

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held online on **MONDAY 04 OCTOBER 2021** at **6.45 pm**

Present:

Cllr Suresh Gattapur (v)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Nick Martin (v)
Cllr Mary Martin (v)
Cllr Caryl Sydney Smith

Officers:

Paula Harrison (Parish Manager)

Public: one

Public Question Time:

None

Meeting start 6.45 pm

144. **Introduction**

Chair opened the meeting and welcomed all those in attendance.

145. **Declarations Of Interest & Applications For Dispensation**

Councillors to give any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 24 May 2021

None received.

146. **Bank Statements**

Councillors received copies of the Bank Statements for August & September 2021 and month end Reconciliation Current Account, copies of which are **Appendix A** in the Minute Book.

RESOLVED that the entries in the Statements and Reconciliation be noted and approved.

147. **Payments Schedule**

Councillors received a payments schedule for August 2021, a copy of which is attached as **Appendix B** in the Minute Book. Payments were as follows

Payee Name	£ Total Amnt	Transaction Detail
Nest Pension Scheme	£77.96	NEST PENSION 010821

Fuel Genie	£132.68	<i>FUEL 020821</i>
Lex Autolease	£2,522.92	<i>VEHICLE HIRE</i>
Barclaycard Credit Card	£1,409.87	<i>BCARD 0821</i>
Barclays Mixed Payments	£26.50	<i>BK CHGS 0821</i>
Screwfix	£28.98	<i>SCWFX 21219</i>
GHS (UK) Ltd	£51.00	<i>5G INTERNET</i>
Secure Ironmongery Supplies	£60.00	<i>WIPES</i>
Lister Wilder Ltd	£115.69	<i>MOWER PARTS</i>
Lister Wilder Ltd	£13,020.00	<i>TMBRWOLF CHIPPER</i>
Viking Direct.co.uk	£68.56	<i>STATIONERY</i>
Viking Direct.co.uk	£107.99	<i>OFFICE FURNITURE</i>
Imperial Tyres	£108.00	<i>TYRES CALL OUT</i>
Imperial Tyres	£112.80	<i>TYRES</i>
Pertemps	£678.43	<i>TEMP 300721</i>
Pertemps	£663.78	<i>TEMP 2 300721</i>
Fuel Genie	£252.82	<i>FUEL 010821</i>
Screwfix	£12.67	<i>WASHERS ETC</i>
Mainman	£31.08	<i>SHARP BOX</i>
Mainman	£79.77	<i>GLOVES WIPES CLEANER</i>
Kinch Fuel Oils Ltd	£1,268.40	<i>KINCH FUEL 1008</i>
Pertemps	£678.43	<i>TEMP 060821</i>
Pertemps	£663.78	<i>TEMP 2 060821</i>
Swindon Borough Council	£1,460.00	<i>RATES 0821</i>
Equinox Solutions Ltd	£2,100.00	<i>DEPOT RECEPTION</i>
Wessex Fleet	£30.00	<i>WESSEX MAINT YS20EWB</i>
Wessex Fleet	£25.20	<i>WESSEX MAINT YP20ZPS</i>
Wessex Fleet	£24.00	<i>WESSEX MAINT YP21VUK</i>
Wessex Fleet	£30.00	<i>WESSEX MAINT YN700TZ</i>
Wessex Fleet	£24.00	<i>WESSEX MAINT YS20VKA</i>
Wessex Fleet	£24.00	<i>WESSEX MAINT YS20VUF</i>
O2 Telefonica	£196.86	<i>MOBILE PHONES 0821</i>
Octopus Energy	£56.18	<i>GAS & ELEC 0821</i>
Abax UK Ltd	£180.00	<i>TRACKERS 0821</i>
Fuel Genie	£88.18	<i>FUEL 010821</i>
Everflow Water	£12.14	<i>WATER 0821</i>
Wiltshire Pension Fund	£5,138.96	<i>PENSIONS 0821</i>
HMRC Cumberland	£6,161.99	<i>HMRC 0821</i>
Staff Team Salaries	£18,243.87	<i>STAFF SALARIES 0821</i>
Renault Finance Ltd	£220.76	<i>KANGOO LEASE 0821</i>
Staff Team Salaries	£-9.00	<i>STAFF SALARY ADJSTMT</i>
Nest Pension Scheme	£77.96	<i>STAFF PENSION 0821</i>
Fuel Genie	£73.60	<i>FUEL 160821</i>
	£56,330.81	

RECOMMENDED that 43 Payments totaling £56,330.81 be approved.

148. **Payments Schedule**

Councillors received a payments schedule for September 2021, a copy of which is attached as **Appendix C** in the Minute Book. Payments were as follows

Payee Name	£ Total Amnt	Transaction Detail
Screwfix	£28.98	<i>SOLDERING TOOL</i>
Askwith Electrical	£144.90	<i>SECURITY LIGHTING</i>
Screwfix	£1.00	<i>ADJUSTMENT 5796</i>
GA Plant Hire	£82.26	<i>HYDRAULIC PACK</i>
GA Plant Hire	£91.42	<i>HYDRAULIC PACK & SAW</i>
Francis George	£480.00	<i>HR AGMT LEGAL FEES</i>
Farol	£125.19	<i>VIBRATION/PIPE</i>
Farol	£376.16	<i>BLADES NUTS ETC</i>
Imperial Tyres	£99.60	<i>TYRE</i>
Imperial Tyres	£424.80	<i>TRACTOR & MOWER</i>
Doughty Software	£360.00	<i>DOMAIN HOSTING</i>
Rialtas Business Solutions	£607.20	<i>ACCOUNTS SOFTWARE</i>
Wiltshire Pension Fund	£946.13	<i>AGMT WILTS PENSIONS</i>
Lister Wilder Ltd	£240.45	<i>MOWER PARTS</i>
Lister Wilder Ltd	£26.36	<i>MOWER ROLLER</i>
Lister Wilder Ltd	£222.93	<i>MOWER REPAIR</i>
Lister Wilder Ltd	£47.40	<i>WHEEL SHAFTS</i>
Lister Wilder Ltd	£46.80	<i>MOWER SHAFTS</i>
Lister Wilder Ltd	£648.00	<i>FLAIL KIT</i>
Swindon Borough Council	£1,460.00	<i>NNDR DEPOT 0921</i>
Pertemps	£663.78	<i>TEMP 130821</i>
Pertemps	£678.43	<i>TEMP 2 130821</i>
Pertemps	£678.43	<i>TEMP 200821</i>
Pertemps	£663.78	<i>TEMP 2 200821</i>
Fuel Genie	£63.91	<i>FUEL 010921</i>
Lex Autolease	£2,522.92	<i>LEASE HIRE 0921</i>
Staff Team Salaries	£6,115.06	<i>AGMT 020921</i>
Barclays Mixed Payments Acct	£26.50	<i>BK CHGS 0921</i>
Barclaycard Credit Card	£1,114.80	<i>BCARD 0921</i>
Screwfix	£14.99	<i>SCREWS</i>
GHS (UK) Ltd	£51.00	<i>BROADBAND 0921</i>
Sainsburys	£53.24	<i>FUEL REIBURSEMENT</i>
John Toomer & Son Ltd	£23.94	<i>PLANTS FAB</i>
MAS Seeds	£181.20	<i>BLUEBELLS FAB</i>
CPA Horticulture	£2,208.00	<i>PLAY WOODCHIP</i>
Pertemps	£531.74	<i>PERTEMPS</i>
Pertemps	£430.56	<i>TEMPS 2 030921</i>
Pertemps	£678.43	<i>TEMPS 270821</i>

Pertemps	£663.78	TEMPS 270821
Fuel Genie	£223.61	FUEL 090921
Magic Touch Promotions	£30.00	WORKWEAR
Screwfix	£10.16	MORTAR
Imperial Tyres	£15.00	TYRES
Swindon Borough Council	£48.00	WASH FACILITY
GA Plant Hire	£60.96	HYDRAULICS
Lister Wilder Ltd	£588.73	SERVICE WR20 VXY
Lister Wilder Ltd	£336.52	SERVICE WR20 VXW
Lister Wilder Ltd	£332.66	SERVICE WR20 VXX
Colliers International UK Ltd	£9,753.29	DEPOT RENT 09-12
Octopus Energy	£56.92	GAS & WATER 0821
Wessex Fleet	£30.00	MAINT 0921 YN70 OTZ
Wessex Fleet	£25.20	MAINT 0921 YP20 ZPS
Wessex Fleet	£24.00	MAINT 0921 YS20 VUF
Wessex Fleet	£24.00	MAINT 0921 YS20 VKA
Wessex Fleet	£30.00	MAINT 0920
Wessex Fleet	£24.00	MAINT 0921 YP21 VUK
O2 Telefonica	£191.04	O2 MOBILES 0921
Abax UK Ltd	£180.00	TRACKING 0921
HMRC Cumberland	£7,635.35	HMRC 0921
Wiltshire Pension Fund	£4,630.94	PENSIONS 0921
Imperial Tyres	£159.60	TYRES
Spaldings	£576.00	BIN LINERS
Kinch Fuel Oils Ltd	£1,306.20	FUEL 0921
Pertemps	£663.78	TEMP 100921
Pertemps	£678.43	TEMP 2 100921
Zerographic	£129.58	PRINTER HIRE
Fuel Genie	£56.71	FUEL GENIE 010921
Everflow Water	£14.77	WATER 0921
Allotment Key Refund	£20.00	ALLOT KEY REFUND
Screwfix	£24.99	MAKITA ACCESSORY
Spaldings	£134.40	BLADE SET
Staff Team Salaries	£16,260.58	TEAM SALARIES 0921
Spaldings	£407.12	KUBOTA KIT
Lister Wilder Ltd	£17.86	WASHER BLADES
Lister Wilder Ltd	£100.84	LISTER LED LIGHT
Lister Wilder Ltd	£3.95	INV 320670 WELD
Spaldings	£130.78	CUTTER BAR
Screwfix	£10.16	MORTAR
Screwfix	£219.98	BASIN/DRILL
Screwfix	£42.94	SEALANT ETC
Screwfix	£92.97	DRILL PARTS
Pertemps	£678.43	TEMP 170921
Pertemps	£663.78	TEMP 2 170921

Renault Finance Ltd	£220.76	KANGOO 0921
Fuel Genie	£85.07	FUEL GENIE 090921
Nest Pension Scheme	£77.96	PENSION 0921

£70,852.09

149. **Budget Progress update**

Councillors received a report highlighting budget expenditure to date and likely under or over spends. A copy of the report appears as **Appendix D** in the Minute Book. Councillors noted the information presented.

150. **Admission of Public and Press**

Resolved in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.

Reason: Staffing discussion (confidential copy attached)

151. **Staffing**

The Parish Manager updated the Committee and advised that the job role and salary for the Operations Supervisor was currently under consultation.

Following discussions with the Staffing Working Party draft job descriptions and salaries have been created, a copy of which appears as **Appendix E** in the Minute Book.

Five posts are proposed for recruitment and appointment as follows:

PARISH TEAM WORKER (Full-Time 37 hours per week)

Local Council Scale SCP K-L £19,312.00 -£20,092 depending on skills

PARISH TEAM WORKER – Tractor Focus (Full-Time)

Local Council Scale SCP K-L £19,312.00 -£20,092 depending on skills

DEPUTY OPERATIONS SUPERVISOR (Full-Time 37 hours per week)

Salary range - £24,982 to £29,577 per annum, dependent upon skills/experience

DEPUTY CLERK/RFO 28 hours per month:

Scale 24-32 £28,672 - £35,745 pro rata - based on experience

TEAM ADMINISTRATOR (Full-Time 37 hours per week)

£20,092 to £24,012 per annum, pro rata based on experience

Financial Implications:

The Parish Manager circulated information regarding current and predicted expenditure, a copy of which appears as **Appendix E** in the Minute Book.

For 2021-22 total salary budget including temporary staff is £427,000.

For expenditure in 2021-22, based on existing salaries within the team, and noting that the Parish Council currently has held three vacancies across existing staff roles (2 x Parish Team Workers 1 x Assistant Clerk), the addition of five posts should be contained within the current

£427,000.

For 2022-23, Parish Manager advised that it is unlikely that the staffing expenditure can be contained within the current allocation. For 2022-23 budget setting, it needed to be noted that there is a national pay award pending that will lead to an overall salary increase of at least £8,500 if set at 2%. The review of the Operations Supervisor's role and salary point is ongoing. If new posts are appointed on the higher end of the scales available, this will also have an impact. It is very likely that the annual budget will need to be increased and a budget for temporary staff included. Potential budget for staffing in 2022-23 may to increase by £20,000 for permanent team members costs, and, around £30,000 if temporary staff continue to engaged. This would lead to an overall increase proposed in the region of £50,000 to £477,000 for 2022-23.

RESOLVED that recruitment could get underway however final approval for the potential appointment to these posts would need to be secured from Full Council.

RECOMMENDED that

- a) Council agrees appointment to five new posts as specified by the Finance & Staffing Committee
- b) The budget for staffing is reviewed for 2022-23 during annual budget setting allowing for an increase depending on the allocation for temporary staffing and the impact of salary agreements

Dated:

Signed:

Chair, Finance & Staffing Committee