

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 30th September 2024 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 Graham Philpot
Cllr Trish Philpot
Cllr Caryl Sydney Smith
Cllr Keith Williams

Officers: Paula Harrison (Parish Manager/Clerk)

Public: Two

Public Questions:

None

Meeting start 6.02 pm

95. Apologies & Applications for Dispensation

Apologies: Cllr Swinyard

96. Bank Statements

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

97. Schedule of Payments

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

JULY 2024:

Payee Name	£ VAT	£ Total	Transaction Detail
O2 Telefonica	£18.51	£111.06	MOBILES
Lex Autolease	£328.51	£1,971.04	VEHICLE LEASING

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Fuel Genie	£36.77	£220.63	FUEL
THREE (H3G)	£3.67	£22.00	BROADBAND
Amberol	£164.30	£985.80	PLANTERS
Lyreco UK Ltd	£23.48	£140.89	STATIONERY
Screwfix	£5.00	£29.98	CONSUMABLES
Pirtek Swindon	£26.11	£156.66	REPLACEMENT HOSE
Online Playgrounds	£611.60	£3,669.60	PLAY MAINTENANCE
Play Inspection Company	£320.60	£1,923.60	PLAY INSPECTIONS
Mid Solutions 4 Documents	£13.65	£81.92	PHOTOCOPIER
Mid Solutions 4 Documents	£7.94	£47.66	PRINTER INKS
Truston Security Services	£6.20	£37.20	SECURITY DEPOT
GA Plant Hire	£17.00	£102.00	TOPSOIL
GA Plant Hire	£17.00	£102.00	TOPSOIL
GA Plant Hire	£17.00	£102.00	TOPSOIL
Lister Wilder Ltd	£33.37	£200.22	MOWER PARTS
Screwfix	£1.73	£10.38	CONSUMABLES
Abax UK Ltd	£37.50	£225.00	TRACKERS
Barclays Mixed Payments Acct		£28.50	ACCOUNT FEE
Barclaycard Credit Card		£1,774.20	BCARD TNSFR
Fuel Genie	£25.79	£154.73	FUEL
Wessex Fleet	£4.00	£24.00	VEHICLE MAINTENANCE
Wessex Fleet	£5.00	£30.00	VEHICLE MAINTENANCE
Wessex Fleet	£4.20	£25.20	VEHICLE MAINTENANCE
Wessex Fleet	£5.00	£30.00	VEHICLE MAINTENANCE
Wessex Fleet	£4.00	£24.00	VEHICLE MAINTENANCE
Wessex Fleet	£4.00	£24.00	VEHICLE MAINTENANCE
Screwfix	£8.52	£51.14	CONSUMABLES
Screwfix	£5.69	£34.15	CONSUMABLES
GA Plant Hire	£6.83	£40.96	STONE
Kinch Fuel Oils Ltd	£502.55	£3,015.29	FUEL
Screwfix	£3.00	£17.98	CONSUMABLES
GHS (UK) Ltd	£3.60	£21.60	OFFICE PHONE
Beesleys Tools	£4.00	£23.99	CONSUMABLES
Freshbrook Community Centre		£80.00	ROOM HIRE
Allotment Key Refund		£20.00	KEY REFUND
Clean & Green Fund M Trew		£50.00	VOLUNTEER SIGN
Swindon Local Councils Forum		£195.00	MEMBERSHIP FEE
Swindon Borough Council	£8.00	£48.00	VEHICLE WASH
Wiltshire Pension Fund		£6,132.38	STAFF PENSIONS 0724
Octopus Energy	£14.16	£297.39	GAS & ELEC 0724
Fuel Genie	£30.83	£185.00	FUEL
O2 Telefonica	£1.23	£7.40	MOBILES
Nest Pension Scheme		£1,055.74	STAFF PENSIONS 0724
HMRC Cumberland		£9,771.78	HMRC SALARIES 0724
Everflow Water		£46.63	WATER

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Staff Team Salaries		£32,515.09	PAYROLL 0724
Councillor Allowances		£490.39	CLLR ALLOWANCES 0724
Fuel Genie	£28.96	£173.79	FUEL
Renault Finance Ltd	£40.04	£240.25	VEHICLE LEASE
Online Playgrounds	£29.85	£179.10	PLAY PARTS
Staff Team Salaries		£119.00	EYE EXAMINATION
GA Plant Hire	£6.83	£40.96	STONE
Lister Wilder Ltd	£130.00	£780.01	MACHINE SERVICE
Lister Wilder Ltd	£305.20	£1,831.21	MACHINE SERVICE
Lister Wilder Ltd	£93.65	£561.90	MACHINE SERVICE
Michaels Work Wear	£16.40	£98.42	UNIFORM
Lister Wilder Ltd	-£305.20	-£1,831.21	PAYMENT ADJSTMT
Farol	£305.20	£1,831.21	MACHINE PARTS
Farol	£135.23	£811.38	MACHINE MAINTENANCE
Colliers International UK Ltd	£272.09	£1,632.52	DEPOT INSURANCE
Lister Wilder Ltd	£130.00	£779.99	MACHINE MAINTENANCE
Wicksteed	£318.35	£1,910.10	PLAY REPAIRS
James Hallam		£56.00	VEHICLE INSURANCE
Lister Wilder Ltd	£76.00	£455.99	MACHINE SERVICE
O2 Telefonica	£15.86	£95.18	MOBILES
Fuel Genie	£21.49	£128.94	FUEL
68 PAYMENTS	£3,943.24	£76,206.64	

AUGUST 2024

Payee Name	£ VAT	£ Amount	Transaction Detail
Lex Autolease	£162.42	£974.54	VEHICLE LEASES
THREE (H3G)	£3.67	£22.00	BROADBAND
Wessex Fleet	£4.00	£24.00	VEHICLE MAINT
Nest Pension Scheme		£1,055.74	NEST PENSION 0824
Barclays Mixed Payments Acct		£63.50	BK CHARGES
Abax UK Ltd	£37.50	£225.00	VEHICLE TRACKER
Barclaycard Credit Card		£2,590.19	BCARD 0824
Farol	£7.93	£47.57	MACHINE PARTS
Screwfix	£21.66	£129.98	GRINDER CONSUMABLES
Colliers International UK Ltd	£3,023.55	£18,141.29	DEPOT QTR FEES
James Hallam Insurers		£10,025.40	VEHICLE INSURANCE
Michaels Work Wear	£3.73	£22.38	UNIFORM
Mid Solutions 4 Documents	£10.47	£62.84	PRINTER FEE
Staff Team Salaries		£26.35	MILEAGE CLAIM
Screwfix	£1.99	£11.96	KEY CONSUMABLES
Work Nest LTd	£183.20	£1,099.20	HR SOFTWARE
Colliers International UK Ltd	£214.87	£1,289.24	DEPOT INSURANCE 2023
Farol	£101.84	£611.03	MACHINE PART

Truston Security Services	£6.20	£37.20	SECURITY
GA Plant Hire	£17.00	£102.00	TOP SOIL PLANTING
GA Plant Hire	£17.00	£102.00	TOP SOIL PLANTING
Allotment Key Refund		£20.00	ALLOTMENT KEY
Lyreco UK Ltd	£9.29	£55.74	STATIONERY
Farol	£4.81	£28.87	MACHINE PARTS
Michaels Work Wear	£28.28	£169.68	UNIFORM
Lister Wilder Ltd	£1.48	£8.89	MACHINE PARTS
Wiltshire Assoc Local Councils	£454.35	£2,726.10	SUBSCRIPTION WALC
Screwfix	£22.64	£135.86	CONSUMABLES
Fuel Genie	£37.15	£222.89	FUEL
Octopus Energy	£13.51	£283.69	GAS & ELECTRIC
Wessex Fleet	£5.00	£30.00	VEHICLE MAINT
Wessex Fleet	£4.20	£25.20	VEHICLE MAINT
Wessex Fleet	£4.00	£24.00	VEHICLE MAINT
Wessex Fleet	£5.00	£30.00	VEHICLE MAINT
Wessex Fleet	£4.00	£24.00	VEHICLE MAINT
Kinch Fuel Oils Ltd	£488.00	£2,928.00	FUEL
GA Plant Hire	£17.00	£102.00	TOP SOIL PLANTING
GA Plant Hire	£17.00	£102.00	TOP SOIL
Bristol City Council	£385.71	£2,314.26	PLANTING
Notts Sports Ltd	£153.84	£923.04	PLAY RENEWAL
HMRC Cumberland		£10,050.61	HMRC PAYROLL 0824
ESS Security & Facilities Mgt	£24.00	£144.00	KEYS ALLOTMENT
Wiltshire Pension Fund		£6,132.38	WSPC PENSIONS 0824
CV Components	£6.66	£39.96	VEHICLE PARTS
Fuel Genie	£27.06	£162.33	FUEL
Everflow Water		£208.74	WATER RATES
Staff Team Salaries		£32,766.56	PAYROLL 0824
Fuel Genie	£33.02	£198.13	FUEL
Renault Finance Ltd	£40.04	£240.25	VEHICLE LEASE
O2 Telefonica	£18.61	£111.67	MOBILES
50 PAYMENTS	£5,621.68	£96,872.26	

RECOMMENDED that Council approves

- a) 68 payments retrospectively totalling **£76,206.64** for July 2024
- b) 50 payments retrospectively totalling **£96,872.26** for August 2024

98. Budget Expenditure

A budget summary of expenditure was circulated, a copy of which appears as **Appendix C** in the Minute Book. The information was noted.

99. Parish Depot

The Parish Manager advised that alternative future depot sites were being considered and that it would be helpful to set parameters on the budget, size and location. Councillors indicated that all options should be investigated including Waterside, sharing premises with other Parishes, community buildings or empty locations. It was agreed that an update would be brought to a future meeting.

100. Property Surveys

The Council noted that the final pre acquisition reports had not yet been finalized and circulated. It was agreed that an update would be brought to a future meeting.

Meeting closed 6.32 pm.

Signed:

Chair, Finance & Staffing Committee

Date:

