberland	£1,160.03	MONTH.78.8680-81
ALLOTMENTS	£20.00	KEY.DEPOSIT
SCREWFIX	£34.43	WOODSCREWS
CV COMPONENTS	£70.85	GREASE.CAR
FAROL LTD	£232.14	V.BELT?CAP?SCRAPER
HJ WEBB AND SON	£704.72	CHESTNUT.PAILIN
HJ WEBB AND SON	£3,272.92	MACHINED.HALF.ROUND
HJ WEBB AND SON	£454.82	CHESTNUT.PALING
FUEL GENIE BUSINESS	£78.66	FUEL
OCTOPUS ENERGY	£652.10	ENERGY.GAS.™.ELECTRIC
WESSEX FLEET SOLUTIONS	£78.00	MONTHLY.MAINTENANCE.YS86.VUF
WESSEX FLEET SOLUTIONS	£78.60	MONTHLY.MAINTENANCE.YP87.VUK
WESSEX FLEET SOLUTIONS	£78.00	MONTHLY.MAINTENANCE.YS86.VKA
WESSEX FLEET SOLUTIONS	£78.00	MONTHLY.MAINTENANCE.YP86.ZPS
FUEL GENIE BUSINESS	£0.50	FUEL.CARD.CHARGE.FEE
B and Q	£3.18	CONSUMABLES
SCREWFIX	£24.99	WOOD.TREATMENT
STAY DRY LTD	£64.73	RAIN.PONCHOS
SCREWFIX	£69.01	TAPE.MEASURE
LISTER WILDER	£585.30	SEAL.SUMP.PLUG.ETC
SPALDINGS LTD	£630.00	DUSTBIN.LINERS
LISTER WILDER	£992.85	ENVIRONMENTAL.WASTE
KINCH FUEL OILS LTD	£2,865.60	FUEL
EVERFLOW	£110.18	78;6181TO.77;6281
WSPC PAYROLL	£33,177.77	Month.7.8681_82
FUEL GENIE BUSINESS	£151.26	FUEL
SCREWFIX	£13.89	COACH.BOLTS
MICHAEL'S WORKWEAR	£62.17	BOOT.AND.JACKET
SWINDON BOROUGH COUNCIL	£121.50	POSTS
LISTER WILDER	£417.17	ENGINE.OIL.ETC
H2 CREATIVE LTD	£675.00	DOMAIN.RENEWAL
WILTSHIRE COUNCIL	£4,863.08	PENSIONS
HMRC Cumberland	£12,050.77	Month.7.8681_82
O2 Telefonica	£135.55	MOBILES
TOTAL	£93,052.56	

RECOMMENDED that Council approves 50 payments totalling £93,052.56 for April 2025

33. Internal Auditors Report

The Parish Manager circulated a report from Auditing Solutions following an internal audit for the financial year 2024-25 which appears as **Appendix C** in the Minute Book. The Parish Manager highlighted the following comment from the auditor

I would like to take this opportunity to compliment you on the Council's Corporate Governance which continues to be amongst the highest quality of all the councils which I currently audit.

There were no recommendations for action in the report. Councillors noted the information and asked for their thanks and appreciation to the Parish Manager to be recorded.

34. Admission of the 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 and they be instructed to withdraw'.

7.00 pm Public withdrew from the meeting.

35. Staffing Update

The Parish Manager circulated a confidential report setting out two staffing matters. A request for flexible working and consideration of an increment. Councillors reviewed the flexible working request and noted that a recent redundancy and the request would release some hours within the staffing budget. It was requested that an update on sickness absence be brought to a future meeting along with options for utilising unallocated hours within the team budget.

The Parish Manager and Deputy Clerk left the meeting for Councillors to consider awarding an annual increment.

RESOLVED that

- a) The flexible working request for Stuart Morrison be agreed
- b) The annual increment next on the scale for the Parish Manager be agreed.

Meeting closed 7.11pm

Signed:

Chair, Finance & Staffing Committee

Date: