

**WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held online on **THURSDAY 03 DECEMBER 2020** at **6.30 pm**

**Present:**

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

**Officers:**

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

**Public:** Two

**Public Question time:**

None.

**593. Apologies**

None.

**594. Declarations of Interest & Applications for Dispensation**

None.

**595. Bank Statements**

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

The Committee noted the bank records.

**596. Payments Schedule**

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

Payments for approval were as follows:

<b>PAYEE</b>	<b>VAT</b>	<b>AMOUNT</b>	
Barclaycard Credit Card		£971.53	BCARD 1120
Lex Autolease	£274.97	£1,649.84	LEX VAN LEASE HIRE
Imperial Tyres	£4.17	£25.00	TYRE REPAIR
Mainman	£23.26	£139.54	GLOVES
Ashmore & Allen	£34.00	£204.00	SHAW RIDGE STEELS
Rialtas Business Solutions	£52.00	£312.00	ANNUAL ACCOUNTS
Lister Wilder Ltd	£137.11	£822.65	PRUNER & PARTS
Pertemps	£221.26	£1,327.56	PERTEMPS
Swindon Borough Council	£3.07	£18.40	ENTERPRISE WKS WOOD
Screwfix	£22.23	£133.40	HAND TOOLS
Braymarc Commercial	£5.80	£34.80	BEACON LIGHT
Greatfield Nurseries	£37.58	£225.50	VOLUNTEER BULBS
Councillor Allowances		£1,312.50	QTR 2 CLLR ALLOWANCE
Barclays Mixed Acct		£26.50	BK CHGS 1120
Lex Autolease	£139.70	£838.20	LEASE HIRE 1120 YN70
WPS Insurance Brokers		£26.87	INSURANCE TREES
Greatfield Nurseries	£25.33	£152.00	COMPOST
Pertemps	£221.26	£1,327.56	PERTEMPS
Swindon Borough Council	£268.78	£1,612.68	FUEL CHARGES OCT 2020
Swindon Borough Council	£3,126.67	£18,760.00	LIBRARY RENT & STAFF
Wessex Fleet x 5	£27.20	£163.20	MAINTENANCE YN70
Zoom Communications	£23.98	£143.88	ZOOM SUBSCRIPTION
Pertemps	£110.63	£663.78	PERTEMPS
Pertemps	£110.63	£663.78	PERTEMPS
Lister Wilder Ltd	£710.00	£4,260.00	SWEEPER
Lister Wilder Ltd	£52.80	£316.80	TYRES
Lister Wilder Ltd	£50.00	£300.00	SIDE ARM REPORT
Pertemps	£71.76	£430.56	PERTEMPS
H J Webb & Son	£28.56	£171.33	PLAY BOARDS
PKF Littlejohn	£320.00	£1,920.00	EXTERNAL AUDIT 20
O2 Telefonica	£24.80	£148.80	MOBILE MONTHLY
Tudor Environmental	£32.88	£197.28	TOOLS
Mainman	-£10.24	-£61.44	MAINMAN INV 153750
Screwfix	£5.79	£34.74	SCREWS
Pertemps	£110.63	£663.78	PERTEMPS
Pertemps	£110.63	£663.78	PERTEMPS
Mainman	£3.10	£18.60	SAFETY HELMETS
Spaldings	£64.00	£384.00	BIN LINERS
Staff Team Salaries		£19,359.78	STAFF SALARIES 1120
HMRC Cumberland		£6,149.88	HMRC 1120
Wiltshire Pension Fund		£6,206.18	PENSIONS 1120
Renault Finance Ltd	£36.79	£220.76	KANGOO LEASE
Pertemps	-£110.63	-£663.78	PERTEMPS CREDIT
	£6,370.50	<b>£72,276.22</b>	

**RECOMMENDED** that 47 payments totalling £72,276.22 be noted and approved.

**597. External Audit Report**

The Parish Manager circulated a report confirming the conclusion of the annual external audit conducted by PKF Littlejohn. A copy of their report appears as **Appendix C** in the Minute Book.

**598. Budget Expenditure 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 D** in the Minute Book. Councillors reviewed the information and noted the report.

**599. Depot/Premises Update**

The Parish Manager confirmed that notice had been served on the library office and mess room however no formal confirmation about an exit date or the length of notice required had been received. The Parish Council would no longer pursue any quotations for a refurbishment of the mess room. The building survey had been commissioned and solicitors instructed.

**600. 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 as such were instructed to withdraw'. *Reason: Finance and Staffing Matters*

**601. Precept Budget**

The Parish Manager presented budget calculations as proposed by members of the Committee at its last meeting. Councillors reviewed the information and considered pressures on the budget for 2021-22. A confidential copy of these appear in the Minute Book as **Appendix E**. These included whether to begin an allocation of funding to save for future allotments and/or a depot building. The Parish Manager advised that the tax base for 2021 had not yet been confirmed. The Council Tax Support Grant allocation would also make a significant difference and needed to be confirmed before the Parish Council could agree a budget and set the precept.

**RESOLVED** that the Parish Precept be agreed at the January 2021 Full Council.

**602. Staffing Matters**

The Parish Manager updated the Finance and Staffing Committee on staffing issues currently affecting the delivery of the service. This included ensuring that key roles across the team are covered by more than one member of staff e.g. tractor and side arm work, bin empty rounds. Councillors agreed that vacancies needed to be filled. Pension options and private medical cover should also be brought to a future meeting of this Committee

The Assistant Clerk presented a confidential report setting out a review of staff annual increments. A confidential copy appears as **Appendix F** in the Minute Book.

**RESOLVED** that the recommendations in the report be approved.

**Meeting closed 7.37pm**

Signed: .....

Date: .....

Chair, Finance & Staffing Committee

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