

## **WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held online on **MONDAY 11<sup>TH</sup> JANUARY 2021** 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.

### **625. Apologies**

Councillor Tim Swinyard due to other meeting commitments.  
All apologies received were approved.

### **626. Declarations of Interest & Applications for Dispensation**

None.

### **627. Bank Statements**

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

The Committee noted the bank records.

### **628. Payments Schedule**

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

Payments for approval were as follows

Finance & Staffing Committee  
Monday 11<sup>th</sup> January 2021

<b>PAYEE</b>	<b>VAT</b>	<b>TOTAL</b>	
Renault Finance Ltd	£36.79	£220.76	RENAULT KANGOO
Lex Autolease	£344.82	£2,068.94	VAN LEASE HIRE
Pertemps	£110.63	£663.78	TEMP X 1
Pertemps	£110.63	£663.78	TEMP STAFF X 2
Bevirs		£1,475.48	LAND REGISTRY - DEPOT
Lister Wilder Ltd	£450.70	£2,704.22	REPLACEMENT TOOLS
Secure Ironmongery Supplies	£5.00	£30.00	SIS WIPES
Screwfix	£17.48	£104.85	POSTCRETE
Lister Wilder Ltd	£51.78	£310.70	BOMFORD SERVICE
St Andrews PC		£397.50	STAFF TRAINING
Barclays Mixed Payments Acct		£26.50	BK CHARGES 1220
Spaldings	£12.78	£76.66	SHOVELS & PARTS
GA Plant Hire	£10.91	£65.46	MACHINE HIRE
GA Plant Hire	£19.30	£115.80	TOOL HIRE
Lister Wilder Ltd	£100.00	£600.00	REPLACEMENT TOOL ANNUAL PLAY INSPECTION
Play Inspection Company	£209.79	£1,258.74	
Pertemps	£110.63	£663.78	TEMP X 1
Pertemps	£110.63	£663.78	TEMP STAFF X 2
Pertemps	£110.63	£663.78	TEMP X 1
Pertemps	£110.63	£663.78	TEMP STAFF X 2
Zerographic	£17.98	£107.85	ZERO QTRLY FLEET HIRE FITTINGS 1220
Wessex Fleet	£9.00	£54.00	
Wessex Fleet	£9.00	£54.00	FLEET FITTINGS BRACKET FLEET FITTINGS LIGHT BAR
Wessex Fleet	£33.00	£198.00	FLEET FITTINGS LIGHT BAR
Wessex Fleet	£33.00	£198.00	BAR
Wessex Fleet	£69.00	£414.00	FLEET FITTINGS TOW BAR FLEET FITTINGS LIGHT BAR
Wessex Fleet	£42.00	£252.00	BAR
Wessex Fleet	£9.00	£54.00	FLEET FITTINGS BRACKET
Wessex Fleet	£5.00	£30.00	FLEET HIRE YN700
Wessex Fleet	£4.20	£25.20	FLEET MAINT YP20
Wessex Fleet	£5.00	£30.00	FLEET MAINT YS20E
Wessex Fleet	£4.00	£24.00	FLEET MAINT YS20VK
Wessex Fleet	£4.00	£24.00	FLEET MAINT YS20VU
Wessex Fleet	£33.00	£198.00	LEASE FITTINGS MOBILE PHONES MONTHLY
O2 Telefonica	£24.80	£148.80	
Screwfix	£4.66	£27.99	ROUTER BITS
Screwfix	£7.33	£43.96	CREDIT
Mainman	£7.64	£45.85	GLOVES
Mainman	£5.26	£31.54	CLEANING SUNDRIES
Mainman	£8.76	£52.55	DEICERS
Limesquare	£12.01	£91.08	OFFICE VAN HIRE
Applegreen Fuel	£2.50	£15.00	HIRE VEHICLE FUEL
Beesleys Tools	£22.60	£135.60	ROUTER
Swindon Borough Council	£0.05	£0.29	ADBLUE

Swindon Borough Council	£4.16	£24.98	<i>GAS OIL NOV</i>
Swindon Borough Council	£15.89	£95.35	<i>PETROL NOV</i>
Swindon Borough Council	£175.34	£1,052.06	<i>DIESEL NOV</i>
Swindon Borough Council	£184.00	£1,104.00	<i>FLORAL PLANTS</i>
Swindon Borough Council	£45.55	£273.29	<i>SIGNS</i>
HDP Building Surveyors	£429.00	£2,574.00	<i>HDP DEPOT SURVEY</i>
Wiltshire Pension Fund		£5,717.23	<i>STAFF PENSION 1220</i>
HMRC Cumberland		£6,148.28	<i>HMRC 1220</i>
Staff Team Salaries		£17,755.74	<i>STAFFING 1220</i>
Imperial Tyres	£12.70	£76.23	<i>TYRES</i>
Greatfield Nurseries	£104.17	£625.00	<i>SLEEPERS</i>
Pertemps	£110.63	£663.78	<i>TEMPS X 1</i>
Pertemps	£110.63	£663.78	<i>TEMPS X 2</i>
Screwfix		£71.95	<i>SUNDRIES</i>
<b>58 Payments Totalling</b>	<b>£3,487.99</b>	<b>£52,539.67</b>	

**RECOMMENDED** that 58 payments totalling **£52,539.67** be noted and approved.

#### **629 Streetsmart Expenditure to date**

The Parish Manager circulated an email from Mr Ian James, Head of Streetsmart, which detailed a response from Streetsmart in order to settle an agreement on payment for services from 1 April 2020 to 31 July 2020. A copy appears in the Minute Book as **Appendix C**.

Councillors noted that the only agreement between the Council and Streetsmart is the Service Level Agreement and Deed.

**RESOLVED** that the Parish Manager responds to Streetsmart as follows

- Staffing Costs:  
The Committee accepts the offer that the revised staff charge is agreed at £64,620
- Annual Leave: The statement about annual leave does not align with the due diligence provided by SBC HR – this requires urgent clarification
- Vehicles: In the spirit of reaching a resolution, the Committee agrees the £2,040 fuel reduction
- Material, equipment and other costs. This includes an allocation for all of the materials and equipment used. The Committee cannot agree the sum allocated to 'Other Costs'. To move forward, Swindon Borough Council Streetsmart needs to provide a breakdown of these costs. The service was significantly reduced in the range of services delivered and the number of staff deployed during this period. 'Other Costs' should be significantly lower for this period.
- The Committee notes that any costs relating to Waterside are wholly the responsibility of Swindon Borough Council and are not relevant or relatable to the Parish Council.
- The Committee notes that it is delivering services transferred by Swindon Borough Council as agreed in the Deed. It is in Swindon Borough Council's interests to ensure that the Parish Council fulfils this responsibility with accountability and transparency to its parishioners.

**630. Depot/Premises Update**

The Parish Manager reported that the Schedule of Condition has been initiated by the property surveyor and should be submitted to the Landlord shortly. The Council's solicitor has confirmed that subject to all the searches being completed, it is reasonable to anticipate completion by 28 February 21. This would allow time to exit from Waterside. Work was underway to secure quotes for infrastructure within the depot.

**631. 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 were instructed to withdraw'.

*Reason: Staffing matters and Budget decision*

**632. Precept Budget**

The Parish Manager circulated updated information regarding the budget for next year, a copy of which appears as **Appendix D** in the Minute Book. Councillors reviewed the expenditure, clarified total amounts planned and considered future decision making. It was agreed that future decisions for expenditure should reflect the percentage of the precept that the amount represents.

**RECOMMENDED** that the Precept Budget be confirmed and approved by Council.

**633. Staffing Matters**

The Parish Manager updated the Finance and Staffing Committee and confirmed that a new member of staff had been recruited. The member of staff will be appointed on the same payscale as the existing team and will have the same annual leave entitlement and shift pattern. The Parish Manager circulated a report for Councillors to consider the arrangements for new staff, a copy appears as **Appendix E** in the Minute Book.

**RESOLVED** that the Parish Manager investigates options for a third party to deliver play area maintenance services and reports an update to a future meeting of this Committee

**RECOMMENDED** that the Parish Council registers new employees with the NEST government backed pension scheme.

**Meeting closed 6.57pm**

Signed: .....

Date: .....

Chair, Finance & Staffing Committee