

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 18th November 2024 at 6.00 pm**
Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT

Present:

Cllr Junab Ali
Cllr Mustafa Dayan
Cllr Mustafa Ertas
Cllr Leon Grother
Cllr Rose Llewellyn (Chair)
Cllr Graham Philpot
Cllr Trish Philpot
Cllr Caryl Sydney Smith
Cllr Sean Wilson

Officers: Paula Harrison (Parish Manager/Clerk)

Public: Two

Public Questions:

None

Meeting start 6.02 pm

140. Apologies & Applications for Dispensation

Apologies: Cllrs Bates, Swinyard, Williams.
Applications for dispensation: None

141. Bank Statements

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

142. Schedule of Payments

A schedule of payments for October 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
Fuel Genie	£6.65	£39.91	FUEL
Lex Autolease	£288.84	£1,733.05	VEHICLE LEASE
O2 Telefonica	£18.61	£111.67	MOBILES

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Three (H3G)	£3.67	£22.00	BROADBAND
Abax UK Ltd	£38.70	£232.20	VEHICLE TRACKER
Barclays Mixed Payments Acct		£28.50	BK CHARGES
Information Commissioners Office		£55.00	DATA REGISTRATION
Barclaycard Credit Card		£1,422.80	BCARD 1024
Mid Solutions 4 Documents	£22.70	£136.21	PHOTOCOPIER
Truston Security Services	£6.20	£37.20	SECURITY
Michaels Work Wear	£10.64	£63.86	UNIFORM
Mid Solutions 4 Documents	£6.00	£35.97	PRINTING COSTS
Lister Wilder Ltd	£34.84	£209.01	MACHINE PARTS
Hydraulogic Ltd	£39.60	£237.60	TRACTOR REPAIR
Michaels Work Wear	£3.07	£18.44	HI VIZ WORKWEAR
Swindon Bearings SBL	£6.84	£41.05	BALL BEARINGS
Lyreco UK Ltd	£15.82	£94.94	EAR MUFFS/GLOVES
Robinson Grace HR	£15.00	£90.00	HR CONSULTANCY
B and Q Trade Point	£9.04	£54.25	CONSUMABLES
Fuel Genie	£43.50	£260.98	FUEL
B and Q Trade Point	£6.33	£37.96	CONSUMABLES
Swindon Borough Council	£22.65	£135.89	FUEL
Wiltshire Pension Fund		£866.50	STAFF PENSIONS
GA Plant Hire		£102.00	CONSUMABLES
GA Plant Hire	£21.00	£126.00	PLAY MAINTENANCE
James Hallam		£56.00	VEHICLE COVER
Renault Finance Ltd		£675.78	LEASE PENALTY
Kompan	£1,176.72	£7,060.32	PLAY MAINTENANCE
Lister Wilder Ltd	£1.51	£9.05	TOOL PARTS
Wessex Fleet	£26.00	£156.00	LEASE MAINT ZPS
Wessex Fleet	£26.00	£156.00	VEHICLE MAINT VUF
Wessex Fleet	£26.00	£156.00	VEHICLE MAINT VKA
Wessex Fleet	£26.00	£156.00	VEHICLE MAINT EWB
Wessex Fleet	£18.98	£113.89	VEHICLE REPAIR
Wessex Fleet	£4.00	£24.00	VEHICLE MAINT VUK
Fuel Genie	£27.31	£163.86	FUEL
Nest Pension Scheme		£1,053.04	STAFF PENSIONS 1024
Wiltshire Pension Fund		£5,911.82	PENSIONS 1024
Wessex Fleet	£5.00	£30.00	VEHICLE MAIN OTZ
HMRC Cumberland		£9,517.46	HMRC 1024
Everflow Water		£58.40	WATER RATES
Staff Team Salaries		£29,438.64	WSPC PAYROLL 1024
Fuel Genie	£29.64	£177.82	FUEL
Nest Pension Scheme		£1,070.36	PENSIONS 1024
Greatfield Nurseries	£18.80	£112.81	COMPOST
Lister Wilder Ltd	£7.18	£43.08	VEHICLE REPAIR
Naturescape	£9.25	£55.49	CLEAN & GREEN
MAS Seeds	£19.32	£115.93	CLEAN & GREEN

ICS Learn	£689.83	£4,139.00	CIPD TRAINING
Online Playgrounds	£157.28	£943.68	PLAY MAINTENANCE
Swindon Hardship Fund		£1,000.00	COMMUNITY GRANT
Friends of Lydiard Park		£2,000.00	COMMUNITY GRANT
Easton Bevins	£706.97	£4,241.81	BUILDING SURVEYS
Kompan	£905.38	£5,432.25	PLAY MAINTENANCE
Octopus Energy	£14.93	£313.60	GAS ELEC
O2 Telefonica	£22.65	£135.92	MOBILE PHONES
Fuel Genie	£29.25	£175.51	FUEL
57 Payments	£4,567.70	£80,886.51	

RECOMMENDED that Council approves 57 payments retrospectively totalling **£80,886.51** for October 2024

6.15pm Cllr Ali joined the meeting.

143. Weed Clearance Report.

The Parish Manager circulated a report setting out options for pavement and roadside weed removal including a quote for an external contractor to complete the work. A copy of the report appears as **Appendix C** in Minute Book. Councillors debated the benefits of weed clearance.

RESOLVED that the Parish Manager seeks quotes for both pavement and roadside weed clearance for 1-2 sweeps per year.

144. 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 future budget setting.

145. Budget Update

The Parish Manager circulated a budget update, a copy of which appears as **Appendix D** in the Minute Book. The report set out a draft budget for 2025/26. Councillors gave feedback to the Clerk to prepare a revised budget and include information on the reserves to the next meeting.

Meeting closed 6.36pm

Signed:

Chair, Finance & Staffing Committee

Date: