

**WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held on **Monday 21st October 2024 at 6.00 pm**  
**Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT**

**Present:**

Cllr Peter Bates  
Cllr Leon Grother  
Cllr Rose Llewellyn ( Chair )  
Cllr Trish Philpot  
Cllr Caryl Sydney Smith

**Officers:** Paula Harrison (Parish Manager/Clerk)

**Public:** Two

**Public Questions:**

None

Meeting start 6.02 pm

**118. Apologies & Applications for Dispensation**

Apologies: Cllrs Dayan, Ertas, Makofu, G Philpot, Swinyard, Williams, Wilson

**119. Bank Statements**

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

**120. 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:

Payee Name	£ VAT	£ Total Amnt	Transaction Detail
Three (H3G)	£3.67	£22.00	BROADBAND
Nest Pension Scheme		£1,053.04	NEST PENSIONS 0924
Fuel Genie	£30.73	£184.40	FUEL
Lex Autolease	£121.06	£726.36	VEHICLE LEASE
GHS (UK) Ltd	£22.00	£132.00	PHONE PROVIDER
Howden Joinery Ltd	£40.00	£239.99	DEPOT STAIRS
Lister Wilder Ltd	£13.25	£79.50	MACHINE PARTS

Colliers International UK Ltd	£3,023.55	£18,141.29	DEPOT RENT Q3
GCP Window Cleaning		£60.00	DEPOT CLEANING
Truston Security Services	£6.20	£37.20	DEPOT SECURITY
Wicksteed	£264.17	£1,585.01	PLAY PARTS
Farol	£41.48	£248.86	MACHINE PARTS
Broxap	£536.00	£3,216.00	BIN REPLACEMENT
Spaldings	£179.50	£1,077.00	BIN LINERS
Michaels Work Wear	£36.63	£219.79	WORKWEAR
Playdale Playgrounds Ltd	£522.09	£3,132.52	PLAY EQUIPMENT
Lister Wilder Ltd	£27.50	£164.98	PARTS
Clemas & Co Ltd	£51.34	£308.07	HOSE PARTS
Abax UK Ltd	£37.50	£225.00	VEHICLE TRACKERS
Barclaycard Credit Card		£558.39	BCARD 0924
Lex Autolease	£387.14	£2,322.84	VEHICLE LEASE
Barclays Mixed Payments Acct		£28.50	BANK CHARGES
Fuel Genie	£26.44	£158.61	FUEL
Wessex Fleet	£4.00	£24.00	VEHICLE MAINT
Wessex Fleet	£5.00	£30.00	VEHICLE MAINT
Lister Wilder Ltd	£40.82	£244.93	MOWER PARTS
Wessex Fleet	£50.95	£305.70	VEHICLE MAINT
Brewers	£49.60	£297.62	PAINT
AED Donate	£1,158.00	£6,948.00	DEFIBS & BLEED KITS
Fuel Genie	£14.81	£88.87	FUEL
Octopus Energy	£29.19	£175.14	GAS & ELEC
Wiltshire Pension Fund		£6,534.52	STAFF PENSIONS 0924
HMRC Cumberland		£9,993.62	HMRC 0924
Everflow Water		£25.16	WATER
Staff Team Salaries		£30,963.72	WSPC PAYROLL 0924
Fuel Genie	£27.84	£167.06	FUEL GENIE
Screwfix	£8.10	£48.62	CONSUMABLES
Insight Occupational Health	£221.60	£1,329.60	OCCUPATIONAL HEALTH
Nathan Jacka Artist		£20.00	GRAFFITI PAINT
PKF Littlejohn	£420.00	£2,520.00	EXTERNAL AUDIT
Pirtek Swindon	£20.44	£122.67	HOSE PARTS
ATB Shop Ltd	£80.00	£480.00	PARK EVENT
Key Security	£18.00	£108.00	SECURITY REVIEW
Screwfix	£4.32	£25.94	CONSUMABLES
ABC Signs and Designs		£187.50	OUTDOOR SIGNS
	£7,522.92	£94,562.02	

**RECOMMENDED** that Council approves 35 payments retrospectively totalling **£94,562.02** for September 2024

**121. 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 of procurement and staffing matters.

**122. Purchasing Report**

The Parish Manager circulated a Purchasing Report, a copy of which appears as Appendix D in the Minute Book. The report set out quotes for the purchase of electric tippers. The Committee approved the purchase request.

**RECOMMENDED** that Council approves a purchase request for two electric Maxus tippers at an estimated total cost of £53,110

Meeting closed 6.32 pm.

Signed: .....

Chair, Finance & Staffing Committee

Date: .....

DRAFT