

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 27th January 2025 at 6.00 pm**
Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT

Present:

Cllr Junab Ali
Cllr Peter Bates
Cllr Mustafa Dayan
Cllr Mustafa Ertas
Cllr Leon Grother
Cllr Rose Llewellyn (Chair)
Cllr Tim Makofu (virtual)
Cllr Graham Philpot
Cllr Trish Philpot
Cllr Nandini Singh
Cllr Caryl Sydney Smith
Cllr Andrew Swinyard

Officers: Paula Harrison (Parish Manager/Clerk)

Public: One

Public Questions:

None

Meeting start 6.03 pm

175. Apologies & Applications for Dispensation

Apologies: Cllr Wilson.

Applications for dispensation: None

176. Bank Statements

The bank statements for December 2024 were circulated with the accompanying bank reconciliation, copies can be found in the Minute Book as **Appendix A**. The information was noted.

177. Schedule of Payments

A schedule of payments for December was circulated, a copy of which appears as **Appendix B** in the Minute Book. Payments were as follows:

Payee Name	£ VAT	£ Total Amnt	Transaction Detail
Barclaycard Credit Card		£27.03	ACCOUNT FEE
Ashmore & Allen	£27.97	£167.82	TUBECLAMB

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Lex Autolease	£288.84	£1,733.05	VEHICLE LEASE
Three (H3G)	£3.67	£22.00	TELEPHONE
Fuel Genie	£22.88	£137.30	FUEL
Barclays Mixed Payments Acct		£18.77	CHARGES 14.10 TO 12
K Allen		£180.00	BOOK KEEPING
Swindon Borough Council	£37.48	£224.86	FUEL
Lyreco UK Ltd	£16.96	£101.78	STATIONERY
Allotment Holder		£20.00	RETURN OF ALLOTMENT
Mid Solutions 4 Documents	£35.79	£214.77	PHOTOCOPIER
Truston Security Services	£6.20	£37.20	DEPOT KEYHOLDING
Rygor	£6,300.00	£32,855.00	ELECTRIC TIPPER
Jeff Quick Electrical	£11.40	£68.40	DEFIB INSTALLATION
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Colliers International UK Ltd	£3,023.55	£18,141.29	DEPOT QUARTERLY RENT
Lister Wilder Ltd	£24.74	£148.43	WHEEL RIM
Abax UK Ltd	£38.70	£232.20	TRACKERS
Fuel Genie	£35.90	£215.39	FUEL
Wessex Fleet	£13.00	£78.00	YN50TZ MAINTENANCE
Wessex Fleet	£4.00	£24.00	YP21 VUK MAINTENANCE
Wessex Fleet	£13.00	£78.00	YS20 VUF MAINTENANCE
Wessex Fleet	£13.00	£78.00	YS20VKA MAINTENANCE
Wessex Fleet	£13.00	£78.00	YS20EWB MAINTENANCE
Wessex Fleet	£13.00	£78.00	WP20ZPS MAINTENANCE
Allotment Holder		£20.00	ALLOTMENT KEY
Fuel Genie	£9.15	£54.91	FUEL
GA Plant Hire	£12.60	£75.60	BALLAST AND CEMENT
Ashmore & Allen	£99.28	£595.65	TUBECLAMP
Lister Wilder Ltd	£14.85	£89.10	BLADE SET
Wiltshire Pension Fund		£1,432.83	MONTH 8
Wiltshire Pension Fund		£4,496.18	MONTH 8
James Hallam		£367.54	VAN INSURANCE WV74
Swindon Storyshed		£526.08	GRANT
GCP Window Cleaning		£250.00	DEPOT CLADDING CLEANED
Bristol City Council	£167.40	£1,004.40	WINTER PLANTING
Jeff Quick Electrical		£68.40	DEFIB INSTALLATION
Spaldings	£107.70	£646.20	BIN LINERS
Lister Wilder Ltd	£383.00	£2,298.00	BRUSHCUTTER TOOLS
HMRC Cumberland		£2,925.34	SALARIES DEC 24
HMRC Cumberland		£11,109.34	SALARIES DEC 24
Screwfix	£4.16	£24.95	THERMAL WINTER
Mid Solutions 4 Documents	£35.79	£214.77	PHOTOCOPIER
Octopus Energy	£32.94	£691.83	GAS AND ELECTRICITY
Staff Salaries		£23,069.98	SALARIES DEC 24
Staff Salaries		£6,636.10	SALARIES DEC 24
Salaries Correction		-£0.30	SALARIES DEC 24
West Swindon Family		£2,000.00	GRANT WEST SWINDON

South Swindon Parish Council	£22.20	£133.20	FIRST AID TNG
Askwith Electrical	£28.00	£168.00	DEFIB INSTALLATION
Key Security	£15.00	£90.00	DEPOT SECURITY REPAIR
Nest Pension Scheme		£274.41	OFFICE NEST MONTH 8
Nest Pension Scheme		£845.02	DELIVERY STAFF NEST
Fuel Genie	£48.00	£287.98	FUEL
O2 Telefonica	£21.85	£131.12	MOBILES
Fuel Genie	£9.67	£58.01	FUEL
37 payments	£10,966.07	£115,612.33	

RECOMMENDED that Council approves 37 payments retrospectively totalling **£115,612.33** for December 2024

178. Budget Expenditure

The Parish Manager circulated a detailed budget and expenditure report to review expenditure at Quarter 3. A copy of the report appears as **Appendix C** in Minute Book. Councillors noted that it was useful information.

6.06 pm

179. Admission of Public and Press

It was resolved in accordance with Standing Order 3 (d) that the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw, for the purpose of the discussion on quotes relating to community buildings and staffing matters.

6.08 pm Cllr Ali joined the meeting.

180. Community Buildings Report

The Parish Manager circulated a report setting out the current position regarding Swindon Borough Council and community buildings, a copy of which appears as **Appendix D** in the Minute Book. Councillors discussed the buildings and determined that with appropriate business management, community buildings could be positive community assets.

8.15 pm Cllr Singh joined the meeting.

RESOLVED that the Parish Manager continues to liaise with Swindon Borough Council Property team.

181. Staffing Update Report

The Parish Manager circulated a report setting out the implementation of the Staff Review to date, a copy of which appears as **Appendix E** in the Minute Book. Councillors reviewed the information.

6.35 pm Cllr Gattapur joined the meeting.

RESOLVED that

- a) The Committee agreed in principle that a review of the salary variations on the Parish Operative role be undertaken and a proposal be brought to the next meeting of the Committee
- b) That the Parish Manager arranges for a 12 month trial of an employee £500 bonus subject to performance and appraisal for the outdoor team
- c) That the Parish Manager confirms pension arrangements in a Pension Statement to be brought to the next meeting of this Committee

Meeting closed 6.51 pm

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Signed:

Chair, Finance & Staffing Committee

Date: