

**WEST SWINDON PARISH COUNCIL**

**Minutes of the**

**FINANCE & STAFFING COMMITTEE  
on WEDNESDAY 6<sup>th</sup> NOVEMBER 2019 at 6.45 pm at  
WEST SWINDON LIBRARY**

**Present:**

Cllr Nigel Gibbons (Chair)  
Cllr Geoff Gould  
Cllr Nick Martin (Vice Chair)  
Cllr Mary Martin  
Cllr Caryl Sydney Smith  
Cllr Keith Williams

**Officers:**

Paula Harrison (Parish Manager)

**Residents:** Five

**Public Participation:**

A resident asked if it was possible to view Parish Councillors' record of attendance of meetings as there are some Councillors who don't regularly attend. The Chair agreed that an attendance list would be published on the Parish Council's website.

A resident asked if the Parish Council could raise awareness of the poor condition of guttering at Salzgitter Court. The Chair advised that the matter would be passed to Swindon Borough Council Housing service.

Meeting start: 6.48 pm.

**214. Apologies**

Cllr Simon Firth, Cllr Prakash Khaitan, Cllr Tim Swinyard – work commitment

**RESOLVED** that the apologies are noted and approved.

**215. Declarations Of Interest & Applications For Dispensation**

None.

**216. Bank Statements and Reconciliation**

Councillors received a copy of the Bank Statements for October 2019 and reconciliation for October 2019, copies of which appear as **Appendix A** in the Minute Book.

**RESOLVED** that the reconciliations for October 2019 be approved.

**217. Payments Schedule**

Councillors received a payments schedule for October 2019, a copy of which appears as **Appendix B** in the Minute Book.

• Xerox	£154.80	Photocopier Hire	<i>Retrospective</i>
• Swindon Borough Council	£50.00	Planter License	<i>Retrospective</i>
• ESS	£182.40	Allotment Keys	<i>Retrospective</i>
• Toothill Tinies	£7837.50	Youth Grant	<i>Retrospective</i>
• Swindon Borough Council	£7470.59	Library Grant	<i>Retrospective</i>
• Greatfield Nurseries	£97.50	Toothill Bulbs	<i>Retrospective</i>
• Swindon Borough Council	£131,736.00	Streetsmart Q2	<i>Retrospective</i>
• Play Inspection Company	£1258.74	Play inspections	
• Age Uk	£225.00	Room Hire Foodshare Grant	
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**RECOMMENDED** that 9 Payments totalling £149,012.53 be approved as listed above.

6.52 pm Cllr Mary Martin joined meeting

**218. Office Christmas Cover**

The Parish Manager asked the Committee to agree plans for staffing over Christmas. Last year, the Parish Council closed the Parish Office for the duration of Christmas Eve to New Years Day. Councillors considered arrangements necessary for staffing. Councillors agreed that any office closure would need to be posted on the website and noticeboards. Streetsmart would be operational across this period and would pick up any priority issues.

**RESOLVED** that the office staff take annual leave over the period covering Christmas and New Year and that this arrangement be clearly communicated on all key communication points.

**Date of next meeting:** Wednesday 4<sup>TH</sup> December 2019 6.45 pm.

Meeting closed: 6.55 pm.

Signed:.....  
Chair of Finance & Staffing Committee

Date:.....