

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 29th July 2024 at 6.00 pm**
Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT

Present:

Cllr Junab Ali
Cllr Peter Bates
Cllr Mustafa Dayan
Cllr Leon Grother
Cllr Rose Llewellyn (Chair)
Cllr Graham Philpot
Cllr Trish Philpot
Cllr Caryl Sydney Smith
Cllr Andrew Swinyard
Cllr Keith Williams

Officers: Paula Harrison (Parish Manager/Clerk) Hayley Bell (Deputy Clerk)

Public: Two

Public Questions:

A resident advised that it would make more sense to make an outright purchase on vehicles such as electric tippers. The comments were noted.

Meeting start 6.02 pm

58. Apologies & Applications for Dispensation

Apologies: Cllr Ertas, Cllr Makofu, Cllr Singh, Cllr Wilson.

Applications for dispensation as required by the Code of Conduct adopted by the Parish Council on 20 May 2024: None.

59. Bank Statements

The bank statements for June 2024 were circulated with the accompanying bank reconciliation, copies can be found in the Minute Book as **Appendix A**. The information was noted.

60. Schedule of Payments

A schedule of payments for June was circulated, a copy of which appears as **Appendix B** in the Minute Book. Payments were as follows:

Payee Name	Amount Paid	Transaction Detail
THREE (H3G)	£22.00	BROADBAND
Lex Autolease	£1,971.04	VEHICLE LEASE COSTS
GA Plant Hire	£102.00	FLORAL PLANTING
Truston Security Services	£37.20	DEPOT SECURITY
Farol	£109.25	PARTS
Car and Truck Services Ltd	£124.86	PARTS
Truston Security Services	£37.20	DEPOT SECURITY
Landscape Supply Company	£635.40	BIN LINERS
Lister Wilder Ltd	£816.11	MACHINE SERVICE
CV Components	£149.11	VEHICLE MAINT
GHS (UK) Ltd	£1.86	PHONE LINES
Lister Wilder Ltd	£1,050.01	TRACTOR SERVICE
Tudor Environmental	£365.54	PLANTING
Lyreco UK Ltd	£165.08	STATIONARY
Swindon Borough Council	£48.00	VEHICLE WASH
Lyreco UK Ltd	£213.54	STATIONARY
GA Plant Hire	£102.00	FLORAL PLANTING
Amberol	£1,424.52	FLORAL PLANTING
Screwfix	£13.16	CONSUMABLES
Swindon Borough Council	£98.46	FUEL
GA Plant Hire	£816.00	FLORAL PLANTING
Lister Wilder Ltd	£389.76	MOWER SERVICE
Screwfix	£26.47	CONSUMABLES
Brewers	£64.01	PAINT
Lister Wilder Ltd	£397.31	MOWER SERVICES
Toothill Church	£550.00	GRANT SAFE AND WARM SESSION
Lister Wilder Ltd	£592.50	MACHINES
Brewers	£331.84	PAINT
Screwfix	£18.13	CONSUMABLES
Screwfix	£25.17	CONSUMABLES
Play Inspection Company	£1,404.00	PLAY TRAINING
Abax UK Ltd	£225.00	VEHICLE TRACKERS
Barclays Mixed Payments Acct	£28.50	BANK CHARGE
Barclaycard Credit Card	£1,122.53	BCARD JUNE
GA Plant Hire	£102.00	FLORAL PLANTING
Screwfix	£54.26	CONSUMABLES
Screwfix	£2.00	CONSUMABLES CORRECTION
Age UK Wiltshire	£75.00	ROOM HIRE
GHS (UK) Ltd	£1.80	TELEPHONE LINE
B and Q Trade Point	£37.96	CONSUMABLES
Fuel Genie	£200.04	FUEL
Octopus Energy	£665.48	UTILITIES
Greatfield Nurseries	£39.84	GARDENING CONSUMABLES
Wessex Fleet	£157.20	VEHICLE MAINT

Fuel Genie	£259.66	FUEL
GA Plant Hire	£102.00	FLORAL PLANTING
West Swindon Family Project	£1,371.00	TOOTHILL GRANT
GA Plant Hire	£102.00	FLORAL PLANTING
Michaels Work Wear	£157.56	WORKWEAR
GA Plant Hire	£156.00	GARDENING CONSUMABLES
Swindon Borough Council	£48.00	WASH
Kingsdown Nurseries	£2,942.46	FLORAL PLANTING
Allotment Key Refund	£20.00	ALLOTMENT KEY REFUND
Tudor Environmental	£160.19	CONSUMABLES
Councillor Allowances	£428.79	ALLOWANCES JUNE
Greatfield Nurseries	£348.66	TREE STAKES
Wiltshire Pension Fund	£6,430.81	PENSIONS JUNE
HMRC Cumberland	£9,771.78	HMRC TAX JUNE
Mid Solutions 4 Documents	£172.18	PRINTING
Michaels Work Wear	£89.40	WORKWEAR
Screwfix	£59.94	SEALANT
B and Q Trade Point	£6.48	BRASS PLANTED
Tudor Environmental	£156.00	HERBICIDE
Nest Pension Scheme	£1,055.74	NEST PENSION JUNE
Staff Team Salaries	£32,104.17	PAYROLL JUNE
Fuel Genie	£53.84	FUEL
James Thompson Insurance	£20.00	INSURANCE
Everflow Water	£61.98	WATER
Mobilize Financial Services	£240.25	RENAULT KANGOO
Everflow Water	£-41.32	Overpayment
Total 71 Payments	£71,090.71	

RECOMMENDED that Council approves 70 payments totalling £71,090.71 for June 2024

61. Budget Expenditure

A budget summary of expenditure was circulated, a copy of which appears as **Appendix C** in the Minute Book. The information was noted.

62. Purchasing Report

The Parish Manager introduced a report setting out purchasing options for short term lease arrangements. A copy of the report appears as **Appendix D** in the Minute Book. Councillors considered the information. It was noted that electric tippers were not freely available in the market and work would be ongoing to trial and determine best options for the Parish Council. The cost of short term leasing was noted.

RESOLVED that an off road diesel utility vehicle was purchased up to an overall cost of £25,500.

63. Property Surveys

The Deputy Clerk distributed a report, a copy of which appears as **Appendix E** in the Minute Book. The Deputy Clerk explained the received quotes and Swindon Borough Council's confirmation of £750.00 per survey as a contribution to the costs.

RESOLVED to instruct Easton and Bevis to carry out surveys at Freshbrook Community Centre, Toothill Farm and Roughmoor Community Centre.

64. Income Generation

The Deputy Clerk circulated a report setting out phase one of WSPC income generation opportunities and explained that the current prices for booking the meeting room were based on the offices already being staffed. A copy of the report appears as **Appendix F** in the Minute Book. If Councillors wished the booking availability to extend to open on evenings and weekends this would need to be investigated to assess the impact on operations and costings.

RESOLVED that the Deputy Clerk progresses implementation of the recommendation.

65. Admission of Public and Press

It was resolved in accordance with Standing Order 3 (d) that 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 instructed to withdraw, for the purpose of the discussion of staffing matters.

66. HR Management System

Councillors were issued with a report setting out options to improve the recording and requesting of absences through HR software, a copy of which appears as **Appendix G** in the Minute Book. Councillors asked that the location of the servers and support availability be investigated.

RESOLVED that

- a) People Nest HR Management System is purchased and the set up and subscription fees are approved with further add ons to be considered at a future date once the initial product is established
- b) A training agreement is revised and reported to this Committee for adoption
- c) That the Clerk and Deputy Clerk be funded to complete a CIPD Diploma in People Management agreed in principle (costs to be confirmed)

67. Flexible Working Request

RESOLVED that a flexible working request submitted by the Deputy Clerk be approved.

Meeting closed 6.52 pm.

Signed:

Chair, Finance & Staffing Committee

Date: