

# WEST SWINDON PARISH COUNCIL

10 June 2017

Dear Councillor

You are invited to attend a meeting of the  
**FINANCE & STAFFING COMMITTEE** to be held on  
**MONDAY 17 JULY 2017 AT WEST SWINDON LIBRARY,**  
**7.00 pm.**



Joyce Holman  
Parish Clerk

## AGENDA

Public Questions, Comments or Representations (**maximum of 10 minutes**)

1. **Apologies**
2. **Declarations of Interest & Applications for Dispensation**  
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 18 May 2017.
3. **Bank Account Update**  
Parish Manager to give a verbal update
4. **Internal Audit Update**  
Parish Manager to update (copy attached)
5. **Parish Councillor Training**  
To approve costs for Councillor training. Parish Manager to update (copy attached).
6. **Accountancy Software Update**  
To approve selection of accountancy software for the West Swindon Parish. Report from the Parish Manager (copy attached)
7. **Parish Office Update**  
To receive an update on the West Swindon Parish Office and approve related expenditure. Report from Parish Manager (copy attached). To consider agreement to the Service Level Agreement between the Library and the West Swindon Parish (copy attached).
8. **Payments Schedule**  
To approve payments schedule for July 2017 (copy attached)

## **Members of Committee**

Cllr Steph Exell  
Cllr Suresh Gattapur  
Cllr Nigel Gibbons (Chair)  
Cllr Vinay Kumar  
Cllr John Lenton  
Cllr Nick Martin (Vice Chair)  
Cllr Mary Martin  
Cllr Peter Stoddart  
Cllr Tim Swinyard

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
on **MONDAY 19 JUNE 2017** at 7.30pm at **WEST SWINDON LIBRARY**

**Present:**

Cllr Steph Exell  
Cllr Vinay Kumar  
Cllr John Lenton  
Cllr Peter Stoddart

**Officers:**

Paula Harrison (Parish Manager)

**Public: 2**

**Public Session:** No Questions or Comments

Meeting opened 7.30 pm.

**45. Apologies**

Cllr Suresh Gattapur, Cllr Nigel Gibbons, Cllr Mary Martin, Cllr Nick Martin, Cllr Tim Swinyard.

**46. Declarations of Interest and Applications for Dispensation**

None.

**47. Bank Account**

The Parish Manager gave a verbal update indicating that the Parish's bank account with Barclays Bank was expected to be confirmed open by week commencing 26.06.17. Signatories were confirmed and approved as Cllr Nigel Gibbons, Chair and Cllr Nick Martin Vice Chair. Two additional signatories would allow cover for absences.

**48. Payment Schedule**

The Parish Manager submitted a payment schedule, a copy of which appears as **Appendix A** in the Minute Book.

**RESOLVED that:**

- a) The payment of £3,829 to WPS Insurance Brokers for the West Swindon Parish Council Insurance be approved.
- b) The Parish Manager to confirm the full annual cost of the insurance to the members of this Committee at the next meeting.

**49. Quarterly Monitoring Report**

The Parish Manager submitted a report outlining a draft template for the Quarterly Monitoring Report for the committee, a copy of which appears as **Appendix B** in the Minute Book. Councillors requested that the draft be amended to show a line by line detail.

**RESOLVED** that the template be amended to show line by line detail.

**50. Office and Administration Update**

The Parish Manager submitted a report, a copy of which appears as **Appendix C** in the Minute Book, outlining progress to establish an office within the West Swindon Library. The report detailed potential costs for the set up of the office and submitted two quotes for accounts and finance software packages. Cllr Exell indicated that Haydon Wick Parish Council were willing to demonstrate their software if Councillors were interested.

**RESOLVED** that

- a) the Parish Manager/Parish Clerk be approved delegation of up to £1,000 for office related expenditure as per the West Swindon Parish Financial Regulations.
- b) Councillors visit Haydon Wick Parish Council to view their accounts software

Meeting closed 7.52 pm.

Signed: .....  
Chair, Finance & Staffing Committee

Date: .....

DRAFT

**WEST SWINDON PARISH COUNCIL**

**FINANCE & STAFFING COMMITTEE**

**Internal Auditor Update**

**1. Introduction**

Tim Light is the West Swindon Parish Council's Internal Auditor following the appointment of LightATouch Solutions by the Parish Council on 18 May 2017.

**2. Report Details**

- 2.1** The Parish Manager has discussed arrangements for internal audit for the parish with Tim Light.
- 2.2** Taking into account the low number of financial transactions that are currently being processed and the fact that the West Swindon Parish is still setting up its systems e.g. no accountancy package in place, the first visit from the Internal Auditor is planned for 14 August 2017.
- 2.3** At the meeting in August, the auditor will review the progress to date and give feedback on the processes in place.
- 2.4** In the meantime, LightATouch are available for advice and information if the Parish have any queries or concerns. LightATouch - Tel: (023) 8026 3791 Email: Tim.Light1@hotmail.co.uk.

**3. Recommendations**

- 3.1** That the Finance and Staffing Committee note the information set out in this report.

## **WEST SWINDON PARISH COUNCIL**

### **FINANCE & STAFFING COMMITTEE**

#### **Parish Councillor Training**

##### **1. Introduction**

The West Swindon Parish Council agreed to join the Wiltshire Association of Local Councils (WALC) at its meeting on 18 May 2017. WALC is available for the dissemination of advice and information about legislation and good practice for Parish Council's in Swindon and Wiltshire.

##### **2. Report Details**

- 2.1** WALC can provide core skills councillor training for the council, covering Roles and Responsibilities, Law and Procedures and the specific differences between the local authority (Swindon Borough Council) and the Parish Council.
- 2.2** Katie Fielding at WALC has quoted the following costs for delivering a two hour session with the West Swindon Parish however, this could be opened up to other parish councils and costs could be divided accordingly:
- 1 – 10 attendees - £250 + mileage (from Devizes office and back – SN10 2EY) @ 45p per mile + VAT
  - 11 – 20 attendees - £350 + mileage (as above) + VAT
- 2.3** Dates that have been provisionally identified are 2<sup>nd</sup> August (before or after Leisure and Amenities at 6.00 pm) or daytime 14<sup>th</sup> August. Depending on the timing of the training, and/or if it is shared with another parish, the West Swindon Library or Old Reference Library are possible venues.
- 2.4** Other additional training is being organised with the Planning Department and the Director of Law and Democratic Services. Dates and times to be confirmed.
- ##### **3 Recommendations**
- 3.1** That the Finance and Staffing Committee consider the content of this report and approve the price of training as quoted by WALC.

## **WEST SWINDON PARISH COUNCIL**

### **FINANCE & STAFFING COMMITTEE**

#### **Office and Administration Update**

#### **1. Introduction**

The Parish Manager has reviewed the software packages most commonly used by parishes.

#### **2. Report Details**

##### ***Parish Accountancy Software***

- 2.1** At the Finance and Staffing Committee on 19 June 2017, it was agreed to review the accountancy software available to the Parish following a visit to Haydon Wick Parish Council (Minute 50).
- 2.2** The visit to Haydon Wick Parish Council took place on Wednesday 28 June 2017. The demonstration concluded that
- RBS Rialto has been set up specifically for Parish Council accounts
  - The Internal Auditor has indicated that the system functions effectively for accounts recording and reporting
  - Other parishes that use the system have given positive feedback in terms of the day to day inputting and data retrieval
  - RBS Rialto would be set up with data, settings and information bespoke to the West Swindon Parish
  - Haydon Wick Council subscribe to BrightPay for online employee payroll.
- Councillors attending the demonstration indicated this appears to be a practical option.
- 2.3** The Parish Manager has reviewed Sage One as an alternative package. This has concluded that
- Functionality in terms of reports and information retrieval are comparable to RBS Rialto
  - Sage One does offer a payroll function and can connect to bank statements for bank reconciliation
- 2.4** A quote from RBS Software indicated that the cost in year one would be in the region of £2165 reducing to £475 - £630 in year two depending on the number of licenses. BrightPay is currently an annual fee of £99.00. RBS invoice attached.
- 2.5** Costs for using Sage accounts annually would be in the region of £1,257.

#### **3. Recommendations**

- 3.1** That the Clerk and Parish Manager be delegated authority to purchase RBS Rialto to be set up for the West Swindon Parish Account.
- 3.2** That the Parish Manager liaise with RBS Rialto to set up the accounts in preparation for a financial summary of expenditure report to be submitted to the Committee in September 2017.



## WEST SWINDON PARISH COUNCIL

### FINANCE & STAFFING COMMITTEE

#### Parish Office Update

#### 1. Introduction

The Parish Manager has been liaising with the West Swindon library to set up a parish office for the West Swindon Parish

#### 2. Report Details

2.1 The Parish Manager has discussed arrangements for the creation of a Parish Office within the West Swindon Library footprint. It is proposed that the Parish create an office in the existing library manager's office and convert a cleaning cupboard for Parish storage and resources.

2.2 Costs have been identified for the following options:

1. *Allow to cut out the existing plasterboard wall adjoining the corridor with the office and install a hatch complete with small doors - £325 + vat*
2. *Allow to replace the existing office door with a barn type door complete with double locks and painted - £395 + vat*
3. *Allow to install a complete door and frame within the corridor in position as agreed on site - £435 + vat*
4. *Allow to install digital locks to 3 x doors and code - £255 + vat*
5. *Allow to install kitchen cabinets, worktop and small sink complete with 2 x socket outlets within the store room - £900 + vat*

*Total cost of works 2. – 5. = £1895 + vat*

2.3 Option 2 is the preferred option for the day to day access to the office, as it would allow air to circulate but still restrict physical access to the office.

2.4 Options 3 & 4 have been requested to enable the library back office to be secure and distinct from the parish office.

2.6 Option 5 has been requested to enable the Parish Councillors, volunteers and staff have their own access to hot/cold water and separate storage independent of library access.

2.7 The Parish Manager and library manager have been liaising in relation to clearing out

existing office and storage materials with a target date of 1 August to be partly resident in the library (subject to further work with wifi, IT and the works commencing).

**2.8** The Library Service have produced a draft Service Level Agreement (see attached).

**3. Recommendations**

**3.1** That the Finance and Staffing Committee agree to the costs set out in 2.2 Options 2-5 in this report.

**3.2** That the Finance and Staffing Committee confirm preference for signage and door colours.

**3.3** That the Finance and Staffing Committee agree the draft Service Level Agreement for the West Parish Office.

## Service Level Agreement between Swindon Library & Information Service and West Swindon Parish Council

This document forms the Service Level Agreement between Swindon Library & Information Service (hereafter referred to as the Library Service) and West Swindon Parish Council (hereafter referred to as the Parish Council) for the provision of a Parish Office and access to amenities at West Swindon Library. This document will provide the foundation for the negotiation of any changes required and will serve as a record of any amendments agreed at review meetings.

### **1 The Parish Office**

- 1.1 The Parish Office will occupy the current Library Supervisors Office as defined in the attached drawing (**appendix X**)
- 1.2 A second space, currently defined as the cleaner's cupboard, will be allocated for kitchen and storage space for the Parish Council. The Library Service retains the right of entry for access to the Communications Cabinet or other necessary maintenance work
- 1.3 Access to the Parish Office and other work areas will be via the door to the connecting corridor.
- 1.4 All connecting doors from the corridor to library workspaces and staff facilities (**will be via keypad entry – to be decided**)
- 1.5 The Parish Council is responsible for the cost of the remedial building work and upkeep as per the attached schedule of works (**appendix X**)
- 1.6 Parish Councillors and Officers shall have access to shared staff toilet facilities
- 1.7 It is the responsibility of the Parish Council to arrange appropriate lease arrangements with Swindon Borough Council. Failure to do so will negate this SLA

### **2. Library Space**

- 2.1 The Parish Council can hold up to **3?** meetings per month in the public library area. Any additional or ad-hoc meetings must be negotiated with the Library Service Delivery Manager
- 2.2. Given the open forum nature of such meetings the Parish Council must be mindful of disturbing the use and enjoyment of library services by library customers

- 2.3 After all meetings the Parish Council will ensure that the library space is returned to its original condition and kept clean and tidy for use by other users
- 2.4 A joint complaint process to be agreed between the Library Service and Parish Council to deal with such issues (can be added at later stage – also we can investigate screening to dampen the sound but PC would need to pay for this)

### **3. Parish Council**

- 3.1 The Parish Council is responsible for the provision of its own IT and Wifi network
- 3.2 The Parish Council is responsible for the provision of furnishing and office equipment
- 3.3 The Parish Council will be responsible for the provision of any relevant directional and identifying parish signage such as door/wall signs and window banners. All signage must be by the agreement beforehand with the Library Service Delivery Manager or Library Head of Service
- 3.4 With the introduction of extended access all Parish Councillors and Officers will need to be library members in order to access the building outside of staff hours. As such, Parish Councillors and Officers will be subject to the same rules, regulations, and terms & conditions as other library members

### **4. Library Service**

4.1

### **5. Communication**

- Both parties commit to ensuring that regular communication is maintained by raising issues or passing on news as soon as possible and by meeting regularly (see also section 10)
- In addition to regular contact day to day to sort out minor issues, appropriate representatives from each organisation will meet every 3 months to discuss general progress, new developments or the progress of other issues raised during the previous quarter.

- The main points of contact for day to day queries and regular review meetings are:

Library Service

Leon Bolton, Service Delivery Manager (email and phone)

Parish Council:

Paula Harrison (Title, email and phone)

## **6. Escalation of any issues**

Both parties will attempt to resolve issues as these occur or identify and agree a course of action to resolve the problem. Where possible this should be as soon as is practical once an issue is first raised and must involve the individuals directly concerned. A record should be kept of any issues raised and the agreed outcome. The issues log will be reviewed as part of the review process.

If an issue cannot be resolved immediately or where the proposed resolution has wider consequences the issue will be escalated. In the first instance escalation should be to the persons specified in section 5.

Exceptionally if issues cannot be resolved at this stage they should be escalated to the appropriate senior level i.e. Library Head of Service & ???

## **7. Cancellation process**

### **Other areas**

Assume issues such as the length of the lease, what's included in the service charge e.g. utilities, cleaning costs, will be covered in the lease. How much do we need to refer to it in the SLA?

So do we need sections such as:

### **Insurance**

West Swindon Parish Council will arrange and keep up to date Public Liability Insurance for the Parish Council space

Insurance for Swindon Library Employees will be covered by Swindon Library Service and insurance for Parish Councillors, Officers and Volunteers by West Swindon Parish Council.

*Until notified otherwise, the nominated officers for this agreement will be:*

**Swindon Library Service:**

**Name/Title:** [REDACTED]

**Email:** [REDACTED]

**Address:** [REDACTED]

**Telephone:** [REDACTED]

**For West Swindon Parish Council:**

Name:

Email:

Address:

Telephone:

DRAFT

**WEST SWINDON PARISH COUNCIL**

**FINANCE & STAFFING COMMITTEE**

**Agenda Item 8**

**17.07.2017**

**SCHEDULE OF PAYMENTS**

<b>JULY 2017 Payments</b>				
<b>Payee</b>	<b>ITEM</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Comments</b>
<b>Wiltshire Association of Local Councils</b> (annual subscription)	£ 700	£140	£840.00	Annual Memberships of WALC and NALC
Wiltshire Association of Local Councils <b>(National Association of Local Councils</b> annual subscription)	£1750	£350	£2100	
<b>TOTAL:</b>		<b>£490</b>	<b>£2940.00</b>	
<b>Streetsmart</b> Swindon Borough Council	Litter pickers £7.00 each		£105.00	150 x Roll of Bin bags
	Bin bags £0.50 per roll		£75.00	15 x litter pickers
<b>TOTAL:</b>			<b>£180.00</b>	
<b>Microsoft Office Works</b> Online	Microsoft Office Professional Plus £77	£15.40	£77.00	Microsoft Office
<b>TOTAL:</b>		<b>£15.40</b>	<b>£77.00</b>	
<b>Dell</b> Online	Inspiron 15 5567	£89.80	£449.00	Office laptop
<b>TOTAL:</b>		<b>£89.80</b>	<b>£449.00</b>	
<b>Rialtas Business Solutions, Unit 5,</b>	Software & set up £1535	£307.00	£1842.00	System set up for West Swindon PC

Uffcott Enterprise Park Uffcott, Swindon, SN4 9NB	Annual support and multi user licence £630	£126.00	£756.00	Annual fee
	Onsite Training x 1 day £399	£79.80	£478.80	Training – date to be confirmed.
<b>TOTAL:</b>		<b>£512.80</b>	<b>£3076.80</b>	
<b>Swindon Library Service, Swindon Borough Council</b>	Parish office doors, kitchen & locks £1985	£397.00	£2382.00	Installation works to the West Swindon Library
<b>TOTAL:</b>		<b>£397.00</b>	<b>£2382.00</b>	
<b>TOTAL EXPENDITURE FOR JULY 2017</b>		£1505.10	£9104.80	