

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held on **Monday 26 February 2024 at 6.00 pm**  
**Holy Trinity Church, Ramleaze Dr, Shaw, SN5 5PY**

**Present:**

Cllr Junab Ali (Chair)  
Cllr Peter Bates  
Cllr Mustafa Dayan  
Cllr Leon Grother  
Cllr Rose Llewellyn (Vice Chair)  
Cllr Graham Philpot  
Cllr Caryl Sydney Smith  
Cllr Keith Williams  
Cllr Sean Wilson

**Officers:** Paula Harrison (Parish Manager)

**Public:** Three

**Meeting Start:** 6.00 pm

**Public Questions:** None.

Meeting start 6.05 pm

**221. Apologies, Declarations of Interest & Applications for Dispensation**

Apologies – Cllr T Philpot, Cllr M Ertas, Cllr A Swinyard  
Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 22 May 2023: None received.

**222. Bank Statements**

The bank statement for January 2024 were circulated with the accompanying bank reconciliations. Copies can be found as **Appendix A** in the Minute Book. The information was noted.

**223. Payments Schedule**

The Parish Manager circulated a list of payments for January 2024 as below, a copy of which appears as **Appendix B** in the Minute Book.

January 2024			
Payee Name	£ VAT	£ Total	Transaction Detail
Lex Autolease	£328.51	£1,971.04	VEHICLE LEASE COSTS
Fuel Genie	£33.97	£203.83	FUEL
Barclaycard Credit Card		£678.37	BCARD JAN 24
Abax UK Ltd	£37.50	£225.00	VEHICLE TRACKERS
Truston Security Services	£6.20	£37.20	MONTHLY SECURITY
Mid Solutions 4 Documents	£38.62	£231.74	PRINTING
Swindon Borough Council	£27.04	£162.26	FUEL

GHS (UK) Ltd	£8.80	£52.80	BROADBAND
Screwfix	£6.66	£39.99	UNIFORM
Tudor Environmental	£39.55	£237.28	CONSUMABLES
Swindon Borough Council	£8.00	£48.00	WASHDOWN
Truston Security Services	£27.00	£162.00	SECURITY CALL OUTS
Screwfix	£5.66	£33.99	UNIFORM
Barclays Mixed Payments Acct		£30.00	BANK COMMISION
Fuel Genie	£6.45	£38.72	FUEL
Wessex Fleet	£26.20	£157.20	MONTHLY MAINT
Wiltshire Pension Fund		£5,788.85	WILTS PENSION JAN 24
Octopus Energy	£36.72	£771.08	ENERGY
Fuel Genie	£45.13	£270.77	FUEL
Nest Pension Scheme		£820.92	NEST PENSION JAN 24
GA Plant Hire	£1.80	£10.80	CONSUMABLES
Imperial Tyres	£20.00	£120.00	CONSUMABLES
GA Plant Hire	£2.60	£15.60	CONSUMABLES
Screwfix	£9.83	£58.97	CONSUMABLES
Howard & Sons	£520.00	£3,120.00	TRAILER
HMRC Cumberland		£9,327.52	HMRC tax Jan 24
Mobilize Financial Services	£40.04	£240.25	KANGOO VEHICLES
Fuel Genie	£15.44	£92.62	FUEL
H2 Creative	£572.00	£3,432.00	WEBSITE DEVELOPMENT
Lister Wilder Ltd	£115.17	£691.03	HEDGE CUTTER TOOLS
Gazebo shop	£166.67	£1,000.00	GAZEBO
Lister Wilder Ltd	£196.35	£1,178.08	BRUSH CUTTER TOOLS
Imperial Tyres	£20.00	£120.00	EQUIP MAINT
Lister Wilder Ltd	£162.45	£974.69	PARTS
Lister Wilder Ltd	£903.69	£5,422.15	HIGH PRESSURE WASHER
Staff Team Salaries		£27,890.04	PAYROLL JAN 24
Councillor Allowances		£1,650.90	CLLRS ALL Q3 Q4
Fuel Genie	£38.51	£231.04	FUEL
O2 Telefonica	£32.15	£192.92	MOBILES
<b>Total</b>	<b>£3,498.71</b>	<b>£67,729.65</b>	

**RECOMMENDED** that 39 Payments for January 2024 totalling £67,729.65 be approved.

**Budget Expenditure:** a report was circulated, a copy of which appears in **Appendix B**, in the Minute Book.

**224. Depot and Premises**

The Parish Manager circulated a communication from Colliers Property Consultants acting on behalf of Staffordshire County Council, a copy of which appears as **Appendix C** in the Minute Book. The information related to options to renew the lease for Westmead Industrial Estate. Councillors considered the options and noted the comments from the Parish Council's solicitors

**RESOLVED** that the Parish Manager be instructed to pause progression on agreeing new Heads of Terms for Unit 25 until such time as it is reviewed again at a future meeting of this Committee.

**225. Leave of Absence Policy**

The Parish Manager circulated a draft policy setting out conditions for annual leave and bank holiday entitlement, a copy of which appears as **Appendix D** in the Minute Book. Councillors noted the information and added an edit in section 1.2 with regard to removing reference to an additional 3 days leave.

**RESOLVED** that the Parish Manager be instructed to include the amended policy for adoption at the next Annual Parish Council meeting.

6.25 pm

**226. Admission of Public and Press**

It was resolved in accordance with Standing Order 3(d) that 'in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw. Purpose: Transfer of services and staffing matters.

**227. Transfer of Services**

The Parish Manager circulated minutes from the Swindon Local Council's Forum regarding potential transfer of services. A copy appears as **Appendix E** in the Minute Book. It was reported that there had been a long debate at the Forum across the Parishes and general acknowledgement that the proposal was lacking sufficient detailed information to progress further at this stage. Councillors noted the information.

**228. End Salary History Report**

The Parish Manager circulated a report setting out a proposal to end the requesting of details of previous salary history within recruitment processes, a copy of which appears as **Appendix F** in the Minute Book.

**RESOLVED** that the approach to recruitment is amended to remove reference to salary history.

**229. Deputy Clerk Recruitment**

The Parish Manager circulated a report setting out an update on recruitment to the Deputy Clerk vacancy. A copy of which appears as **Appendix G** in the Minute Book. Councillors noted the information.

**RESOLVED** that the Parish Council appoints a Staffing Committee to progress recruitment. Membership was agreed as Cllr Ali, Cllr Llewellyn, Cllr Sydney Smith, Cllr Wilson.

**230. Salary Review Request**

The Parish Manager circulated a report setting out a request to review the salary of the Operations Supervisor, a copy of which appears as **Appendix H** in the Minute Book. Councillors considered the information.

**RESOLVED** that the Parish Council commits to salary changes in line with those that are agreed at a national level and that there be no amendments to existing salaries

**231. Pensions.**

The Parish Manager circulated a report setting out consideration of reviewing the employer contribution to the NEST pension scheme. A copy of the report appears as **Appendix I** in the Minute Book.

**RESOLVED** that a 2% increase be applied to the employer contribution in the NEST pension scheme from April 2024.

**232. Performance Measures**

The Parish Manager circulated a report setting out consideration of performance measures to form part of the annual appraisal process. A copy of the report appears as **Appendix J** in the Minute Book. Councillors noted the information and suggested that a focus on multi-skilling/cross training amongst the team be applied. It was also suggested that a Staff Survey be initiated.

**233. National Pay Award 2024**

The Parish Manager circulated a report setting out consideration of reviewing the timing of payments to staff as part of National Pay Award increases yet to be confirmed for 2024-25. A copy of the report appears as **Appendix K** in the Minute Book.

**RESOLVED** that any percentage increase for 2024-25 be applied to salaries as soon as is practicable after the amount is confirmed in the National Pay Award and no earlier.

**Meeting finished: 6.56 pm**

Signed: .....

Chair, Finance & Staffing Committee

Date: .....