

WEST SWINDON PARISH COUNCIL

Minutes of the

**FINANCE & STAFFING COMMITTEE
on WEDNESDAY 05th FEBRUARY 2020 at 6.45 pm at
WEST SWINDON LIBRARY**

Present:

Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Nick Martin (Vice Chair)
Cllr Caryl Sydney Smith

Officers:

Paula Harrison (Parish Manager)
Leanne Curtis (Assistant Clerk)

Residents: Five

Public Participation:

None

Meeting start: 6.46 pm.

304. Apologies

Cllr Simon Firth & Cllr Tim Swinyard due to other work commitments.
Cllr Mary Martin, Cllr Keith Williams due to other committee commitments
RESOLVED that the apologies are noted and approved.

305. Declarations Of Interest & Applications For Dispensation

Cllr Sydney Smith indicated that she was a Director of The Hub, Toothill should it arise in further discussions of this Committee.

306. Bank Statements and Reconciliation

Councillors received a copy of the Bank Statements for January 2020 and reconciliations for January 2020 copies of which appear as **Appendix A** in the Minute Book.

RESOLVED that the reconciliations for January 2020 be approved.

307. Payments Schedule

Councillors received a payments schedule for January 2020, a copy of which appears as **Appendix B** in the Minute Book. Payments listed were as follows:

- **Councillor Allowances** £638.75 Qtr 3 Allowances (£91.25 x 5 £182.50 x 1)
- **Machine Mart** £418.00 Portable Pressure Washer
- **Viking Direct** £101.46 Postage/stationery
• (retrospective)

RESOLVED that 8 Payments totalling **£1158.21** be approved.

308. Appointment of Legal Advice

Councillors received a report setting out a request to appoint a solicitor for future legal advice for staffing and employment matters, a copy of which appears as **Appendix C** in the Minute Book. Councillors noted the report.

RESOLVED that the Parish Manager appoints Robinson Grace HR to act as the Parish Council's Independent legal advisor.

309. Appointment of Technical Advice - KMC Consultancy

Councillors received a letter from KMC Consultancy setting out costs for further advice and appraisal of options for future contracting of Streetsmart services, a copy of which appears as **Appendix D** in the Minute Book. Councillors noted the report.

RESOLVED that the Parish Manager appoints KMC Consultancy as proposed in Appendix D.

310. Admission of Public and Press

In accordance with Standing Order 3 (d) that 'in view of 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'.

Reason: Future staffing and resources

Standing Orders suspended to allow the public to withdraw. 6.59 pm

Standing Orders reinstated 7.05 pm

311. Staffing & Contracting Considerations

Councillors received a Private and Confidential report from the Parish Manager, a copy of which appears as **Appendix E** in the Minute Book. The Committee considered the report including advising the Parish Manager on preferences regarding future staff skills, future working patterns and advising on further work that is required to support future decision making. The Committee agreed that the outcomes of queries raised and discussed will be considered by Full Council at a future date.

Date of next meeting: Monday 2nd March 2020 6.45 pm.

Meeting closed: 7.20 pm.

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

Date:.....

DRAFT