

WEST SWINDON PARISH COUNCIL

FINANCE & STAFFING COMMITTEE

held on WEDNESDAY 08 JUNE 2022 at 6.00 pm
Unit 25, Westmead Industrial Estate, SN5 7YT

Members of the Parish Council Present:

Cllr Nigel Gibbons
Cllr Geoff Gould
Cllr Mike Burtenshaw (v)
Cllr Timothy Makofu
Cllr Nick Martin (v)
Cllr Mary Martin (v)

Officers: Paula Harrison, Parish Manager

Residents: 2 virtual

29. Welcome & Declarations Of Interest & Applications For Dispensation

No declarations of interest as required by the Code of Conduct adopted by the Parish Council on 23 May 2022

30. Bank Statements

The Committee received Bank Statements for May 2022 and month end Reconciliation Current Account copies of which appear as **Appendix A** in the Minute Book.
Councillors noted the information.

31. Payments Schedule

The Committee received a payments schedule for May 2022 a copy of which appears as **Appendix B** in the Minute Book.

Payments were as follows:

Lex Autolease	£2,522.92	LEASE RENTAL 0422
Fuel Genie	£153.73	FUEL
Barclaycard Credit Card	£488.12	BCARD COMMERCIAL
Allcap Limited	£26.80	CONSUMABLES
GHS (UK) Ltd	£52.80	MONTHLY BROADBAND
Robinson Grace HR	£120.00	PAY BENCHMARK REPORT
ABC Signs and Designs	£180.00	SIGNS
Michaels Work Wear	£19.16	WORK WEAR
Michaels Work Wear	£178.03	WORK WEAR
Greatfield Nurseries	£213.75	COMPOST
Greatfield Nurseries	£213.75	COMPOST
Imperial Tyres	£111.60	MACHINERY
Imperial Tyres	£398.40	MACHINERY
GHS (UK) Ltd	£1,014.00	DELL LAPTOP

Lister Wilder Ltd	£778.92	TOOLS
Lister Wilder Ltd	£394.21	CONSUMABLES
HMRC Cumberland	£7,464.49	HMRC 0422
Barclays Mixed Payments Acct	£28.50	CHARGES 14MAR/12APR
Fuel Genie	£116.96	FUEL GENIE 06/05
AbbyP PR	£200.00	PR SERVICES
Swindon Borough Council	£48.00	WASHDOWN
Lister Wilder Ltd	£368.18	EQUIPMENT SPARE
Kinch Fuel Oils Ltd	£4,245.47	DIESEL
Wiltshire Assoc Local Councils	£2,590.00	ANNUAL SUBSCRIPTION
Wessex Fleet	£157.20	MONTHLY VEHICLE MAINTENANCE
O2 Telefonica	£223.03	MOBILES
Fuel Genie	£288.50	FUEL
Staff Team Salaries	£23,819.28	STAFF SALARIES 0522
Wiltshire Pension Fund	£4,864.43	PENSIONS 0522
Nest Pension Scheme	£463.92	PENSIONS 0422
ABC Signs and Designs	£105.00	A4 METAL SIGN
Screwfix	£57.47	CONSUMABLES
Screwfix	£36.43	CONSUMABLES
Screwfix	£11.98	CONSUMABLES
Screwfix	£8.98	CONSUMABLES
B and Q Trade Point	£33.60	CONSUMABLES
Farol	£49.82	SPARE PARTS
Michaels Work Wear	£12.98	UNIFORMS
Michaels Work Wear	£142.76	WORKWEAR
Lister Wilder Ltd	£163.20	SPARE PARTS
Imperial Tyres	£194.40	SPARE PARTS
CARLTON	£3,738.00	A/C INSTALLATION
Renault Finance Ltd	£220.76	KANGOO 0522
Fuel Genie	£86.59	FUEL
Staff Team Salaries	£49.11	SALARY CORRECTION
Lister Wilder Ltd	-£355.98	CANCEL SPARE PARTS
HMRC Cumberland	£8,322.91	HMRC 0522
Nest Pension Scheme	£743.67	NEST PENSION 0522
	£65,365.83	

RECOMMENDED that that expenditure for May 2022 of 47 payments listed above totalling **£65,365.83** be approved

32. Village Centres Costing Report

The Parish Manager introduced a proposal, a summary of which had been agreed by the Planning, Leisure and Environment Committee. The purpose of the proposal is to seek a financial arrangement with Swindon Borough Council to service, maintain and improve Freshbrook, Toothill and Shaw village centres. A copy of the draft costings appears as **Appendix C** in the Minute Book.

RESOLVED that it was important to understand existing charges on tenants in order to create a reasonable and appropriate proposal. The Parish Manager to seek clarity from Swindon Borough Council Property Services.

33. Update from Services Working Party

Cllr Geoff Gould outlined progress to review and secure an electric van for the Parish maintenance team, specifically to house the play area repair equipment. The Committee considered pros and cons of electric versus diesel vehicles.

RECOMMENDED that expenditure for purchase of an electric Toyota Proace Van totalling **£30,865** be approved.

34. Staffing Update

The Parish Manager outlined arrangements for staff cover over impending staff absences. It was agreed that cover for long term absence should be reviewed at the next meeting.

Meeting closed 6.40 pm

Signed:
Chair, Finance & Staffing Committee