

WEST SWINDON PARISH COUNCIL

Minutes of the online meeting of the
FINANCE & STAFFING COMMITTEE
held online on **MONDAY 10 JANUARY 22** at **6.45 pm**

Present:

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

Public: two (v)

Public Question Time:

None

Meeting start 6.50 pm

276. **Introduction**

Chair opened the meeting and welcomed all those in attendance.

277. **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.

278. **Bank Statements**

Councillors received copies of the Bank Statements for January 2022 and the accompanying current account bank reconciliation, a copy of each appears as **Appendix A** in the Minute Book.

RESOLVED that the entries in the Statement and Reconciliation be noted.

279. **Payments Schedule**

Councillors received a payments schedule for January 2022, a copy of which is attached as **Appendix B** in the Minute Book. Payments were as follows

PAYEE

Barclaycard Credit Card	£740.08	BARCLAYCARD PAYMENT
Lex Autolease	£2,522.92	VEHICLE LEASE DEC 2021
Barclays Mixed Payments Acct	£63.50	CHARGES COMMISSION
Xerox Finance	£214.80	XEROX Q3

Mainman	£114.89	CONSUMABLES
Key Security	£216.00	SMOKE ALARM FITTED
GHS (UK) Ltd	£52.80	BROADBAND MONTHLY
GHS (UK) Ltd	£180.00	IT SUPPORT
Screwfix	£28.40	CONSUMABLES
Screwfix	£30.78	CONSUMABLES
Screwfix	£41.07	CONSUMABLES
Screwfix	£10.16	CONSUMABLES
Screwfix	£72.92	CONSUMABLES
Screwfix	£10.48	CONSUMABLES
Screwfix	£17.12	CONSUMABLES
Screwfix	£23.96	CONSUMABLES
B and Q Trade Point	£25.00	CONSUMABLES
B and Q Trade Point	£250.92	CONSUMABLES
Lister Wilder Ltd	£141.77	SERVICE PARTS
Lister Wilder Ltd	£201.52	SERVICE PARTS
Lister Wilder Ltd	£217.04	SERVICE PARTS
THAMESDOWN BLINDS	£530.40	OFFICE WINDOW BLINDS
Play Inspection Company	£1,498.50	ANNUAL INSPECTION
Pertemps	£460.91	TEMPORARY STAFF
Pertemps	£812.08	TEMPORARY STAFF
Pertemps	£812.08	TEMP1 241221
Pertemps	£175.58	TEMP1 171221
Pertemps	£812.08	TEM1 171221
Robinson Grace HR	£30.00	HR SUPPORT
Lister Wilder Ltd	-£43.11	LW EARLY PAYMENT
Fuel Genie	£237.35	FUEL DIESEL 231221
B and Q Trade Point	£16.77	CONSUMABLES
B and Q Trade Point	£10.44	CONSUMABLES
Screwfix	£32.70	CONSUMABLES
Swindon Borough Council	£48.00	VEHICLE WASH
Swindon Borough Council	£113.03	FUEL DEC 21
Pertemps	£175.58	TEMP1 070122
Pertemps	£460.91	TEMP1 311221
Pertemps	£636.49	TEMP1 070122
Howard & Sons	£1,131.01	TRACTOR SERVICE
DW Rumming & Son	£1,159.20	GRASS CUTTING
DW Rumming & Son	£1,324.80	MOWING AND REMOVING
Wessex Fleet	£25.20	MAINT YP20ZPS
Wessex Fleet	£30.00	MAINT YN700TZ
Wessex Fleet	£24.00	MAINT YP21VUK
Wessex Fleet	£30.00	MAINT YS20EWB
Wessex Fleet	£24.00	MAINT YS20VKA
Wessex Fleet	£24.00	MAINT YS20VUF
O2 Telefonica	£191.04	MOBILES 0122
Abax UK Ltd	£180.00	VEHICLE TRACKER

Octopus Energy	£77.88	OCTOPUS ENERGY
Fuel Genie	£83.27	FUEL DIESEL 010122
Everflow Water	£131.05	WATER 0122
Wiltshire Pension Fund	£4,203.46	STAFF PENSIONS 0122
Staff Team Salaries	£19,280.24	SALARIES 0122
HMRC Cumberland	£5,068.83	HMRC 0122
Renault Finance Ltd	£220.76	KANGOO 0122
Fuel Genie	£134.77	FUEL DIESEL 090122
Nest Pension Scheme	£444.00	NEST PENSION 0122
	<u>£45,783.43</u>	

Noted that the tariff for Octopus Energy needs clarification.

RECOMMENDED that 59 Payments totalling **£45,783.43** be approved.

280. **Absence/Leave for Extraneous Duties**

The Parish Manager circulated a report setting out options for staff requiring a leave of absence for extraneous duties such as jury service or court testimony. A copy of the report appears as **Appendix C** in the Minute Book.

RESOLVED that the Parish Council's Absence Policy is amended as set out in the report allowing for up to five days paid absence for jury service.

281. **Services Working Party**

The Finance & Staffing Committee received a summary of the following planned expenditure items from the Services Working Party, a copy of which appears as Appendix D in the Minute Book:

282. **Flail mower/attachment**

RECOMMENDED that pending prices from other quotes, outline approval is given for purchase of a new mower and flail attachment with a limit of £30,000 (excl. vat) for total expenditure.

RESOLVED that the team progress servicing of the five gang mower with a cost up to £2,500.

283. **Air Conditioning**

The Services Working Party recommended that air conditioning is commissioned to enable fitting before the Summer months. Lowest quote cassette units x 2 received £6750 excl. VAT Adjustments to power supply £650 excl. VAT Total: £7400

RESOLVED that the team considers two mobile air conditioning units in preference to a fixed cassette supply. The Chair to give approval for expenditure up to £5,000.

284. Trailer

The Services Working party agreed that a trailer would be useful for recovery of mowers and transportation.

RESOLVED that the team progresses purchase of a trailer. The Chair to give approval for expenditure up to £5,000.

The Committee noted that the Parish Council was approaching the mid point of its lease agreement for vehicles and that future lease or purchase arrangements would need to be progressed over the next six months.

285. **Swindon Borough Council – Codes Consultation**

The Parish Manager circulated Codes and Protocols including the Code of Conduct currently out for consultation by Swindon Borough Council. The Committee agreed that elements of these could be incorporated into the Parish Council's current policies – for consideration and adoption at the next Annual Parish Council meeting. In particular, Media Guidelines for Councillors and Recording Photography and Social Media should be reviewed. To be actioned by the Parish Manager.

Meeting ended 7.16 pm

Dated:

Signed:

Chair, Finance & Staffing Committee