

WEST SWINDON PARISH COUNCIL

Minutes of the FINANCE AND STAFFING COMMITTEE held on Monday 6th October 2025 at 18.30 pm Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT

Present:

Cllr Leon Grother
Cllr Rose Llewellyn (Chair)
Cllr Tricia Philpot
Cllr Caryl Sydney Smith

Officers Paula Harrison (Parish Clerk), Jacqui Jones (Deputy Clerk),

Public member 2 - No Public questions

Meeting started 6.35pm

115. **Apologies & Applications for Dispensation**

Apologies received from Cllr G Philpot

Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 19 May 2025: None received

116. **Bank Statements**

Councillors received copies of Bank Statements and the Bank Reconciliation for September 2025. A copy of which appear as **Appendix A** in the Minute book. Bank Statements and reconciliation noted.

117. **Payments**

Councillors received the payments report for September 2025 a copy of which appear as **Appendix B** in the Minute Book.

Payee Name	£ VAT	£ Total Amnt	Transaction Detail
Lex Autolease	£54.51	£327.08	Vehicle Lease
Three (H3G)	£4.18	£25.08	Broadband
Barclaycard		£1,094.44	Credit Card Transfer
Abax UK Ltd	£38.70	£232.20	Software
Barclays		£18.28	Barclays Bank Charges
Barclays		£0.50	Barclays Bank charges
Fuel Genie	£27.84	£167.05	Fuel
Wessex Fleet	£13.00	£78.00	Vehicle Maintenance
GAPlant Hire	£12.75	£76.50	Service Delivery
Wessex Fleet	£37.74	£226.44	Vehicle Maintenance

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ATBShop Ltd	£100.00	£600.00	Youth Development -
PHS Group	£17.95	£107.70	Depot Maintenance
ATBShop Ltd	£100.00	£600.00	Youth Development
Brewers	£196.87	£1,181.23	Street Furniture and Art
GAPlant Hire	£12.75	£76.50	Service Delivery
GAPlant Hire	£7.83	£46.96	Play Maintenance
CPAHorticulture	£823.65	£4,941.90	Play Maintenance
HJWebb & Son	£123.82	£742.90	Projects
ATBShop Ltd	£100.00	£600.00	Youth Development
Truston Security Services	£6.20	£37.20	Depot Maintenance
Mid Solutions 4 Documents	£9.07	£54.44	Photocopier Charges
ABC Signs and Designs		£65.00	Engagement
GAPlant Hire	£17.00	£102.00	Service Delivery
Fuel Genie	£13.93	£84.07	Fuel
Lex Autolease	£134.78	£808.66	Vehicle Lease
Wiltshire Pension Fund		£7,457.51	Wiltshire Pension
HMRC Cumberland		£14,052.70	PAYE
Everflow Water		£98.11	Water
Staff Team Salaries		£36,612.86	Payroll September 25
Octopus Energy	£61.59	£280.38	Gas/Electric
Fuel Genie	£14.27	£85.65	Fuel
Lex Autolease	£48.15	£288.92	Vehicle Lease
Total Payments	£1,976.58	£71,170.26	

RESOLVED: Retrospective approval of 32 payments totalling £71,170.26 for September 2025

118. **Six Month Budget Update**

Councillors received verbal update on the Council's budget and expenditure as at the six monthly position. There were no significant expenditures or deviations from the budget to report. Councillors noted the update.

119. **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 and they be instructed to withdraw' for staffing and lease-related matters.

120. **Depot & Community Premises**

Councillors received a verbal update from the Clerk on progress regarding the lease at 25 Westmead Industrial estate and dialogue with Swindon Borough Council Property Services. The Committee noted the update.

121. **Recruitment Update**

Councillors received a verbal update on the current recruitment process, interviews for the apprentice will take place over the next two weeks. An update will be given at the next meeting.

Meeting closed at 18.55

Signed:

Chair, Finance and Staffing Committee

Date.....