

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held online on **MONDAY 09 NOVEMBER 2020** at **6.30 pm**

Present:

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

Officers:

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

Public: Two

Public Question time:

Resident proposed a new approach to the Agenda item for Parish Councillor feedback whereby a Councillor could be recognised/rewarded for the detail of their update/feedback and be awarded double the Councillor allowance. The Chair thanked the resident for this suggestion and indicated that it would be considered in more detail at a future meeting of this Committee.

555. Apologies

Apologies for Absence received from Cllr Suresh Gattapur due to work commitments and Cllr Tim Swinyard due to another meeting commitment. Apologies were approved.

556. Declarations of Interest & Applications for Dispensation

Cllr Sydney Smith and Cllr N Martin advised they were members of the Swindon Borough Council Planning Committee.

557. Bank Statements

A copy of the Parish Council's bank statement for October 2020 was circulated, with bank reconciliations for the Parish's bank accounts for October 2020, copies of which appear as **Appendix A** in the Minute Book.

The Committee noted the bank records.

558. Payments Schedule

Councillors received a payments schedule for October 2020, a copy of which appears as **Appendix B** in the Minute Book.

Payments for approval were as follows:

Payee Name	VAT	Total	Transaction Detail
Xerox Finance	£25.80	£154.80	PHOTOCOPIER
Lex Autolease	£274.97	£1,649.84	VEHICLE LEASING
Mainman	£12.60	£75.60	GLOVES PPE
Mainman	£23.85	£143.08	CLEANING PRODUCTS
Spaldings	£65.71	£394.26	BIN LINERS
Pertemps	£331.89	£1,991.34	TEMP STAFF
Michaels Work Wear	£34.85	£209.09	UNIFORM
Barclays Mixed Payments Acct	£0.00	£26.50	BK CHGS
Barclays Mixed Payments Acct	£0.00	£15.00	BK CHGS
Barclaycard Credit Card		£1,747.77	BCARD 0920
Information Commissioners Office	£0.00	£35.00	ICO REGISTRATION
Robinson Grace HR Consultancy	£0.00	£18.75	HR CONSULTANCY
Braynard Commercial Components	£3.18	£19.08	MIRROR REPLACEMENT
Mainman	£10.24	£61.44	FIRST AID KIT
WPS Insurance Brokers & Risk	£0.00	£384.57	WPS MOTOR INSURANCE
Pertemps	£221.26	£1,327.56	TEMP STAFF
Beesleys Tools	£10.20	£61.23	Beesleys Tools
Screwfix	£15.04	£90.26	TOOL PARTS
Braynard Commercial Components	£16.25	£97.49	VEHICLE OIL & BRUSHES
Pertemps	£221.26	£1,327.56	TEMP STAFF
Wessex Fleet	£5.00	£30.00	MAINTENANCE YN70
Wessex Fleet	£4.20	£25.20	MAINTENANCE YP20
Wessex Fleet	£5.00	£30.00	MAINTENANCE YS20 (refunded)
Wessex Fleet	£4.00	£24.00	MAINTENANCE YS20V
Wessex Fleet	£4.00	£24.00	MAINTENANCE YS20VUF
Zerographic	£19.17	£115.02	PHOTOCOPIES
O2 Telefonica	£24.80	£148.80	MOBILE PHONES
Wiltshire Pension Fund	£0.00	£6,095.63	PENSIONS 1020
HMRC Cumberland	£0.00	£6,761.31	HMRC 1020
Staff Team Salaries	£0.00	£18,948.94	SALARIES 1020
Braynard Commercial Components	£1.10	£6.61	ADAPTOR
Michaels Work Wear	£5.96	£35.76	UNIFORM
Spaldings	£54.76	£328.56	PPE TREE WORK
Mainman	£68.78	£412.70	WATERPROOFS
Graffiti Removal Ltd	£87.20	£523.20	GRAFFITI WIPES
Swindon Borough Council	£109.53	£657.19	GAS OIL FUEL 0920
Renault Finance Ltd	£36.79	£220.76	RENAULT LEASE FEE
Pertemps	£221.26	£1,327.56	TEMP STAFF
Lister Wilder Ltd	£119.80	£718.80	CHAINSAW
Swindon Borough Council	£158.46	£950.76	DIESEL ADBLUE 0920

RECOMMENDED that 40 payments totalling £47,215.02 be noted and approved.

559. Office Christmas Cover

The Parish Manager asked the Committee to consider what cover would be necessary for the Christmas period. Access to the Parish Office during this time is not yet known.

Last year, the office closed between Christmas and New Year, however the operational responsibilities had now changed significantly. Councillors discussed operational needs.

RESOLVED that the Parish Manager and Assistant Clerk ensure that one member of the office staff is working during the Christmas period. Operational staff to be working with a minimum of two staff to be present on each of the grounds and cleansing crews. Any other staff would be able to take annual leave.

560. Budget Update

The Parish Manager circulated a budget update detailing expenditure to date and setting out predicted expenditure in 2021-22. A copy appears as **Appendix C** in the Minute Book. She reported that the Parish Council has greater direct financial liabilities than in previous years and therefore an increase in the Precept at a level to cover annual increases and the extension of responsibilities should be considered. Councillors agreed that careful consideration of the budget needed to be undertaken.

RESOLVED that members of this Committee meet prior to the next meeting to review the budget in more detail.

561. 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: Staffing and Operational Matters*

It was noted that the Chair had mistakenly asked for residents present to leave the meeting prior to the previous item on the Agenda. An apology for this mistake this has been issued.

562. Operating Procedure & Risk Assessment

The Parish Manager advised the Committee of an incident involving routine use of the tractor side arm. The Parish Manager indicated that this did not qualify as a reportable incident as set out by RIDDOR requirements. The matter has been passed to the Parish Council's Insurers however additional steps have been taken to review the risk and likelihood of this occurring again. A confidential report appears in the Minute Book as **Appendix D**. The Risk Assessment **Appendix E** in the Minute Book, has been reviewed and updated. The Side Arm has had an independent inspection which has confirmed there are no mechanical faults.

RESOLVED that the Side Arm be withheld from service until a review of the Operating Procedure is undertaken.

Meeting closed 7.15pm

Signed:

Date:

Chair, Finance & Staffing Committee