

## **WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held online on **MONDAY 12<sup>TH</sup> JULY 2021** at **7.00 pm**

### **Present:**

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

### **Officers:**

Paula Harrison (Parish Manager)

**Public:** One (virtual)

### **Public Question time:**

None.

Meeting start 7.00 pm.

### **64. Apologies**

Cllr Prakash Khaitan due to work commitments.  
All apologies received were approved.

### **65. Declarations of Interest & Applications for Dispensation**

None.

### **66. Bank Statements**

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

The Committee noted the bank statement and reconciliation.

### **67. Payments Schedule**

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

Payments for approval were as follows

<b>Payee Name</b>	<b>£ Total Amnt</b>	<b>Transaction Detail</b>
<b>Lex Autolease</b>	£2,522.92	VEHICLE LEASE 0621 x6 vehicles
<b>Swindon Borough Council</b>	£0.79	ADBLUE SBC
<b>Shaw Primary School</b>	£30.00	MTG ROOM BKG

Screwfix	£42.97	SCREWS
Tudor Environmental	£57.24	KID PICKERS
B and Q Trade Point	£64.20	POSTCRETE
Pertemps	£376.74	TEMP 2105
Lister Wilder Ltd	£475.20	BOMFORD SERVICE
Pertemps	£663.78	TEMPS 2105
GHS (UK) Ltd	£51.00	5G NETWORK
Fuel Genie	£160.59	FUEL
Barclaycard Credit Card	£1,378.77	BCARD 0621
Midway Developments Ltd	£814.20	HERAS
Barclays Mixed Payments Acct	£46.50	BK CHGS 0621
Tudor Environmental	£311.40	PICKERS
Tudor Environmental	£57.24	PICKERS
Spaldings	£643.08	BIN LINERS - HOSE
Kinch Fuel Oils Ltd	£1,101.24	FUEL RED DIESEL
Pertemps	£663.78	TEMP 0406
Pertemps	£520.26	TEMP2 0406
Fuel Genie	£90.53	FUEL GENIE
Zerographic	£131.04	ZEROGRAPHIC 0621
Abax UK Ltd	£180.00	TRACKERS 0621
Michaels Work Wear	£67.00	SAFETY KIT
Screwfix	£178.70	TOOLS & PARTS
Greatfield Nurseries	£180.00	COMPOST
GB Sport & Leisure	£942.96	PLAY EQUIPMENT
Pertemps	£1,270.32	TEMPS 1106
Swindon Borough Council	£1,460.00	DEPOT RATES 0621
O2 Telefonica	£191.52	O2 STAFF MOBILES
Fuel Genie	£70.90	FUEL GENIE 1706
Everflow Water	£14.77	DEPOT WATER
Nest Pension Scheme	£77.96	NEST PENSION
Wiltshire Pension Fund	£5,495.82	STAFF PENSIONS 0621
HMRC Cumberland	£6,150.20	HMRC STAFF 0621
Staff Team Salaries	£19,170.66	STAFF SALARIES 0621
Wessex Fleet	£157.20	LEASE MAINTENANCE
B and Q Trade Point	£28.00	TOOL PARTS
Viking Direct.co.uk	£56.36	STATIONERY
Michaels Work Wear	£81.97	UNIFORM FOOTWEAR
Braynard Components	£123.16	BEACONS
Imperial Tyres	£124.80	TYRE REPAIRS
Key Security	£180.00	ADDITIONAL SECURITY
Spaldings	£182.09	ROLLERS
Pertemps	£663.78	TEMP1 1806
Pertemps	£663.78	TEMP2 1806
Renault Finance Ltd	£220.76	KANGOO LEASE 0621
Fuel Genie	£213.99	FUEL GENIE 2406
	<b>£48,350.17</b>	

**RECOMMENDED** that 48 payments totalling **£48,350.17** are approved.

**68. Expenditure to date Update**

The Parish Manager reported that generally expenditure was on track as at Quarter 1. A summary was circulated, a copy of which appears as **Appendix C** in the Minute Book. The Committee noted the report.

**69. Operational Update**

The Parish Manager reported that operational priorities were currently focused on getting ready for the summer holidays. 100 cubic metres of woodchip had been delivered and would be topping up the majority of bark play spaces. Planting has been completed and bins and benches will be going out this month. Signs on the front of the depot alongside the Reception window were now complete.

**70. Staffing Update**

The Parish Manager gave Councillors a verbal update on staffing matters including sickness absence and staffing vacancies.

Date of next meeting: Wednesday 01 September 6.45 pm

**Meeting closed 7.48 pm**

Signed: .....

Date: .....

Chair, Finance & Staffing Committee