

WEST SWINDON PARISH COUNCIL

13 June 2017

Dear Councillor

You are invited to attend a meeting of the
FINANCE & STAFFING COMMITTEE to be held on
MONDAY 19 JUNE 2017 AT WEST SWINDON LIBRARY,
7.30 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 update
4. **Payments Schedule**
Parish Manager to update (copy attached)
5. **Quarterly Monitoring Report**
Parish Manager to update (draft attached).
6. **Office and Administration Update**
Report from the Parish Manager (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

FINANCE & STAFFING COMMITTEE

19.06.2017

Agenda Item 4

SCHEDULE OF PAYMENTS

JUNE 2017 Payments				
Payee	AMOUNT	VAT	TOTAL	Comments
WPS Insurance Brokers and Risk Services Invoice ref: 26457648	£3,829.00		£3,829.00	Quarterly payment Council insurance.
TOTAL:			£3,829.00	

WEST SWINDON SHADOW PARISH COUNCIL							
BUDGET REPORT - 2017-18							
		Budget					
INCOME		2017/18					
Precept		798,000					
C/Tax Support Grant		28,202					
Administration		500					
Leisure & Amenities		1,000					
Start up Reserve		32,446					
Section 106 Funding		0					
Transitional Funding - Services		162,230					
TOTAL		1,022,377					
EXPENDITURE		Budget	Qtr 1 Actual	Qtr 2 Actual	Qtr 3 Actual	Qtr 4 Actual	Total Spend To Date
Salaries & Expenses		84,000	0				
Administration		57,500	3,829				
Section 137 Grants		29,000	0				
Village Events & Other Grants		13,000	0				
Leisure & Amenities		118,500	0				
Maintenance		18,854	0				
Services from SBC		324,459	0				
Additional Services		60,187	0				
Local Environment		94,000	0				
Start up Funds		222,877	0				
TOTAL		1,022,377	0	3,829			
NET		0	1,018,548				

WEST SWINDON PARISH COUNCIL**FINANCE & STAFFING COMMITTEE****Office and Administration Update****1. Introduction**

The Parish Manager has been liaising with the Swindon Borough Council library service with regard to creating a Parish Office within the West Swindon library. The Parish Manager has also been tasked to set up the office for the West Swindon Parish.

2. Report Details***Parish Office***

- 2.1** The Parish Manager has gained agreement with the library service to establish the West Swindon Parish Office within one of the rooms already allocated for office space at the rear of the library. This will seat 2-3 desks for parish staff. Additionally, there is agreement to locate number pads on other rooms within the library to keep the rear space secure and to refit a cleaners cupboard with a kitchenette and lockable storage for use by volunteers/parish staff. It is hoped that this is set for completion by the end of July.
- 2.2** A rental agreement will be created and reported to the Council for approval. The agreement will include use of the office and kitchenette and use of the open library space for parish meetings. Once the library is operating extended hours, this will mean that parish meetings may take place at times when members of the public can access the library. As the majority of parish meetings are open to the public, this is not anticipated to be a problem.
- 2.3** Further arrangements for the office
- Reviewing whether or not the office door can be replaced with a stable door or hatch facility
 - Establishing whether the Parish can access the Swindon Borough Council network to reduce costs of installing a separate hub. This will determine what printing facilities are required or available.
 - Purchase of laptops for office staff. It is proposed that one is purchased in the first instance to allow for set up and installation of parish files/software.
 - Consideration of a landline
- Accountancy Software***
- 2.4** Parishes use a range of different software packages for parish accounts. There are options for the West Swindon Parish Council. A quote from RBS Software is attached. This is software developed specifically for parish council business and is used by a number of local parish councils including Stratton Parish Council and Haydon Wick Parish Council. 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.

- 2.5** If the Parish Council would prefer to use a standard accountancy package, the costs for using Sage 50 accounts and payroll are £60 per month for the accounts and £56.00 per month for payroll, but if purchased at the same time the combined price would be £104.80 per month. Annual cost would be in the region of £1,257.

3. Recommendations

- 3.1** That the Clerk and Parish Manager be delegated authority to purchase a new computer and office stationery to set up the West Swindon Parish Office, subject to a limit being set by this committee.
- 3.2** That the Clerk and Parish Manager be delegated authority to purchase accountancy software.

QUOTATION

Prepared for the West Swindon Parish Council

Dated 31st May 2017

1. Purchase of Rialtas Omega Financial Software

Purchase Installation of the following modules of Rialtas Omega Financial Software for Local Councils

Cash Book/Management Accounts/Annual Budgets	£595
Sales Ledger with invoicing	£295
Purchase Ledger with cheque writing/BACS filing	£295
Initial set up of software at your premises including chart of accounts	£350*
Purchase of Software	£1535
1 st Year Annual Support and Maintenance Multi User Licence	£630
Total Costs 1st Year for Purchase of Software	£2165

* plus 45p per mile mileage

Ongoing costs

Annual Support and Maintenance Single User Licence	£475 per annum
Or	
Annual Support and Maintenance Multi 5 Users Licence	£630 per annum

2. Training

We recommend a minimum of three days training for the above module:

Onsite Training per day	£399 plus 45p per mile mileage
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3. Additional Modules

It is our policy to include the cost of all recommended set-up and training so that the customer



is able to budget correctly for the installation and can be assured there are no hidden costs. Therefore if you require any of the following additional modules please let me know so that I can send you a revised quotation:

Purchase Order Processing (must have Purchase Ledger as well)
Phased Budgets

Alternatively these modules can be added in the future.

We also provide software for:

Allotment Management
Asset Inventory
Cemetery and Memorial Management
Facility Booking
Planning Applications

All of the above prices are subject to VAT at the standard rate.
Valid for 90 days.