

# WEST SWINDON PARISH COUNCIL

## Minutes of the

### FINANCE & STAFFING COMMITTEE on MONDAY 02 MARCH 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:** Three

#### **Public Participation:**

Resident noted that previous comments made during public participation were not recorded. The suggestion was made that grounds staff could carry boards in the rear of the vehicles to enable the grass to be protected when driving or parking on verges or open spaces in soft ground conditions.

A resident asked about the Parish Council's process for securing quotes and prices. The Parish Manager indicated that if costs were up to £5,000 the team would usually seek out at least three suppliers to make a price comparison. Between £5,000 and £25,000 the Parish office would look to secure three quotes from known or established companies. Sometimes there is only one company e.g. play equipment repair. To date most of the Council's larger contracting has been advertised on the Government website Contract Finder to enable any interested company to put a proposal with costs to the Parish Council. Councillors then shortlist the preferred provider.

Meeting start: 6.46 pm.

#### **341. 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.

#### **342. Declarations Of Interest & Applications For Dispensation**

None.

**343. Bank Statements and Reconciliation**

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

**RESOLVED** that the reconciliations for February 2020 be approved.

**344. 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:

• <b>Highways Swindon Borough Council</b>	£6723.70	2 new lamp columns Stokesay Drive
• <b>Michaels Workwear</b>	£205.32	Printed volunteer vests
• <b>Tudor Environmental (retrospective)</b>	£394.80	Litter pickers
• <b>Swindon Borough Council Tree Team</b>	£40,939.20	Tall Shrub Team

**RESOLVED** that 3 Payments totalling **£48,262.72** be approved.

**RECOMMENDED** that payment for the Tall Shrub team totalling £40,939.20 be approved.

**345. Budget Report**

Councillors received a report setting out expenditure to date a copy of which appears as **Appendix C** in the Minute Book. Councillors received a report summarising a skeleton budget for Cleansing and Grounds Maintenance if the Parish Council took the services in house. A copy appears as **Appendix D** 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.

**346. Update on Service Transfer**

The Parish Manager updated that work to assess the options for service transfer from Swindon Borough Council are underway. Quotes were being sought for vehicle leasing and vehicle purchasing. Swindon Borough Council were not yet ready to release any employee information. The company commissioned to provide legal advice for any future TUPE issues were on standby.

**RESOLVED** that the Parish Manager

- Seeks terms and conditions for any lease arrangement for use of premises at Waterside
- Seeks quotes for the option to transfer out payroll duties to another organisation.
- Arranges for the Services Working Party to continue to liaise with KMC Consultancy

**Date of next meeting:** Monday 6 April 2020 6.45 pm.

Meeting closed: 6.53 pm.

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

Date:.....

DRAFT