

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
on **WEDNESDAY 08 AUGUST 2018 at 6.30 pm** at **WEST SWINDON LIBRARY**

### **Present:**

Cllr Vinay Kumar  
Cllr Nick Martin (Vice Chair)  
Cllr Nigel Gibbons (Chair)

Also in attendance: Cllr Exell, Cllr Makofu, Cllr Sydney Smith, Cllr Williams

### **Officers:**

Paula Harrison (Parish Manager)  
Leanne Curtis (Assistant Clerk)

**Public:** Three.

### **Public Participation:**

None.

Meeting start 6.35 pm.

### **104. Apologies**

Cllr John Lenton  
Cllr Mary Martin  
Cllr Tim Swinyard

### **105. Declarations of Interest and Applications for Dispensation**

None.

### **106. Bank Statement and Payments Schedule**

The Parish Manager circulated a Bank Statement for July 2018 , a copy of which appears as **Appendix A** in the Minute Book. The Parish Manager submitted a Payments Schedule for July 2018, a copy of which appears as **Appendix B** in the Minute Book setting out four payments totalling **£155,258.85** as follows:

<b>Swindon Borough Council</b>	£ 15,122.58	<i>Reimbursement Parish Manager</i>
<b>Office Salary</b>	£ 914.00	<i>Office salary</i>
<b>Swindon Borough Council</b>	£ 5,943.67	<i>Library Grant Q.1.</i>
<b>Swindon Borough Council</b>	£133,278.60	<i>Streetsmart Service Level Agreement Q.1.</i>

**RECOMMENDED** that the Payments Schedule for July of four payments totalling **£155,258.85** be approved.

**107. General Reserves and Carry Over**

The Parish Manager circulated a report regarding funds carried over from 2017/18, a copy of which appears as **Appendix C** in the Minute Book.

**RESOLVED** that the Parish Manager writes to Freshbrook Community Centre Charity, Toothill Junior Youth Club and Swindon Borough Council Property Services, to highlight the availability of grants for building improvements works.

**108. Staff Mileage**

The Parish Manager circulated a Mileage Report, a copy of which appears as **Appendix D** in the Minute Book.

**RESOLVED** that the mileage rate be set at 45 pence per mile and that the Parish Manager approves the mileage claims of the Assistant Clerk and other staff as appropriate and any mileage claims of the Parish Manager are subject to approval by the Chair.

**109. Recruitment**

**RESOLVED** that the Staffing Working Party is set up to begin the recruitment process for the Clerk/Parish Manager role.

**Date of Next Meeting: Monday 10<sup>th</sup> September at 7.00pm**

Meeting closed 6.56 pm.

Signed: .....  
Chair, West Swindon Parish Council

Date: .....