

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held online on **MONDAY 11TH JANUARY 2021** at **6.30 pm**

Present:

Cllr Mike Burtenshaw
Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Nick Martin
Cllr Mary Martin
Cllr Caryl Sydney Smith

Officers:

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

Public: Two

Public Question time:

A resident asked if it was reasonable and fair to increase the Parish Precept at the rate proposed by the Parish Council. The Chair advised that Councillors had taken steps to mitigate against an increase as much as possible.

A resident asked if the Parish Council was considering any other income streams. The Chair advised that there were not any significant options established at the current time.

A resident reported that plastic gloves were still accumulating on Corton Crescent.

645. Apologies

Councillors Tim Swinyard and Keith Williams due to meeting commitments. Cllr Simon Firth due to other commitments.
All apologies received were approved.

646. Declarations of Interest & Applications for Dispensation

Noted that Cllr M Martin's employer has used Key Security (Agenda Item 6).

647 Bank Statements

A copy of the Parish Council's bank statement for January 2021 was circulated, with bank reconciliations for the Parish's current bank account for January 2021, copies of which appear as **Appendix A** in the Minute Book.

The Committee noted the bank records.

648. Payments Schedule

Councillors received a payments schedule for January 2021, a copy of which appears as **Appendix B** in the Minute Book.

Payments for approval were as follows

Payee Name	£ VAT	£ Total Amnt	Transaction Detail
Xerox Finance	£35.80	£214.80	<i>PRINTER HIRE</i>
Lex Autolease	£344.82	£2,068.94	<i>VEHICLE LEASE 0121</i>
Barclays Mixed Payments		£26.50	<i>BK CHGS 0121</i>
Robinson Grace HR		£28.75	<i>HR ADVICE</i>
Braynard Commercial	£9.00	£54.00	<i>OIL</i>
Abax UK Ltd	£33.00	£198.00	<i>TRACKER SET UP</i>
Pertemps	£110.63	£663.78	<i>TEMPS</i>
Pertemps	£110.63	£663.78	<i>TEMPS2</i>
Pertemps	£95.68	£574.08	<i>TEMP3</i>
Pertemps	£95.68	£574.08	<i>TEMP4</i>
Pertemps	£71.76	£430.56	<i>TEMP5</i>
Pertemps	£71.76	£430.56	<i>TEMP6</i>
Councillor Allowances		£1,312.50	<i>CLL ALL Q3</i>
Royal Mail		£321.00	<i>POST REDIRECTION</i>
O2 Telefonica	£24.80	£148.80	<i>MOBILE PHONES</i>
Wessex Fleet	£4.00	£24.00	<i>FLEET YS20VU</i>
Wessex Fleet	£4.00	£24.00	<i>FLEET 20VK</i>
Wessex Fleet	£4.20	£25.20	<i>FLEETYP20</i>
Wessex Fleet	£5.00	£30.00	<i>FLEET YN70</i>
Wessex Fleet	£5.00	£30.00	<i>FLEET YS20E</i>
HMRC Cumberland		£5,836.84	<i>HMRC 0121</i>
Wiltshire Pension Fund		£5,705.38	<i>PENSIONS 0121</i>
Staff Team Salaries		£17,755.60	<i>STAFF SALARIES</i>
Spaldings	£0.46	£2.76	<i>TOOL</i>
Screwfix	£10.24	£61.44	<i>TOOL BITS</i>
Mainman	£8.39	£50.32	<i>SAFETY KIT</i>
Mainman	£4.93	£29.56	<i>MASKS</i>
Swindon B Council		£113.88	<i>SIGNS</i>
Viking Direct.co.uk	£7.29	£43.74	<i>ANTI BAC MASKS</i>
Viking Direct.co.uk	£4.18	£91.07	<i>STAMPS</i>
Screwfix	-£11.99	-£71.95	<i>CREDIT</i>
Screwfix	£38.33	£229.98	<i>LADDERS</i>
Screwfix	£6.42	£38.54	<i>GLUE</i>
Renault Finance Ltd	£36.79	£220.76	<i>FLEET KANGOO</i>
Swindon Scrapstore		£250.00	<i>FURNITURE GRANT</i>
Wiltshire Pension Fund		£450.45	<i>PENSION ADDITIONAL</i>
Spaldings	£79.06	£474.34	<i>BIN LINERS ETC</i>
HDP Building Surveyors	£150.00	£900.00	<i>CONDITION SURVEY</i>
Pertemps	£110.63	£663.78	<i>TEMP1</i>
Pertemps	£53.82	£322.92	<i>TEMP2</i>
Pertemps	£110.63	£663.78	<i>TEMP3</i>

Pertemps	£62.79	£376.74	<i>TEMP4</i>
DW Rumming & Son	£207.00	£1,242.00	<i>MEADOW CUTS</i>
TOTAL	£1,904.73	£43,295.26	

RECOMMENDED that 43 payments totalling £43,295.26 are noted and approved.

It was noted that the following receipts had been received:

VAT Quarter one received: £263

VAT Quarter two received: £ 69403.15

Insurance Claim Tools received: £2879.57

Councillor Donation BMX Fundraiser: £3634

649 West Swindon Library Update

The Parish Manager gave an update on a recent meeting with the Head of the Library Service Allyson Jordan. The Parish Manager had highlighted the disruptions to the access to the library following lockdown and operational decisions. This also impacts on the provision of services to the public and the delivery of the library grant. Following the meeting it has been agreed that the library service will not charge for services in February and March 21 due to library closure. Ms Jordan will follow up a request for a reimbursement of 3 months office rent due to repeated closure during this year.

The grant for 16 opening hours will proceed forward for 2021-22 however Ms Jordan will liaise with Swindon BC HR to determine how to manage any reduction in service ensuring that the library provides its 15 hours of service to the West library before the extra 16 hours are applied. This may mean that there are more sessions later in the year when restrictions are minimised.

RESOLVED that the Committee noted the current situation with the library grant funding.

650. Depot/Premises/Staffing Update

The Parish Manager circulated a report with quotes as an update from the Services Working Party, a copy of which appears as **Appendix C** in the Minute Book. The Chair reported that the progression of the lease for Unit 25 was progressing. There have been some queries relating to use of 7 other car parking spaces in the vicinity. These had originally appeared on a demise for Unit 25 supplied by the Agent. At the current time, it is proposed that these are earmarked for our use through a side letter from the landlord. This could be revoked with little notice but at least allows the Parish Council to legitimately use overspill parking bays. Work is underway to secure quotes of additional electrical points throughout and suitable telecoms.

A number of quotes had been received for the supply and installation of an intruder alarm system and CCTV. This would link to the existing fire detection kit. Services Working Party recommended that Key Security be appointed. Councillors considered the information.

RECOMMENDED that Council approves the appointment of Key Security for the supply and installation of an intruder alarm network up to value of £6,000.

RESOLVED that a health and safety advisor is appointed at the start of the lease term to advise on installation, and, location of services within the new depot.

The Parish Manager advised that only holding replies had been received from Swindon Borough Council in relation to annual leave carried over by staff tuped to the Parish Council.

Date of next meeting: Wednesday 10th March 6.30 pm

Meeting closed 7.03 pm

Signed:

Date:

Chair, Finance & Staffing Committee

DRAFT