

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held online on **WEDNESDAY 9TH JUNE 2021** at **6.45 pm**

Present:

Cllr Nigel Gibbons (Chair)
Cllr Suresh Gattapur (Vice Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Nick Martin
Cllr Caryl Sydney Smith

Officers:

Paula Harrison (Parish Manager)

Public: One (virtual)

Public Question time:

None.

Meeting start 7.15 pm.

32. Apologies

Cllr Mary Martin due to other meeting commitments.
All apologies received were approved.

33. Declarations of Interest & Applications for Dispensation

None.

34. Bank Statements

A copy of the Parish Council's bank statement for May 2021 was circulated, with bank reconciliations for the Parish's current bank account for May 2021, copies of which appear as **Appendix A** in the Minute Book.

The Committee noted the bank statement and reconciliation.

35. Payments Schedule

Councillors received a payments schedule for May 2021, a copy of which appears as **Appendix B** in the Minute Book.

Payments for approval were as follows

Fuel Genie	£100.24
Fuel Genie	£123.32
Fuel Genie	£56.83
Farol	£119.91

Finance & Staffing Committee
Wednesday 09 June 2021

MAS Seeds	£289.00
MAS Seeds	£32.90
Kinch Fuel Oils Ltd	£1,055.36
Lex Autolease	£2,068.94
Fuel Genie	£100.24
Aldi Stores Ltd	£13.48
GHS (UK) Ltd	£51.00
Michaels Work Wear	£86.38
Tudor Environmental	£133.56
Tudor Environmental	£179.82
Lex Autolease	£907.96
Barclaycard Credit Card	£1,192.27
Barclays Mixed Payments	£6.50
Viking Direct.co.uk	£3.89
Mainman	£40.21
Screwfix	£71.03
Pertemps	£1,327.56
Swindon Borough Council	£1,460.00
Colliers International	£9,753.29
Imperial Tyres	£222.00
Beefys Skips	£352.00
Pertemps	£520.26
Pertemps	£663.78
H J Webb & Son	£1,630.80
Wessex Fleet	£48.00
Wessex Fleet	£30.00
Wessex Fleet	£25.20
Wessex Fleet	£30.00
Wessex Fleet	£24.00
Wessex Fleet	£24.00
O2 Telefonica	£191.52
Mainman	£4.52
B&M Stores	£4.99
Total Energy	£21.10
Total Energy	£44.68
B and Q Trade Point	£91.55
George Carr & Sons	£294.00
Screwfix	£491.91
Wiltshire Pension Fund	£5,501.78
HMRC Cumberland	£6,132.71
Nest Pension Scheme	£77.96
Beesleys Tools	£66.57
Tudor Environmental	£207.36
Michaels Work Wear	£686.06
Pertemps	£574.08
Pertemps	£663.78
Everflow Water	£12.14
Staff Team Salaries	£19,195.42

Renault Finance Ltd	£220.76
Fuel Genie	£162.54

RECOMMENDED that 54 payments totalling **£57,389.16** are approved.

Receipts noted: £3,500 on trade sales for two tippers.

36. Income Generation Working Party Update

The Parish Manager reported that the Income Generation working party had met and notes would be made available shortly. Key work streams had been identified:

- consider options for land acquisition that could be multipurpose for a depot, income generation and allotments
- consider options to purchase and let property (residential and commercial)
- consider options to sell skills of the team e.g. SBC contract, play installation/inspection and grounds maintenance
- consider legal and operational framework required

37. Operational Update

The Parish Manager reported that generally work was progressing well. Issues continue with extended lead in times for any orders such as the chipper, trailer, bark, play equipment. Team had acquired new uniform for the warmer weather – essential that this is worn. Grass cutting was delayed due to the weather but should catch up.

Noted that a request was made to leave the section from Shaw Ridge Pizza Hut to Grange Park roundabout uncut.

38. Staffing Update

The Parish Manager reported that the lone working risk assessment had been updated and circulated a confidential report setting out key staffing issues, a copy of which appears as **Appendix C** in the Minute Book.

RESOLVED that

- Hours as proposed be agreed and reviewed again in 3 months subject to a timesheet and weekly working hours agreed in advance
- Long term sick leave be granted a six week phased return, followed by an occupation health review.

Date of next meeting: Monday 12 July 6.45 pm

Meeting closed 8.02 pm

Signed:

Date:

Chair, Finance & Staffing Committee