

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held online on **WEDNESDAY 08 DECEMBER 2021** at **6.45 pm**

**Present:**

Cllr Nigel Gibbons  
Cllr Geoff Gould  
Cllr Prakash Khaitan  
Cllr Nick Martin  
Cllr Mary Martin  
Cllr Caryl Sydney Smith

**Officers:**

Paula Harrison (Parish Manager)

**Public:** three (v)

**Public Question Time:**

None

Meeting start 6.48 pm

212. **Introduction**

Chair opened the meeting and welcomed all those in attendance.

213. **Declarations Of Interest & Applications For Dispensation**

Councillors to give any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 24 May 2021

None received.

214. **Bank Statements**

Councillors received copies of the Bank Statements for November 2021 and month end Reconciliation Current Account, copies of which appear as **Appendix A** and **Appendix B** in the Minute Book.

**RESOLVED** that the entries in the Statements and Reconciliation be noted and approved.

215. **Payments Schedule**

Councillors received a payments schedule for November 2021, a copy of which is attached as **Appendix C** in the Minute Book. Payments were as follows

<b>Payee Name</b>	<b>£ VAT</b>	<b>£ Total Amnt</b>	<b><i>Transaction Detail</i></b>
<b>Lex Autolease</b>	£420.49	£2,522.92	<i>VEHICLE HIRE 1021</i>
<b>Barclaycard Credit</b>		£669.03	<i>BCARD 1121</i>

**Card**

<b>Barclays Acct</b>		£28.50	<i>BK FEE</i>
<b>Swindon Borough Council</b>	£8.00	£48.00	<i>SBC WATER</i>
<b>Fuel Genie</b>	£25.50	£153.00	<i>FUEL 161021</i>
<b>Fuel Genie</b>	£0.09	£0.56	<i>FUEL 161021B</i>
<b>Mainman</b>	£9.96	£59.76	<i>STEEL PARTS</i>
<b>Greatfield Nurseries</b>	£20.93	£125.59	<i>COMPOST &amp; FEED</i>
<b>Bevirs</b>	£30.00	£180.00	<i>LEGAL ADVICE</i>
<b>Screwfix</b>	£5.00	£29.98	<i>SCREWS</i>
<b>Screwfix</b>	£17.50	£105.00	<i>PLANTER TOOLS</i>
<b>Screwfix</b>	£8.25	£49.50	<i>POSTCRETE</i>
<b>Screwfix</b>	£6.66	£39.96	<i>STAFF UNIFORM</i>
<b>ABC Signs and Designs</b>		£280.00	<i>BANNERS</i>
<b>Rialtas Business Solutions</b>		£312.00	<i>RBS SUBSCRIPTION</i>
<b>AbbyP PR</b>		£650.00	<i>PR &amp; MEDIA ADVICE</i>
<b>Glasdon UK Ltd</b>	£120.91	£725.45	<i>MEMORIAL BENCH</i>
<b>GHS (UK) Ltd</b>	£8.81	£52.87	<i>NEW OFFICE LANDLINE</i>
<b>GHS (UK) Ltd</b>	£86.00	£516.00	<i>LANDLINE INSTALLATION</i>
<b>GHS (UK) Ltd</b>	£27.82	£166.92	<i>DESK PHONE</i>
<b>Lister Wilder Ltd</b>	£129.75	£778.51	<i>TRIMAX SERVICE</i>
<b>Bristol City Council</b>	£211.77	£1,270.62	<i>SUMMER BEDDING</i>
<b>Councillor Allowances</b>		£937.50	<i>CLLR ALLOWANCES</i>
<b>Pertemps</b>	£110.63	£663.78	<i>TEMP 221021</i>
<b>Pertemps</b>	£110.63	£663.78	<i>TEMP 291021</i>
<b>GA Plant Hire</b>	£10.91	£65.46	<i>BREAKER HIRE</i>
<b>Screwfix</b>	£12.38	£74.25	<i>POSTCRETE</i>
<b>Viking Direct.co.uk</b>	£19.65	£117.89	<i>STATIONERY</i>
<b>Pertemps</b>	£110.63	£663.78	<i>TEMP 240921</i>
<b>Fuel Genie</b>	£28.11	£168.65	<i>FUEL DIESEL 231021</i>
<b>Wessex Fleet</b>	£5.00	£30.00	<i>MAINT YN700TZ</i>
<b>Wessex Fleet</b>	£4.20	£25.20	<i>MAINT YP20ZPS</i>
<b>Wessex Fleet</b>	£4.00	£24.00	<i>MAINT YP21VUK</i>
<b>Wessex Fleet</b>	£5.00	£30.00	<i>MAINT YS20EWB</i>
<b>Wessex Fleet</b>	£4.00	£24.00	<i>MAINT YS20VKA</i>
<b>Wessex Fleet</b>	£4.00	£24.00	<i>MAINT YS20VUF</i>
<b>Screwfix</b>	£1.52	£9.15	<i>SCREWS</i>
<b>Swindon Borough Council</b>	£8.00	£48.00	<i>VEHICLE WASH</i>
<b>GCP Window Cleaning</b>		£60.00	<i>DEPOT WINDOWS</i>
<b>Swindon Borough Council</b>		£1,460.00	<i>DEPOT NNDR M7</i>
<b>Bristol City Council</b>	£440.70	£2,644.20	<i>AUTUMN &amp; SHRUB PLANTS</i>

<b>Octopus Energy</b>	£3.16	£66.37	<i>GAS &amp; ELECTRIC</i>
<b>O2 Telefonica</b>	£32.26	£193.54	<i>MOBILES 1121</i>
<b>Abax UK Ltd</b>	£30.00	£180.00	<i>VEHICLE TRACKER</i>
<b>Fuel Genie</b>	£16.67	£100.02	<i>FUEL DIESEL 011121</i>
<b>Nest Pension Scheme</b>		£77.96	<i>NEST PENSION 1121</i>
<b>Wiltshire Pension</b>			
<b>Fund</b>		£4,630.94	<i>STAFF PENSIONS 1121</i>
<b>HMRC Cumberland</b>		£5,312.50	<i>HMRC 1121</i>
<b>Staff Team Salaries</b>		£16,137.16	<i>SALARIES 1121</i>
<b>Renault Finance Ltd</b>	£36.79	£220.76	<i>KANGOO 1121</i>
<b>Fuel Genie</b>	£44.97	£269.82	<i>FUEL DIESEL 091121</i>
<b>Everflow Water</b>		£143.72	<i>WATER 1121</i>
<b>Allotment Key Refund</b>		£20.00	<i>ALLOT KEY REFUND</i>
<b>GA Plant Hire</b>	£7.11	£42.66	<i>EQUIPMENT HIRE</i>
<b>Car and Truck</b>			
<b>Services Ltd</b>	£8.11	£48.65	<i>LED TRACTOR LIGHTS</i>
<b>Screwfix</b>	£8.25	£49.50	<i>PAINT ETC</i>
<b>Resident Repair</b>		£75.00	<i>RESIDENT GLASS</i>
<b>ABC Signs and</b>			
<b>Designs</b>		£318.00	<i>FLYTIPPING &amp; DOG SIGNS</i>
<b>AbbyP PR</b>		£350.00	<i>PR &amp; SOCIAL MEDIA</i>
<b>Swindon Borough</b>			
<b>Council</b>		£1,460.00	<i>NNDR OCT 21</i>
<b>Kinch Fuel Oils Ltd</b>	£69.68	£1,463.39	<i>FUEL RED DIESEL</i>
<b>Pertemps</b>	£95.68	£574.08	<i>TEMP1 121121</i>
<b>Pertemps</b>	£110.63	£663.78	<i>TEMP1 191121</i>
<b>Pertemps</b>	£47.55	£285.32	<i>TEMP2 191121</i>
	<b>£2,527.66</b>	<b>£49,180.98</b>	

**RECOMMENDED** that 64 Payments totalling **£49,180.98** be approved.

#### 216. **Investment Options**

Councillors received a report highlighting options to progress investing from the reserves. A copy of the report appears as **Appendix D** in the Minute Book. Councillors noted the information presented.

**RESOLVED** that the Parish Council transfers £200,000 from the current account into its existing Nationwide Building Society Account

#### 217. **Rates Review**

The Parish Manager circulated a report setting out the option to conduct a rates review for Unit 25, a copy of which appears as **Appendix E** in the Minute Book. The Committee noted the information and considered the benefits of commissioning versus conducting an in house exercise. It was agreed that it could be investigated in house to determine whether or not

there was a significant saving.

**RESOLVED** that Cllr Gibbons works with the Parish team to make a preliminary assessment of the rates for Unit 25 with a future update to this Committee.

218. **Library Grant Funding**

The Parish Manager distributed a report a copy appears as **Appendix F** in the Minute Book. The Parish Manager circulated a letter from Ms Allyson Jordan setting out the required funding for 2022-23 of staffed hours in the West Swindon Library, a copy of which appears as **Appendix G** in the Minute Book. It was noted that the library environment continues to be poorly maintained, extended access arrangements and group activities have not fully resumed. Councillors noted that there continues to be no publicity from the library service to advertise the hours provided by the Parish Council funding.

**RESOLVED** that the grant funding continues on a three monthly basis subject to more detailed reporting from the library service about number of users, number of group activities, number of visitors and hours open to the public.

**Admission of Public and Press**

Resolved 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'.

*Reason: Staffing discussion (confidential copy attached)*

7.45 pm

219. **Budget Planning**

Councillors reviewed expenditure in the current financial year in order to set out a draft budget for 2022-23

**RESOLVED** that the draft budget be considered by the next Full Council.

220. **Staffing Update**

The Parish Manager updated the Committee on the current status of the Parish Manager's working arrangements in respect of annual leave and increment review, a copy of which appears as **Appendix H** in the Minute Book.

**RESOLVED** that the Parish Manager is awarded the next salary increment.

Dated:

Signed:

*Chair, Finance & Staffing Committee*