

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 29 April 2024 at 6.00 pm**
West Swindon Parish Office, Unit 25 Westmead Ind Estate, SN5 7YT

Present:

Cllr Junab Ali (Chair)
Cllr Peter Bates
Cllr Mustafa Dayan
Cllr Mustafa Ertas
Cllr Leon Grother
Cllr Tim Makofu
Cllr Graham Philpot
Cllr Trish Philpot
Cllr Caryl Sydney Smith
Cllr Keith Williams
Cllr Sean Wilson

Officers: Paula Harrison (Parish Manager)

Public: Two

Meeting Start: 6.00 pm

Public Questions:

Resident asked for it to be noted that budget information was not available on the website. Resident reported that there were no issues in the budget for the last financial year which meant that the budget figures for 2024-25 and the precept increase did not make sense. *The Chair offered to meet the resident in person to discuss the budget setting in more detail.*

Meeting start 6.00 pm

264. Apologies, Declarations of Interest & Applications for Dispensation

Apologies – Cllr Llewellyn, Cllr Swinyard
Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 22 May 2023: None received.

265. Bank Statements

The bank statement for March 2024 were circulated with the accompanying bank reconciliations. Copies can be found as **Appendix A** in the Minute Book. The information was noted.

266. Payments Schedule

The Parish Manager circulated a list of payments for March 2024 as below, a copy of which appears as **Appendix B** in the Minute Book.

Company	VAT	Total	Purpose
Amazon.Co.Uk	£2.33	£13.99	CONSUMABLES
Brightpay	£16.00	£96.00	PAYROLL SOFTWARE
Lex Autolease	£328.51	£1,971.04	VEHICLE LEASE COSTS
B and Q Trade Point	£12.22	£73.32	CONSUMABLES
Greenway Training	£146.00	£876.00	TRACTOR TRAINING
Truston Security Services	£6.20	£37.20	DEPOT SECURITY
GCP Window Cleaning		£60.00	DEPOT CLEANING
Farol	£11.82	£70.91	CONSUMABLES
Screwfix	£21.76	£130.53	UNIFORM
PHS Group	£53.76	£322.56	DEPOT FURNISHING
Lyreco UK Ltd	£10.58	£63.47	STATIONERY
Fonestyles		£79.00	MOBILE REPAIR
Lister Wilder Ltd	£66.52	£399.10	PARTS
Screwfix	£0.73	£4.39	CONSUMABLES
B and Q Trade Point	£5.00	£30.00	UNIFORM
Amazon.Co.Uk	£8.78	£52.70	CLEAN+GREEN
Amazon.Co.Uk	£2.66	£15.98	H&S TNG/PHONE SCREEN
Fuel Genie	£43.78	£262.68	FUEL
Abax UK Ltd	£37.50	£225.00	VEHICLE TRACKERS
Barclaycard Credit Card		£1,382.78	BCARD FEB 24
Barclays Mixed Payments		£28.50	BANK CHARGES
Fuel Genie	£9.84	£59.04	FUEL
Holy Trinity Church		£40.00	SHAW HALL HIRE
Colliers UK Ltd	£3,023.55	£18,141.29	DEPOT RENT Q1 2425
Pirtek Swindon	£14.52	£87.14	CONSUMABLES
Seager Welding	£498.00	£2,988.00	MACHINERY MAINT
B and Q Trade Point	£16.22	£97.33	CONSUMABLES
GHS (UK) Ltd	£11.17	£67.04	BROADBAND
James Hallam		£28.00	VEHICLE INSURANCE
Kinch Fuel Oils Ltd	£444.48	£2,666.87	FUEL
B and Q Trade Point	£18.15	£108.90	CONSUMABLES
Wessex Fleet	£26.20	£157.20	VEHICLE MAINT FEE
Seager Welding	£1.67	£10.00	MACHINERY MAINT
Wiltshire Pension Fund		£5,788.85	PENSIONS 0324
HMRC Cumberland		£9,703.25	HMRC 0324
GA Plant Hire	£2.60	£15.60	CONSUMABLES
Sydenhams Ltd	£133.60	£801.60	FENCING
Swindon Bearings SBL	£9.43	£56.56	CONSUMABLES
Fuel Genie	£35.97	£215.83	FUEL
Octopus Energy	£39.36	£826.48	ENERGY
Everflow Water		£155.86	WATER
Staff Team Salaries		£29,465.08	PAYROLL MARCH 24
Mobilize Financial Services		£240.25	KANGOO VEHICLES
Fuel Genie	£33.88	£203.26	FUEL
Lister Wilder Ltd	£17.92	£107.54	CONSUMABLES
Key Security	£120.00	£720.00	DEPOT SECURITY

Lister Wilder Ltd	£93.18	£559.05	CONSUMABLES
Lister Wilder Ltd	£644.08	£3,864.49	MACHINERY MAINT
H2 Creative	£884.00	£5,304.00	WEBSITE
Staff Team Salaries		£260.00	PAYROLL CORRECTION
50 Payments	£6,833.64	£88,823.67	

RESOLVED that 50 Payments for March 2024 totalling £88,823.67 be approved.

267. Budget Expenditure

A report for the expenditure at year end was circulated, a copy of which appears in **Appendix C**, in the Minute Book. The Parish Manager highlighted budget issues including . election expenses were over budget but with earmarked reserves available, the expenditure on machinery was planned with reserves available, the overspend on software allowed for Councillor emails and the library grant would have underspent but included a payment for the previous year. The Committee noted the report.

268. Purchasing Report

The Parish Manager circulated a report, a copy of which appears as **Appendix D** in the Minute Book. The report set out information regarding off road utility vehicles and electric vehicle options as requested from the last meeting of this Committee. Councillors considered options for replacing the existing Kangoo. This included consideration of an SUV or hatchback.

RESOLVED that the Parish Manager be instructed to look into alternative models for an electric vehicle and report back to the next available meeting.

269. Scheme of Delegation Review

The Parish Manager advised that ahead of the Annual Parish Council meeting it was helpful to consider amending the scheme of delegation for committee expenditure. The scheduling of Finance & Staffing Committee alongside Full Council has meant that there has been delays in approving expenditure from time to time. The current delegation allowed Committees to approve expenditure up to £5,000 and the Clerk/Chair to approve up to £1,000. This has meant that expenditure just over those amounts would require Committee approval. Given the general rise in day to day expenditure, Councillors agreed that the scheme of delegation could be amended to £10,000 for Committee delegated approval and £2,000 for the Clerk. Approval to be established at the Annual Parish Council meeting.

6.20 pm

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 instructed to withdraw’.

270. Staffing Update

The Parish Manager advised that the Staffing panel had interviewed a candidate for the role of Deputy Clerk and recommended that the applicant Hayley Bell be offered the post. It was requested that the Deputy Clerk be appointed at the scale requested and membership of the Local Government Pension Scheme be confirmed.

RESOLVED that the offer of appointment be approved and progressed.

271. Library Grant

The Parish Manager advised that Swindon Borough Council were seeking confirmation of the ongoing support to the library. Councillors agreed the current arrangement needed to be reviewed.

RESOLVED that future funding would need to be initiated by Swindon Borough Council and that the Cabinet Member attend a future meeting of the Parish Council.

Meeting close 6.40 pm

Signed:

Chair, Finance & Staffing Committee

Date: