

WEST SWINDON PARISH COUNCIL

Minutes of the

online FINANCE & STAFFING COMMITTEE on MONDAY 08 JUNE 2020 at 6.45 pm

Present:

Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Mary Martin
Cllr Nick Martin
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Keith Williams

Officers:

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

Residents: One

Public Participation:

None.

Meeting start: 6.48 pm.

406. Apologies

None.

407. Declarations Of Interest & Applications For Dispensation

None.

408. Bank Statements and Reconciliation

Councillors received a copy of the Bank Statement for May 2020 and reconciliation for Cashbook 1, copies of which appears as **Appendix A** in the Minute Book.

RESOLVED that the bank statement and reconciliation for May be noted.

409. Payments Schedule

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

Commercial Vehicle Hire	£180.00
Doughty Software	£240.00

Swindon Borough Council

£6225.49

RECOMMENDED that 3 payments totalling £6645.49 be approved.

410. Budget Update

Councillors received a report setting out a budget review of expenditure to date with detail of the budget allocations for 2021, a copy of which appears as **Appendix C** in the Minute Book.

RESOLVED that the budget report is noted.

411. Subscriptions

The Parish Manager reported that annual subscriptions were delayed due to lockdown. There are three subscriptions: membership of the National Association of Local Councils (£1,443.53) and the Wiltshire Association of Local Councils (£721.00) and membership of the Swindon Area Committee (£222). Copies of the invoices appear in the Minute Book as **Appendix D**.

RESOLVED that the Parish Manager renews the subscriptions as listed above.

412. 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 is advisable in the public interest that the press and public be temporarily excluded and were instructed to withdraw'.

Reason: Staffing matters and Budget decisions

413. Update and Recommendations from Services Working Party

Councillors received a report from the Services Working Party, a copy of which appears as **Appendix E** in the Minute Book. The report detailed the following items were required for the service transfer

- 3 Rotary mowers
- 1 Cylinder triple mower if secured through the SBC sealed bid process, otherwise consideration to be given to additional purchase of a rotary mower
- 1 Tractor
- 1 Tractor side arm
- 1 Tractor mower
- 1 five gang mower if secured through the SBC sealed bid process
- 1 trailer
- 1 shredder

RECOMMENDED that based on the recommendation from the Services Working Party, the Council secures acquisitions up to the value of £157,000 and finance 50% (£78,500) from Reserves and 50% from Public Works Loan.

RESOLVED that the Services Working Party place bids for mowers as part of the Swindon

Borough Council auction process up to a value of £7000 for three machines.

414. Depot

The Parish Manager circulated a Licence to Occupy for the short term depot space at Waterside, a copy of which appears as **Appendix F** in the Minute Book. Clarifications were being sought in terms of storage of machinery indoors, parking for staff and Parish vehicles, arrangements for shared use of space.

It was agreed that the Licence to Occupy was noted and would be able to signed subject to satisfactory clarifications to the questions set out relating to storage and parking.

RECOMMENDED that the revised Licence to Occupy is approved and signed.

415. Staffing

The Parish Manager circulated a draft Measures letter which would be distributed to staff as part of the first consultation. It detailed key terms and conditions including hours of work, annual leave, pensions and uniform. The Parish Manager distribute a draft job description for the workforce and the supervisor. Copies appear in the Minute Book as **Appendix G**.

RECOMMENDED that the Council approves the consultation Measures letter to future staff setting out working hours, annual leave entitlement, phones, uniform, pensions and job descriptions

Date of next meeting: Monday 13 July 2020 6.45 pm.

Meeting closed: 7.45 pm.

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

Date:.....