

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 17 June 2024** at **6.00 pm**
West Swindon Parish Office, Unit 25 Westmead Ind Estate, SN5 7YT

Present:

Cllr Junab Ali
Cllr Peter Bates
Cllr Leon Grother
Cllr Rose Llewellyn (v)
Cllr Caryl Sydney Smith
Cllr Sean Wilson
Cllr Keith Williams

Officers: Paula Harrison (Parish Manager), Hayley Bell (Deputy Clerk)

Public: Two

Meeting Start: 6.00 pm

Cllr Sydney Smith chaired the meeting.

Public Questions:

Resident asked if the Parish Council was taking on any new staff. T
The Parish Manager advised that there were no vacancies at the current time or planned imminently.

Resident asked for Councillors to think carefully about the transfer of services in the future if it meant taking on more staff.

Resident advised that the Parish Council should request that land at Peatmoor Way to Roughmoor Way be gifted to the Parish for its own development.

Resident asked if residents would be receiving more information about service transfers and if they would be consulted.

The Chair advised that some conversations were confidential at present however residents would be consulted on any large or significant changes to service or investment.

A bin request was reported and noted for lamp post no. 7 Crawford Close

Meeting start 6.00 pm

32. Apologies, Declarations of Interest & Applications for Dispensation

Apologies – Cllr Dayan, Ertas, T Makofu, G Philpot, T Philpot, Swinyard
Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 20 May 2024: None received.

33. Bank Statements

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

34. Payments Schedule

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

April 2024 as follows:

Payee Name	£ VAT	£ Amount	Transaction Detail
Swindon Borough Council		£20,981.39	SBC Business rates
Lex Autolease	£328.51	£1,642.53	VEHICLE LEASE COSTS
O2 Telefonica	£32.11	£160.55	MOBILES
Tnree Network	£4.26	£21.29	BROADBAND
Fuel Genie	£19.28	£96.38	FUEL
Barclaycard Credit Card		£281.86	BCARD APR 24
Lyreco UK Ltd	£9.49	£47.45	CLEANING PRODUCTS
Truston Security Services	£6.20	£31.00	DEPOT SECURITY
Zurich Insurance		£8,337.58	COUNCIL INSURANCE
Abax UK Ltd	£37.50	£187.50	VEHICLE TRACKERS
Lex Autolease	£9.00	£45.00	ROAD TAX
Barclays Mixed Payments Acct		£28.50	BANK CHARGES
Nest Pension Scheme		£826.98	NEST 0224
Fuel Genie		£134.10	FUEL
Everflow Water		£11.78	WATER APRIL 24
Wessex Fleet	£26.20	£157.20	VEHICLE MAINT
Octopus Energy	£29.87	£597.48	ENERGY
Fuel Genie	£17.60	£88.03	FUEL
Nest Pension Scheme		£820.92	NEST 0324
Lister Wilder Ltd	£372.28	£1,861.40	MOWER DECK
GHS (UK) Ltd	£11.17	£55.87	BROADBAND
Swindon Borough Council	£4.00	£20.00	SBC WASH
Swindon Borough Council	£10.04	£50.20	FUEL
Screwfix	£12.62	£63.10	CONSUMABLES
Rialtas Business Solutions	£71.40	£357.00	RIALTAS SOFTWARE
Wiltshire Pension Fund		£5,813.39	PENSIONS 0424
HMRC Cumberland		£9,149.27	HMRC Apr 24
Staff Team Salaries		£30,152.97	PAYROLL APRIL 24
Fuel Genie	£18.12	£90.63	FUEL
Mobilize Financial Services	£40.04	£200.21	KANGOO VEHICLES
TOTAL 30 payments	£1,059.69	£82,311.56	

The payment schedule for May 2024 as follows:

Finance & Staffing Committee
Monday 17 June 2024

Payee Name	£ VAT	£ Total Amnt	Transaction Detail
Fuel Genie	£30.84	£185.06	FUEL
Lex Autolease	£328.51	£1,971.04	VEHICLE LEASE COSTS
O2 Telefonica	£33.67	£202.04	MOBILES
Three (H3G)	£3.67	£22.00	BROADBAND
Abax UK Ltd	£37.50	£225.00	VEHICLE TRACKERS
Barclays Mixed Payments Acct		£34.50	BANK COMMISSION
Barclaycard Credit Card		£1,475.48	BCARD MAY 24
ESP Scotland	£193.00	£1,158.00	PLAY RENEWAL BESS
Fuel Genie	£34.19	£205.11	FUEL
Wessex Fleet	£26.20	£157.20	VEHICLE MAINT
Fuel Genie	£52.15	£312.92	FUEL
Screwfix	£20.81	£124.87	CONSUMABLES
GCP Window Cleaning		£60.00	WINDOWS CLEANING
BEST Be a Better You		£1,920.00	BEST GRANT
Mid Solutions 4 Documents	£14.02	£84.11	PRINTING
Peatmoor Angling Club		£633.68	COMMUNITY GRANT
Swindon Bearings SBL	£5.40	£32.40	CONSUMABLES
Screwfix	£5.67	£34.00	CONSUMABLES
Kompan	£47.54	£285.26	PLAY MAINTENANCE
Kinch Fuel Oils Ltd	£560.56	£3,363.36	FUEL
Kompan	£182.25	£1,093.51	PLAY MAINT
Spaldings	£26.00	£156.00	CONSUMABLES
HM Land Registry		£9,111.30	HMRC tax May 24
Wildflowers		£74.22	CLEAN + GREEN
ABC Signs and Designs		£96.00	SIGNS
Wiltshire Pension Fund		£5,788.85	WILTS PENSION MAY 24
Staff Team Salaries		£30,087.03	PAYROLL MAY 24
Fuel Genie	£9.26	£55.56	FUEL
Mobilize Financial Services	£40.04	£240.25	KANGOO VEHICLES
Kingsdown Nurseries	£29.28	£175.68	PLANTING
Colliers International UK Ltd	£3,023.55	£18,141.29	DEPOT RENT
GA Plant Hire	£17.00	£102.00	PLANTING
Auditing Solutions	£100.00	£600.00	INTERNAL AUDIT 23.24
GA Plant Hire	£2.60	£15.60	CONSUMABLES
Tudor Environmental	£38.44	£230.62	PLANTING
Screwfix	£5.99	£35.96	CONSUMABLES
GHS (UK) Ltd	£11.00	£66.00	BROADBAND
B and Q Trade Point	£4.51	£27.08	CONSUMABLES
O2 Telefonica	£33.67	£202.04	MOBILES
Nest Pension Scheme		£901.33	NEST PENSION MAY 24
Fuel Genie	£10.05	£60.30	FUEL
Total 41 Payments	£4,927.37	£79,746.65	

RECOMMENDED that Council approves

- a) 30 payments totalling £82,311.56 for April 2024
- b) 41 payments totalling £79,746.65 for May 2024

35. 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 minor budget expenditure. The Committee noted the report.

36. 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. Noted that quotes could include something indicative for future years e.g. 12 plus 36.

RESOLVED that the Parish Manager be instructed to look into short term lease arrangements on both vehicles.

6.26 pm

37. 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'. Staffing matters.

38. Display Screen User Policy

The Parish Manager circulated a draft Display Screen User Policy for discussion and consideration. Councillors noted the information.

RESOLVED that the policy be adopted noting that the cost of a sight examination be covered alongside a £50 contribution to spectacles arising from the examination specific to DSU use.

Staffing Working Party

The Parish Manager advised that with the appointment of the Deputy Clerk a review of roles and responsibilities across the team would be initiated and a report would be created for the Staffing Working Party to review in the Autumn.

Meeting close 6.38 pm

Signed:

Chair, Finance & Staffing Committee

Date: