

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
on **MONDAY 09 OCTOBER 2017** at 7.30pm at **WEST SWINDON LIBRARY**

Present:

Cllr Nigel Gibbons (Chair)
Cllr Vinay Kumar
Cllr John Lenton
Cllr Mary Martin
Cllr Peter Stoddart

Officers:

Paula Harrison (Parish Manager)

Public: None.

Meeting start: 7.30 pm.

169. Apologies

Cllr Steph Exell
Cllr Suresh Gattapur
Cllr Nick Martin
Cllr Tim Swinyard

170. Declarations of Interest and Applications for Dispensation

None.

171. Parish Council Office

The Parish Manager gave a verbal update. The office is closer to occupation and should be available by the end of October. Lease to be dated from 1 November 2017. Signs will be purchased to navigate to the office. Once the office is occupied, a printer, wifi and BT phone line will be finalised.

With extended opening hours, parish councillors should be able to collect post or papers and have access to the office. An induction will be organised. Councillors considered office opening hours.

The Parish Manager reported that the website was working well however there had been requests for email contacts for individual parish councillors. The office Outlook account could set up individual outlook email accounts that would be signed westswindon-pc.gov.uk however there is a cost of £45.60 for each email account per annum. If this is set up for 15 Councillors it would be a cost of £684.00 per annum. The advantage is that it provides a bespoke email account for parish related communication and could also redirect emails to another account.

RESOLVED that

a) A report is prepared for Full Council to consider email account options.

b) The office will be open as and when staff are available.

172. Bank Statement and Payments Schedule

The Parish Manager submitted a copy of the bank statement which appears as **Appendix A** in the Minute Book. The Parish Manager circulated a Payments Schedule for October which appears as **Appendix B** in the Minute Book.

This set out a Quarter 2 payment of £115,380.00 to Streetsmart is agreed in line with the Service Level Agreement for 2017/18.

Budget: a) 410 Contracts £115,380.00 b) 110 Staffing £4046

Power: a) Open Spaces Act 1906, ss.9 and 10, b) Local Government Act 1972 s112

RESOLVED that the Schedule of Payments for October is agreed.

173. Budget 2018/19

The Parish Manager circulated a report setting out expenditure to date across the budget headings, a copy of which appears as **Appendix C** in the Minute Book. The Parish Manager advised Councillors that the Precept demand would need to be submitted by 31 January 2018 and therefore a budget for 2018/19 would ideally be signed off by Full Council at its December meeting.

RESOLVED that the Parish Manager will report to the next meeting with a fully projected Budget for 2018/19.

174 Staffing Agreement - Swindon Libraries

Councillors considered a Staffing Agreement for additional staffing in the West Swindon Library, a copy of which is attached as **Appendix D** in the Minute Book.

RESOLVED that a simple letter of agreement would be sufficient with an invoice setting out exact supply dates.

Meeting closed 8.08 pm.

Signed:
Chair, West Swindon Parish Council

Date: