

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
on **THURSDAY 10 MAY 2018** at **7.00pm** at **WEST SWINDON LIBRARY**

**Present:**

Cllr Nigel Gibbons (Chair)  
Cllr Nick Martin  
Cllr Mary Martin  
Cllr Tim Swinyard

**Officers:**

Paula Harrison (Parish Manager)

**Public:** None.

Meeting start 7.01 pm.

**402. Apologies**

Cllr Steph Exell  
Cllr Suresh Gattapur  
Cllr Vinay Kumar  
Cllr John Lenton

**403. Declarations of Interest and Applications for Dispensation**

None.

**404. Staffing Costs**

Councillors noted the report from the Parish Manager a copy of which appears as **Appendix A** in the Minute Book.

**RESOLVED** that the Parish Manager be given approval to incur the staff set up costs set out in report.

**405. Bank Statement and Payments Schedule**

The Parish Manager circulated a Bank Statement, a copy of which appears as **Appendix B** in the Minute Book. The Parish Manager submitted a Payments Schedule for May 18, a copy of which appears as **Appendix C** in the Minute Book.

**RECOMMENDED** that the Payment Schedule for May of four payments totalling **£3078.35** be approved.

<b>Councillor allowances</b>	£ 638.75
<b>WALC</b>	£ 84.00
<b>South Swindon Parish Council</b>	£ 1428.00
<b>Link Magazine</b>	£ 927.60

**406. Financial Reports 2017/18**

The Parish Manager circulated a number of financial reports including Income and Expenditure, Profit and Loss, Cash and Income Reconciliation, Bank Reconciliation for March 18, and, Annual Statement copies of which appears as **Appendix D** in the Minute Book.

The Parish Manager confirmed that the Internal Auditor had signed off the Annual Accounts and the Annual Governance and Accountability Return would be ready for sign off by Full Council on 21 May 18. The Parish Manager reported that the dates for the period for the exercise of public rights to the accounts was proposed as Monday 4 June to Friday 13 July 18.

**RESOLVED** that the exercise of public rights dates be Monday 4 June to Friday 13 July 18

**407. Budget Information – website**

The Parish Manager gave a verbal report regarding publishing financial information for the Website.

**RESOLVED** that a simplified version of the income and expenditure report to be published on the website.

**408. Barclays Current Account – Payment Plan**

Councillors received a report from Barclays indicated that the free banking arrangement was due to finish in May 18. A copy of this appears as **Appendix E** in the Minute Book. Based on the pattern of expenditure in the previous financial year, the mixed payments plan would result in lower banking fees.

**RESOLVED** that the Parish Council Barclays current account defaults to a mixed payments plan.

**409. General Reserves Savings Accounts**

Councillors received a report from the Parish Manager setting out options for additional savings accounts to hold General Reserves in 2018/19 a copy of which appears as **Appendix F** in the Minute Book.

**RESOLVED** that the Parish Council applies to open a Virgin Money Business Access Savings Account and a Lloyds Bank 32 Day Notice Account for the purpose of holding General Reserves.

**410. Annual Plan**

Councillors received a draft Annual Plan for 2018/19 a copy of which appears as **Appendix G** in the Minute Book. Councillors proposed minor amendments and renamed it the Annual Project Plan 2018/19.

**RESOLVED** that Annual Project Plan be proposed for adoption at the Annual Parish Council Meeting.

**411. External Funding Options**

The Parish Manager indicated that there was interest amongst Parish Councillors to apply for external funding or grants.

**RESOLVED** that a report containing options for external funding be presented to a future meeting of this Committee.

**Date of Next Meeting: to be confirmed at the Annual Parish Council meeting 21 May 18**

Meeting closed 7.35 pm.

Signed: .....  
Chair, West Swindon Parish Council

Date: .....

DRAFT