

**WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held online on **WEDNESDAY 03 NOVEMBER 2021** at **6.45 pm**

**Present:**

Cllr Nigel Gibbons  
Cllr Geoff Gould  
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

175. **Introduction**

Chair opened the meeting and welcomed all those in attendance.

176. **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.

177. **Bank Statements**

Councillors received copies of the Bank Statements for October 2021 and month end Reconciliation Current Account, copies of which appear as **Appendix A** and **Appendix B** in the Minute Book.

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

178. **Payments Schedule**

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

<b>Payee Name</b>	<b>£ Amount</b>	<b>Transaction Detail</b>
Fuel Genie	£139.90	FUEL GENIE 2209
Lex Autolease	£2,102.43	VEHICLE HIRE 1021
Xerox Finance	£129.00	XEROX QTR 2

Barclays Mixed Payments Acct	£28.50	<i>BK CHGS 0921</i>
Lex Autolease	£15.00	<i>LEX AUTO LEASE 1021</i>
Barclaycard Credit Card	£2,403.03	<i>BCARD 1021</i>
GHS (UK) Ltd	£42.50	<i>GHS LTD</i>
GA Plant Hire	£45.85	<i>PUMP BLADE HIRE</i>
Braymarc Commercial	£97.15	<i>TWO STROKE AD BLUE</i>
Car and Truck Services Ltd	£162.08	<i>HOBBYWELD</i>
Spaldings	£297.20	<i>BIN LINERS ETC</i>
Pertemps	£553.15	<i>TEMP 0110</i>
Pertemps	£565.36	<i>TEMP 2 2409</i>
Clemas & Co Ltd	£1,595.00	<i>FLOOR CLEANER</i>
Robinson Grace HR	£7,617.34	<i>ROBINSON HR SERVICES</i>
Information Commissioners Office	£35.00	<i>ICO ANNUAL FEE</i>
Spaldings	£60.48	<i>GREASE</i>
PKF Littlejohn	£1,600.00	<i>EXTERNAL AUDIT</i>
Fuel Genie	£89.63	<i>FUEL 3009</i>
Octopus Energy	£56.79	<i>Gas/Elec 300921</i>
Wessex Fleet	£25.00	<i>SERVICING YN70OTZ</i>
Wessex Fleet	£21.00	<i>SERVICING YP20ZPS</i>
Wessex Fleet	£20.00	<i>SERVICING YP21VUK</i>
Wessex Fleet	£25.00	<i>SERVICING YS20EWB</i>
Swindon Borough Council	£124.12	<i>PETROL</i>
Swindon Borough Council	£40.00	<i>VEHICLE WASH 0921</i>
Wessex Fleet	£20.00	<i>VEH MAINT YS20VKA</i>
Wessex Fleet	£20.00	<i>VEH MAINT YS20VUF</i>
O2 Telefonica	£160.00	<i>O2 MOBILE PHONES 0921</i>
Abax UK Ltd	£300.00	<i>TRACKER 1021</i>
Fuel Genie	£120.50	<i>FUEL GENIE 0910</i>
Wiltshire Pension Fund	£4,630.94	<i>STAFF PENSIONS 1021</i>
HMRC Cumberland	£5,365.95	<i>HMRC 1021</i>
Everflow Water	£1,036.55	<i>WATER (POST READING)</i>
Staff Team Salaries	£16,260.58	<i>STAFF SALARY 1021</i>
Screwfix	£28.34	<i>SCWFX 71117</i>
Screwfix	£116.88	<i>BRUSHES ETC</i>
Mainman	£212.81	<i>GLOVES, SOAP ETC</i>
Michaels Work Wear	£122.40	<i>UNIFORM 1021</i>
Michaels Work Wear	£147.64	<i>UNIFORM 1021b</i>
ABC Signs and Designs	£495.00	<i>ABC BANNERS</i>
Pertemps	£553.15	<i>TEMP 0810</i>
Pertemps	£553.15	<i>TEMP 151021</i>
Swindon Borough Council	£6,914.77	<i>LIBRARY GRANT Q2</i>
Renault Finance Ltd	£183.97	<i>KANGOO LEASE 1021</i>
Fuel Genie	£144.07	<i>FUEL GENIE 1610</i>
Nest Pension Scheme	£77.96	<i>STAFF PENSION 1021</i>

£55,355.17

**RECOMMENDED** that 47 Payments totalling **£55,355.17** be approved.

179. **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.

180. **Reserves Update**

The Parish Manager circulated an updated Reserves Statement, a copy of which appears as **Appendix E** in the Minute Book. The Committee noted the information and asked that future dilapidation commitments be a new earmarked reserves fund.

181. **External Audit Report**

The Parish Manager distributed the final report from PKF Littlejohn for the financial year 2020-21. A copy appears as **Appendix F** in the Minute Book. It was noted that a negative balance on the credit card would need to be allocated to the annual return in a different way in future years.

182. **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)*

6.45 pm

183. **Staffing Update**

The Parish Manager updated the Committee on the recommendations from the Staffing Working Party in a report, a copy of which appears as **Appendix G** in the Minute Book.

**RECOMMENDED** that Council approves the recommendation from this Committee that the role be graded at JNC Spinal Point 36.

Dated:

Signed:

*Chair, Finance & Staffing Committee*