

# WEST SWINDON PARISH COUNCIL

## Minutes

### FINANCE & STAFFING COMMITTEE

held on **WEDNESDAY 11 JANUARY 2023** at **6.45 pm**  
**Unit 25 Westmead Industrial Estate, SN5 7YT**

#### **Present:**

Cllr Nigel Gibbons  
Cllr Suresh Gattapur (v)  
Cllr Geoff Gould  
Cllr Nick Martin (v)  
Cllr Mary Martin (v)  
Cllr Caryl Sydney Smith

Others: Paula Harrison (Parish Manager)

Public: None.

#### **Public Questions:**

None.

Meeting start 7.07 pm

#### **195. Declarations Of Interest/Applications For Dispensation**

The Chair received no Declarations of Interest as required by the Code of Conduct adopted by the Parish Council on 23 May 2022.

#### **196. Bank Statements**

Councillors received the current account Bank Statement for December 2022 and month end bank reconciliation and noted the information. A copy appears as **Appendix A** in the Minute Book. Councillors noted the information.

#### **197. Payments Schedule**

Councillors received a payments schedule for December 2022, a copy of which appears as **Appendix B** in the Minute Book. Payments were noted as follows:

Payee Name	VAT	Total	Transaction Detail
Lex Autolease	£420.48	£2,522.92	VEHICLE LEASE
Fuel Genie	£44.41	£266.41	FUEL
Bevirs	£87.20	£532.20	LEGAL FEES
Lister Wilder Ltd	£183.22	£1,099.36	MACHINERY PARTS
Michaels Work Wear	£26.86	£161.16	H&S Uniform
Screwfix	£1.38	£8.28	CONSUMABLES
Lister Wilder Ltd	£4.53	£27.17	TOOLS
PROLUDIC	£3,152.37	£18,914.18	PLAY MAINTENANCE
LANDSCAPE SUPPLY COMPANY	£10.88	£65.27	CONSUMABLES
Screwfix	£18.84	£113.05	CONSUMABLES

Barclays Mixed Payments Acct	£0.00	£28.50	COMMISSION CHARGE
Abax UK Ltd	£70.50	£423.00	VEHICLE TRACKERS
Barclaycard Credit Card		£551.11	BCARD PAYMENT 1222
Brewers	£77.72	£466.34	CONSUMABLES
Swindon Borough Council	£8.00	£48.00	WASH
Screwfix	£0.08	£0.50	STATIONERY
GHS (UK) Ltd	£8.80	£52.82	BROADBAND
Swindon Borough Council	£36.65	£219.88	CONSUMABLES
Fuel Genie	£29.75	£178.47	FUEL
Octopus Energy	£8.03	£168.60	ENERGY
Wessex Fleet	£26.20	£157.20	VEHICLE MAINTENANCE
TOYOTA PLC	£6,342.24	£33,108.44	VEHICLE PURCHASE
Braymarc Commercial	£6.05	£36.29	CONSUMABLES
Zerographic	£27.23	£163.37	PRINTER
Fuel Genie	£60.98	£365.89	FUEL
HMRC Cumberland	£0.00	£8,356.06	HMRC tax DEC 22
Wiltshire Pension Fund	£0.00	£5,202.31	WILTS PENSION DEC 22
Sainsburys	£6.67	£40.00	XMAS HAMPERS
Lister Wilder Ltd	£153.00	£918.00	TOOLS
Lister Wilder Ltd	£129.00	£774.00	TOOLS
Nest Pension Scheme	£0.00	£1,079.52	NEST PENSION DEC 22
Staff Team Salaries	£0.00	£25,870.18	SALARIES DEC 22
Fuel Genie	£18.44	£110.66	FUEL
O2 Telefonica	£47.64	£285.84	MOBILES
<b>34 Payments</b>		<b>£102,314.98</b>	

**RECOMMENDED** that 34 payments for December 22 totalling £102,314.98 be approved.

### **Savings Accounts**

198.

Councillors noted receipt of a list of business savings accounts options. Councillors considered the information. A copy is attached as **Appendix C** in the Minute Book.

**RESOLVED** that £300,000 from the Barclays Current Account be transferred to a Business 95 Day Saver account with Nationwide (2.55%) and that the Parish Manager be authorised to make the appropriate arrangements.

### **Future Premises Update**

199.

The Parish Manager reported that no progress had been made with Swindon Borough Council for early viewing and consideration of their Hillmead unit.

An informal conversation had taken place with the representative from Colliers Property Services regarding the Parish depot. Indications are that the current landlord would be willing to engage in a discussion on any proposals that the Parish Council might wish to put forward

**RESOLVED** that the Parish Manager convenes the Services Working Party to review property needs.

### **Quarterly Budget Update**

200.

The Committee received an updated income and expenditure report, a copy of which appears as **Appendix D** in the Minute Book. Councillors noted the report.

**Admission of the Public and Press**

201.

To resolve in accordance with Standing Order 3 (d) that 'it is advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw due to a precept budget review.

The Parish Manager circulated a draft schedule for the 2023 Precept, a copy of which appears as **Appendix E** in the Minute Book.  
Councillors reviewed the information.

**RESOLVED** that this proposal be taken for consultation and approval to the next Full Council on Monday 23<sup>rd</sup> January 2023.

Meeting closed 7.55 pm

Date of next meeting: Wednesday 08 February 2023 6.45 pm

Chair of Finance & Staffing: .....

Date:.....