

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held online on **MONDAY 10TH MAY 2021 at 7.00 pm**

Present in person:

Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan

Officers:

Paula Harrison (Parish Manager)

Public: Two(virtual)

Public Question time:

Resident asked for clarification on the renewal of committee membership so that those Councillors who are interested in the committee and willing to attend are appointed to the Committees. The Parish Manager confirmed that committee membership would be reviewed at the Annual Parish Council meeting at the end of the month.

Resident asked what percentage of the Swindon Borough Council budget responsibilities transferred to Parish Councils. The Parish Manager advised that Swindon Borough Council retained its statutory responsibilities such as Highways, Planning, Adult and social care plus vulnerable children. This would make up the majority of its expenditure. A high percentage of the outdoor grounds maintenance services were passed to the Parishes however, each Parish Council has its own legal deed which may vary slightly from one Parish to the next.

Resident thanked the Councillors for their kind words regarding her volunteering and contribution to the community.

Meeting start 7.10 pm.

746. Apologies

Cllr Nick Martin, Cllr Mary Martin, Cllr Caryl Sydney Smith, Cllr Keith Williams due to other meeting commitments. All apologies received were approved.

747. Declarations of Interest & Applications for Dispensation

None.

748. Bank Statements

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

The Committee noted the bank records.

749. Payments Schedule

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

Payments for approval were as follows

Payee Name	£ VAT	£ Total	Transaction Detail
Screwfix	£15.30	£91.79	<i>HEALTH & SAFETY ITEMS</i>
Askwith Electrical	£49.00	£294.00	<i>DEPOT ELECTRICAL</i>
Lex Autolease	£344.82	£2,068.94	<i>LEASE HIRE 0421</i>
Xerox Finance	£25.80	£154.80	<i>PRINTER HIRE</i>
GHS (UK) Ltd	£8.50	£51.00	<i>DEPOT OFFICE WIFI</i>
Barclays Mixed Payments			
Acct		£26.50	<i>BK CHGS 0421</i>
Fuel Genie	£33.75	£202.51	<i>FUEL CARD 0804</i>
Fuel Genie	£25.88	£155.29	<i>SPMKT DIESEL</i>
Abax UK Ltd	£30.00	£180.00	<i>VEHICLE TRACK 0421</i>
Screwfix	£6.02	£36.12	<i>ADHESIVE PAINT</i>
Viking Direct.co.uk	£14.99	£89.96	<i>DOORMATS</i>
Wiltshire Assoc Local Councils		£195.00	<i>SAC WALC</i>
Pertemps	£95.68	£574.08	<i>TEMP X1</i>
Pertemps	£95.68	£574.08	<i>TEMP X2</i>
Swindon Borough Council		£1,455.75	<i>BUSINESS RATES 0421</i>
O2 Telefonica	£31.64	£189.84	<i>MOBILES 0421</i>
Wessex Fleet	£5.00	£30.00	<i>MAINT 0421 YN700TZ</i>
Wessex Fleet	£4.20	£25.20	<i>MAINT 0421 YP20ZPS</i>
Wessex Fleet	£5.00	£30.00	<i>MAINT 0421 YS20EWB</i>
Wessex Fleet	£4.00	£24.00	<i>MAINT 0421 YS20VKA</i>
Wessex Fleet	£4.00	£24.00	<i>MAINT 0421</i>
Nest Pension Scheme		£77.96	<i>STAFF PENSION 0421</i>
Wiltshire Pension Fund		£5,493.87	<i>STAFF PENSIONS 0421</i>
HMRC Cumberland		£6,132.71	<i>HMRC 0421</i>
Imperial Tyres	£47.80	£286.80	<i>TYRES</i>
Pertemps	£86.71	£520.26	<i>TEMP1 0904</i>
Pertemps	£71.76	£430.56	<i>TEMP2 0904</i>
Pertemps	£86.71	£520.26	<i>TEMP3 0904</i>
Colliers International UK Ltd	£1,625.55	£9,753.29	<i>QTR1 RENT & SERVICE</i>
Fuel Genie	£20.54	£123.22	<i>FUEL CARD 2004</i>
Total Energy	£0.51	£10.74	<i>ELECTRICITY</i>
Imperial Tyres	£17.40	£104.40	<i>TYRES</i>
Viking Direct.co.uk	£16.82	£126.95	<i>STATIONERY</i>
Pertemps	£110.63	£663.78	<i>TEMP1 1604</i>
Pertemps	£110.63	£663.78	<i>TEMP2 1604</i>

Councillor Allowances		£1,312.50	<i>CLLR ALLOW Q4</i>
Swindon Borough Council	£195.95	£1,175.69	<i>DIESEL SBC 0321</i>
Swindon Borough Council	£12.30	£258.25	<i>GAS OIL SBC 0321</i>
Everflow Water		£26.91	<i>DEPOT WATER</i>
Staff Team Salaries		£19,223.10	<i>STAFF SALARIES 0421</i>
Renault Finance Ltd	£36.79	£220.76	<i>KANGOO 0421</i>
Screwfix	£6.90	£41.40	<i>SCREWS ETC</i>
WPS Insurance Brokers & Risk		£138.80	<i>VEHICLE INSURANCE</i>
Braynard Commercial	£34.96	£209.78	<i>FUSE OIL</i>
Wessex Fleet	£136.00	£816.00	<i>TOWBAR BEACON</i>
Assessed Risk Ltd	£225.00	£1,350.00	<i>FIRE RISK ASSESSMENT</i>
New Generation Bond		£2,500.00	<i>WEST NEW GENERATION</i>
Screwfix	£11.99	£71.95	<i>TAPE SIGNS</i>
Secure Ironmongery			
Supplies Lt	£38.00	£228.00	<i>KEY LOCK CHANGE</i>
Pertemps	£110.63	£663.78	<i>TEMP1 2304</i>
Pertemps	£110.63	£663.78	<i>TEMP2 2304</i>
Swindon Borough Council	£20,600.00	£123,600.00	<i>STMRT FINAL QUARTER</i>
Positive Media Group	£155.00	£930.00	<i>MAGAZINE ARTICLE FEB 21</i>
Key Security	£1,413.00	£8,478.00	<i>DEPOT SECURITY</i>
Swindon Borough Council	£0.54	£3.24	<i>ADBLUE</i>
Swindon Borough Council	£13.41	£80.47	<i>PETROL MARCH 21</i>
Howard & Sons	£39.49	£236.94	<i>INTERIM TRACTOR SERVICE</i>
Howard & Sons	£107.39	£644.34	<i>TRACTOR FULL SERVICE</i>
58 PAYMENTS	£26,242.3	£194,255.1	

RECOMMENDED that 58 payments totalling £194,255,10 are approved.

Receipts were noted as follows

Council Tax Support Grant: £11026.50

Parish Precept First Installment: £449,935.90

750 Expenditure Update

The Parish Manager circulated a summary of budget expenditure for the previous financial year. This would form the basis of the end of year accounts and would be reviewed by the internal auditor. A copy appears as **Appendix C** in the Minute Book. Councillors asked for a statement of Reserves to be provided at the next available meeting.

RESOLVED that when the end of year accounts are published, there needs to be an explanation to the public that explains the variances so that there is clarify on what the Parish Council has spent on and why.

751. Operational Update

The Parish Manager asked the Committee to note a number of financial commitments ahead

- Renewal of play bark (Quote: £3492.00)
- Wood (Quote: £1630 – Webbs Wood)
- Floor cleaner (Quotes: £1800-£5000)
- Mess room build/site office installation (estimated £5,000)

Other costs to be incurred to be noted:

- Window cleaning
- Camera sensor as noted by the independent inspection of the premises

RESOLVED that the Committee approves budget expenditure as follows:

- £500 for heras funding to lock in the bark
- £3492.00 for bark delivery
- £1630.00 for wood order
- £3,000 for floor cleaner but hire arrangements to be considered also

Councillors asked that options for the mess room be resubmitted for the Committee's consideration.

752. Staffing Update

The Parish Manager circulated a report setting out the opportunity to award a staff increment. Councillors noted the announcement on public sector pay award for 21/22 had not yet been agreed.

RESOLVED that

- Individual performance measures are reported to accompany reports on staff increments
- All staff roles, responsibilities and pay awards are reviewed by the Staffing Committee
- Lone working risk assessment is reviewed for the new premises

Date of next meeting: to be confirmed

Meeting closed 7.54 pm

Signed:

Date:

Chair, Finance & Staffing Committee