

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
on **MONDAY 13 NOVEMBER 2017** at 7.00pm at **WEST SWINDON LIBRARY**

Present:

Cllr Steph Exell
Cllr Nigel Gibbons (Chair)
Cllr Vinay Kumar
Cllr John Lenton
Cllr Mary Martin
Cllr Nick Martin
Cllr Peter Stoddart
Cllr Tim Swinyard

Officers:

Joyce Holman (Clerk)
Paula Harrison (Parish Manager)

Public: One.

198. Apologies

Cllr Suresh Gattapur

199. Declarations of Interest and Applications for Dispensation

None.

200. Parish Council Office

The Parish Manager gave a verbal update. The office is now operational and Councillors have access to the library during the day through the extended access cards. There is an issue with the office stable door which needs resolving before the office can be open to the public. BT are booked to quote for a telephone connection and wifi hub at the end of January. The office currently uses the library wifi which has been satisfactory to date. Internal Auditors (Lightatouch) are undertaking a mid year review on 28 November 17. Any Councillors who wished to be involved should liaise with the Parish Manager. Councillor Mary Martin joined the meeting 7.09 pm.

The Parish Manager circulated quotes for printer options including purchasing a printer or undertaking a hire agreement a copy of which is attached as **Appendix A** in the Minute Book.

RESOLVED that the Parish Council enter into an annual hire agreement for printer supply and servicing and toner supplies. as quoted by Zerographic.

201. Bank Statement and Payments Schedule

The Parish Manager indicated no bank statement had been received yet for the previous months transactions and submitted a Payments Schedule for November, a copy of which appears as **Appendix B** in the Minute Book.

RECOMMENDED that Council approves payment of

- a) £5770.98 Library Service Quarterly Payment
- b) £3750.00 Payment for office rental to 31 March 2018
- c) £11,005.20 Payment to Swindon Borough Council for bulb planting

Power: a) Local Government Act 1972 s137 b) Local Government Act 1972 s111)
c) Open Spaces Act 1906, ss.9 and 10.

RESOLVED that the Schedule of Payments for November 2017 is agreed.

202. Library Grant

The Parish Manager circulated a letter from Ms Allyson Jordan, Head of Libraries and Information Service setting out costs to fund additional staffing in the West Swindon Library in 2018/19. Councillors noted the letter.

RESOLVED that the Parish Manager liaises with the library service to arrange a dialogue with Parish Councillors about opportunities to meet local needs and enhance the service.

203. Admission of Public and Press

To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.

Reason: Staffing.

204. Budget 2018/2019

Councillors reviewed expenditure to date and a forecast of future expenditure including Streetsmart estimated costs for 2018/19, a copy of which is attached as **Appendix C** in the Minute Book.

205. Staffing

Councillors discussed recruitment and staffing issues for the West Swindon Parish Council.

Meeting closed 8.12 pm.

Signed:
Chair, West Swindon Parish Council

Date: