

**WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held on **Monday 16th December 2024 at 6.00 pm**  
**Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT**

**Present:**

Cllr Peter Bates  
Cllr Mustafa Dayan  
Cllr Leon Grother  
Cllr Rose Llewellyn (Chair)  
Cllr Graham Philpot  
Cllr Trish Philpot  
Cllr Caryl Sydney Smith  
Cllr Andrew Swinyard  
Cllr Keith Williams

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

**Public:** Two

**Public Questions:**

A resident asked for clarification on a number of payments in the Payments Schedule. A resident suggested that there could be a local supplier for the zip wire materials.

Meeting start 6.02 pm

**154. Apologies & Applications for Dispensation**

Apologies: Cllrs Ali, Ertas, Wilson.  
Applications for dispensation: None

**155. Bank Statements**

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

**156. Schedule of Payments**

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

<b>Payee Name</b>	<b>£ VAT</b>	<b>£ Total Amnt</b>	<b><i>Transaction Detail</i></b>
Tudor Environmental	£15.16	£90.96	<i>FORK TOOLS</i>
Mid Solutions 4 Docs	£8.99	£53.96	<i>PRINTING MAINTENANCE</i>
Lex Autolease	£288.84	£1,733.05	<i>LEASE RENTAL</i>

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Three (H3G)	£3.67	£22.00	MONTHLY CHARGES
Howard & Sons		£265.00	KUBOTA TAX AND ROAD
Kingsdown Nurseries	£101.83	£610.96	NARCISSUS BULBS
Finance Support		£160.00	FINANCE ASSIST
Fuel Genie	£40.80	£244.79	FUEL
Octopus Energy	£39.38	£236.26	ENERGY
Barclays Mixed Payments		£18.77	CHARGES
Abax UK Ltd	£38.70	£232.20	VEHICLE TRACKERS
Howard & Sons	£4,322.20	£25,933.20	KUBOTA WU74 UKP
Swindon Borough Council	£19.79	£118.72	FUEL USED FOR
James Hallam		£378.52	FLEET INSUR FOR NEW
GA Plant Hire		£50.47	LOOSE BALLAST
GA Plant Hire		£41.47	LOOSE BALLAST
Swindon Bearings SBL	£23.76	£142.56	GROOVE BALL BEARING
Truston Security Services	£6.20	£37.20	MONTHLY KEYHOLDING
Kinch Fuel Oils Ltd	£474.40	£2,846.40	DIESEL
Kingsdown Nurseries	£13.38	£80.28	TULIPS AND CROCUS
B and Q Trade Point	£7.01	£42.04	POST HOLE DIGGER
Octopus Energy	£14.58	£306.30	ENERGY
Wessex Fleet	£13.00	£78.00	VEHICLE MAINTENANCE
Wessex Fleet	£4.00	£24.00	VEHICLE MAINTENANCE
Wessex Fleet	£13.00	£78.00	VEHICLE MAINTENANCE
Wessex Fleet	£13.00	£78.00	VEHICLE MAINTENANCE
Wessex Fleet	£13.00	£78.00	VEHICLE MAINTENANCE
Pirtek Swindon	£37.00	£222.00	GRADE 46 HYD OIL
GCP Window Cleaning		£60.00	WINDOWS CLEANED
Sutcliffe South West	£2,714.40	£16,286.40	CABLE RIDE WITH RAMP
Michaels Work Wear	£6.30	£37.80	FC22 BOOT
HMRC Cumberland		£8,692.27	MONTH 7 PAYE OFFICE
Wiltshire Pension Fund		£7,532.39	PENSIONS
Fuel Genie	£29.78	£178.67	FUEL
Everflow Water		£61.98	WATER
Nest Pension Scheme		£1,457.93	PENSIONS
Staff Team Salaries		£37,597.57	SALARIES +BACKPAY
PHS Group	£17.41	£104.45	TOILETS
Howard & Sons	£159.00	£954.00	PALLET FORK TOOLS
Webbs Timber	£90.80	£544.79	CHESTNUT PALING
Glasdon UK Ltd	£166.91	£1,001.46	SECURITY SCREWS
B and Q Trade Point	£7.33	£44.00	HARDWOOD PLYWOOD
Screwfix	£4.00	£23.97	WHIT LITHIUM GREASE
London Hearts		£750.00	MINDRAY DEFIBRILLATOR
Fuel Genie	£43.80	£262.81	FUEL
Fuel Genie	-£0.05	-£0.30	PAYMENT ADJUSTMENT
O2 Telefonica	£21.81	£130.87	O2
<b>46 PAYMENTS</b>	<b>£8,786.18</b>	<b>£113,196.77</b>	

**RECOMMENDED** that Council approves 46 payments retrospectively totalling **£113,196.77** for November 2024

**157. Staff Survey**

The Parish Manager circulated a sample survey for the next staff survey. A copy of the report appears as **Appendix C** in Minute Book. Councillors noted that it was helpful to repeat questions to enable trends or patterns to be identified.

**158. 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 for depot lease negotiation and buildings improvements.

**159. Depot Premises Report**

The Parish Manager circulated a budget update, a copy of which appears as **Appendix D** in the Minute Book. The report set out quotes received to act on behalf of the Parish Council in the negotiation of an extension to the depot lease. Councillors reviewed the information.

**RESOLVED** that the Parish Manager secures additional quotes for comparison purposes.

**160. Building Costings Report**

The Parish Manager circulated a summary of costs to address basic improvements at community centres, a copy of which appears as **Appendix E** in the Minute Book. Councillors reviewed the information.

**RESOLVED** that the Parish Manager gives Swindon Borough Council an indication that the Parish Council is ready for the next steps in the discussion.

Meeting closed 6.35 pm

Signed: .....

Chair, Finance & Staffing Committee

Date: .....