

**WEST SWINDON PARISH COUNCIL**

**Minutes of the**

**online FINANCE & STAFFING COMMITTEE  
on WEDNESDAY 02 SEPTEMBER 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:** Five

**Public Participation:**

None.

Meeting start: 6.35 pm.

**487. Apologies**

Cllr Simon Firth due to work commitments.

**RESOLVED** that apologies received are approved.

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

None.

**489. Bank Statements and Reconciliation**

Councillors received a copy of the Bank Statement for July 2020 and August 2020 and reconciliations for Cashbook 1 & 2, copies of which appears as **Appendix A** in the Minute Book.

**RESOLVED** that the bank statement and reconciliation for July and August be noted and approved.

**490. Payments Schedule**

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

• WPS Hallam	902.28	Additional Insurance Premium
• Lister Wilder	20340.00	Tractor Side Arm
• Lister Wilder	27300.00	Tractor mower
• Howard & Sons	43036.80	Tractor
• Lister Wilder	65376.00	Ride on mowers
• Wicksteed	33570.00	Tumpy Field Refurbishment
• Robinson Grace	846.50	Employee Legal Advice
• Keech Designs	725.00	Toilet block refurbishment plans
• Michaels Workwear	410.40	Uniform
• Dell	276.31	Additional laptop
• Cllr Allowances	1312.50	5 x 187.50 1 x 375
• <i>July total</i>	<i>£194,095.79</i>	
• Durasak	190.80	Refuse sacks
• ABC Signs	865.00	Vehicle sign writing
• Bristol St Motors	1324.44	Kangoo Electric Van deposit
• Mainman	427.17	PPE
• Swindon BC	3600.00	Used Rotary Mower
• Swindon BC	7800.00	Used 5 gang Mower
• Auditing Solutions	270.00	Internal Audit Report
• Lister Wilder	370.80	Mower Service
• Tudor Environmental	448.86	Lubricants & Oils
• Broxap	2688.00	External litter bins
• James Hallam Ltd	5854.54	Vehicle/machine insurance
• Lister Wilder	7595.96	Hand tools
• Spaldings	903.56	Barclaycard – gardening equipment
• <i>August total</i>	<i>£32,339.13</i>	

**RECOMMENDED** that expenditure for July and August of 29 payments totalling £226,434.92 be approved.

#### 491. Finance Update

The Parish Manager circulated a financial update and budget report, copies of which appear as **Appendix C** in the Minute Book. The Parish Manager reported that papers were currently with the external auditors PKF Littlejohn. The Parish Accounts are open to public inspection until 13 October. The Public Works Loan application is in progress.

For the general budget, it is too early to assess the running costs of the in house service delivery particularly because there are many set up costs still being instigated. The majority is done however there continue to be extra costs for a wide range of tools, consumables, servicing costs etc. The National Pay Award will increase the payroll by 2.75% - an overall increase in the region of £12,000. The Parish Manager asked the Committee to consider how they wished to view itemised costs in the future. Currently costs relating to the outdoor team are separate from the office staff. The Chair thanked the Parish Manager and the Committee noted the information.

#### 492. Remuneration Panel Report for Full Council

Councillors received the full report of the Swindon Independent Remuneration Panel which

sets out recommendations for Councillors allowances for both the Borough and Parish Councils. This report appears as **Appendix D** in the Minute Book. The West Swindon Parish Council allowance is currently set at £750 per Councillor and £1500 for the Chair. The Panel's new recommendation for West Swindon Parish Council is £1977 for Councillors and £5931 for the Chair. The Committee debated the report.

**RECOMMENDED** that the Parish Council increases its allowance for 2021 by 0.7% and reviews the allowances in detail prior to the next Parish Council election.

**493. West Swindon District Centre – Mess Room Refurbishment**

The Parish Council currently has access to a mess room and storage area at the West Swindon District Centre alongside the building housing closed public toilets. The Services Working Party has invited quotes from local building companies to refit the public toilet building into a Parish Office and generally upgrade the building. The Parish Manager circulated the designs and quote received to date. Copies appear as **Appendix E** in the Minute Book. It was requested that the specification be reviewed to include options for solar panels and wider energy efficient options. It was suggested that the existing toilet symbols be removed. The Committee noted the progress to date.

6.50 pm Cllr Tim Swinyard joined the meeting.

Meeting closed: 6.55 pm.

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

Date:.....