

WEST SWINDON PARISH COUNCIL

Minutes of the

FINANCE & STAFFING COMMITTEE on WEDNESDAY 4th DECEMBER 2019 at 6.45 pm at WEST SWINDON LIBRARY

Present:

Cllr Simon Firth
Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Nick Martin (Vice Chair)
Cllr Tim Swinyard
Cllr Caryl Sydney Smith

Officers:

Paula Harrison (Parish Manager)
Leanne Curtis (Assistant Clerk)

Residents: Four

Public Participation:

A resident asked if the Parish Council could benefit from financial promises being made as part of the election period?

The Chair advised that any additional monies would be notified in due course.

Meeting start: 6.50 pm.

241. Apologies

Cllr Mary Martin & Cllr Keith Williams due to other committee commitments.

RESOLVED that the apologies are noted and approved.

242. Declarations Of Interest & Applications For Dispensation

Cllr Tim Swinyard asked for it to be noted that he is a trustee at Freshbrook and Roughmoor Community Centres and Caryl Sydney Smith noted that she is a member of Toothill Big Local.

243. Bank Statements and Reconciliation

Councillors received a copy of the Bank Statements for November 2019 and reconciliations for November 2019, copies of which appear as **Appendix A** in the Minute Book.

RESOLVED that the reconciliations for November 2019 be approved.

244. Payments Schedule

Councillors received a payments schedule for November 2019, a copy of which appears as

Appendix B in the Minute Book. Payments listed were as follows:

Sq Trade Gear Ltd	£62.63	Line marker pain (BCard)
Stencil Warehouse Ltd	£75.98	Pavement Stencils (BCard)
Bulbs – Meadowmania	£101.00	Westlea Volunteers (BCard)
Councillor Allowances x 6	£638.75	Qtr 2 Allowances
Signs of Cheshire	£1034.94	Final Noticeboard payment
Swindon Borough Council	£6450.00	Bin order PO 1824
Swindon Borough Council	£252.00	Peatmoor Noticeboard
Swindon Borough Council	£4489.20	Root removal & bark top up Sparcells youth play area
Swindon Borough Council	£302.40 £423.60	Container bedding Plants x 2
Swindon Borough Council	£1964.40	Westlea pond
Positive Media Group	£927.60	Link Magazine November
Swindon Borough Council	£36,000	Hit Squad November to March 20

RECOMMENDED that 18 Payments totalling **£52,722.50** be approved.

245. SBC Codes of Practice

Councillors received Swindon Borough Council Code of Conduct and Monitoring Officer Code of Practice for consideration. Copies appear as **Appendix C** in the Minute Book.

RESOLVED that the Codes of Practice be circulated to all Parish Councillors and any comments arising collated and reported to Swindon Borough Council.

246. Budget Expenditure to date

Councillors received a quarterly report setting out expenditure to date, a copy of which appears as **Appendix D** in the Minute Book. Councillors noted the report.

247. 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 was advisable in the public interest that the press and public be temporarily excluded and be instructed to withdraw'.

Reason: Staffing matters and Budget decisions

Standing Orders suspended to allow the public to withdraw. 7.10 pm

Standing Orders reinstated 7.15 pm

248. Precept Budget

Councillors received a draft budget for the 2020 Precept and a letter from Swindon Borough Council confirming the tax base, both of which appear as **Appendix E** in the Minute Book. The Committee considered the figures. Councillors agreed to create a sub committee to consider future options for income raising and allocate funding to special projects.

Recommended that Full Council adopts the proposed budget from this Committee for 2020 and sets the Precept.

249. Staffing Report

Councillors considered a report on salaries for the office staff a copy of which appears as **Appendix F** in the Minute Book

RESOLVED that the next salary increment is awarded in accordance with the Parish staffing contracts as recommended by the report.

Date of next meeting: Wednesday 15TH January 2020 6.45 pm.

Meeting closed: 7.35 pm.

Signed:.....
Chair of Finance & Staffing Committee

Date:.....