

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held online on **WEDNESDAY 10TH MARCH 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 Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Keith Williams

Officers:

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

Public: Two

Public Question time:

A resident asked if the Parish Council would incur an increase in its insurance with the introduction of a pump track. The Parish Manager advised that the project was an extension to an existing facility and previous play area improvements had not incurred changes to the insurance premium. It would need to be double checked for certainty.

Meeting start 6.40 pm.

685. Apologies

Cllr Simon Firth due to other commitments.
All apologies received were approved.

686. Declarations of Interest & Applications for Dispensation

None.

687 Bank Statements

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

The Committee noted the bank records.

688. Payments Schedule

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

Payments for approval were as follows

Lex Autolease	£2,068.94	<i>LEX VEHICLE LEASE</i>
Barclaycard Credit Card	£392.87	<i>BCLAYS 0221</i>
Barclays Mixed Payments Acct	£26.50	<i>BK CHGS 0221</i>
Eurogarages	£20.00	<i>HIRE FUEL</i>
Michaels Work Wear	£48.60	<i>UNIFORM BOOTS</i>
Imperial Tyres	£112.50	<i>TYRE</i>
Abax UK Ltd	£180.00	<i>ABAX TRACKING</i>
Pertemps	£511.30	<i>TEMP X1</i>
Pertemps	£663.78	<i>TEMPX2</i>
Swindon Borough Council	£10,613.33	<i>LIBRARY STAFF GRANT</i>
Wessex Fleet	£30.00	<i>YS20EWB 0221</i>
Wessex Fleet	£24.00	<i>YS20VKA 0221</i>
Wessex Fleet	£24.00	<i>YS20VUF 0221</i>
Wessex Fleet	£25.20	<i>YP20ZPS 0221</i>
Wessex Fleet	£30.00	<i>YN70 OTZ 0221</i>
Imperial Tyres	-£0.30	<i>TYRE ADJUST</i>
O2 Telefonica	£202.04	<i>MOBILES 0221</i>
Michaels Work Wear	£48.60	<i>BOOTS</i>
Mainman	£144.17	<i>CONSUMABLES</i>
Pertemps	£511.30	<i>TEMPX1</i>
Pertemps	£663.78	<i>TEMPX2</i>
Bevirs	£5,937.44	<i>DEPOT FEES & CHARGES</i>
Wiltshire Pension Fund	£5,705.83	<i>STAFF PENSIONS 0221</i>
HMRC Cumberland	£5,872.52	<i>HMRC 0221</i>
Staff Team Salaries	£19,114.69	<i>SALARIES 0221</i>
Renault Finance Ltd	£220.76	<i>RENAULT 0221</i>

RECOMMENDED that 26 Payments totalling £53,191.85 be approved.

689 **Streetsmart Payment**

The Parish Manager gave an update on the negotiations to settle a payment for Streetsmart services from 01.04.20 and 31.07.20. Following a meeting with Mr Adrian Arnold, it had been confirmed that there were no outstanding issues relating to annual leave and the financial payment had been agreed as follows:

April to July 2020

Staffing: £64,620

Vehicles/Machinery: £32,316

Other overheads: £6064

Total: £103,000

RESOLVED that the Committee approves the revised amount for payment.

690. Depot/Premises/Staffing Update

A report was circulated, a copy of which appears as **Appendix C** in the Minute Book. Councillors were notified that works were underway with security and electrics. Machinery was beginning to be transferred over to the new depot.

RESOLVED that

- Askwith Electrical be appointed as the electrical contractor
- Octopus Energy be appointed as the Depot energy supplier (preferably with the option for an off peak charging rate)
- Purchase of fuel tank at £1685 plus VAT be approved
- Purchase of signs from ABC as per the quote be approved
- Approval of costs relating to the mess/welfare room installation up to £3,000

RECOMMENDED that: West Swindon Parish Council progresses the purchase of a Timberwolf TW160PH wood chipper as quoted by Lister Wilder at £10,850

691. Insurance Renewal

The Parish Manager circulated a renewal quote from the Parish Council's insurance representatives WPS Insurance Ltd, a copy of which appears as Appendix D in the Minute Book.

The Committee agreed that increasing the contents cover from £4,000 to £15,000 (or £20,000 if little difference in the premium amount) should be progressed.

RECOMMENDED that the Parish Council renews its insurance cover (non vehicle) with WPS Insurance as quoted at £5,860.59 subject to amending the contents cover.

Date of next meeting: Monday 12th April 6.30 pm

Meeting closed 7.17 pm

Signed:

Date:

Chair, Finance & Staffing Committee