

WEST SWINDON PARISH COUNCIL

Minutes

FINANCE & STAFFING COMMITTEE

held on **WEDNESDAY 05 OCTOBER 2022** at **6.00 pm**
Unit 25 Westmead Industrial Estate, SN5 7YT

Present:

Cllr Mike Burtenshaw (v)
Cllr Nigel Gibbons
Cllr Geoff Gould
Cllr Mary Martin (v)
Cllr Tim Swinyard (v)

Others: Paula Harrison (Parish Manager)

Public: One virtual.

Public Questions:

Resident reported that litter picking group had worked well and there had been positive feedback regarding the bench installed in Westlea.

112. Declarations Of Interest/Applications For Dispensation

The Chair received no Declarations of Interest as required by the Code of Conduct adopted by the Parish Council on 23 May 2022.

113. Bank Statements

Councillors received the current account Bank Statement for September 2022 and month end bank reconciliation and noted the information. A copy appears as **Appendix A** in the Minute Book.

114. Payments Schedule

Councillors received a payments schedule for September 2022, a copy of which appears as **Appendix B** in the Minute Book. Payments were noted as follows:

Payee Name	£ Total	Transaction Detail
O2 Telefonica	£247.74	MOBILES
Lex Autolease	£2,522.92	VEHICLE LEASE AUG
Barclaycard Credit Card	£902.67	BCARD 0922
Barclays Mixed Payments Acct	£28.50	BANK COMISSION
Fuel Genie	£222.61	FUEL 23-31 AUG
AbbyP PR	£225.00	PR SERVICES
GHS (UK) Ltd	£52.82	BROADBAND 0922
TIGER PLANT	£40.80	FUEL

Brewers	£17.87	CONSUMABLES
FOUR ONE FOUR	£58,707.14	PUMP TRACK
Councillor Allowances	£875.00	CLLR ALLOWANCE Q2
Swindon Borough Council	£137.04	FUEL
Swindon Borough Council	£48.00	VEHICLE WASHDOWN
Lister Wilder Ltd	£100.87	CONSUMABLES
Screwfix	£47.39	CONSUMABLES
Brewers	£240.30	CONSUMABLES
Octopus Energy	£25.82	GAS
Octopus Energy	£142.60	ELECTRICITY
Wessex Fleet	£157.20	VEHICLE MAINTENANCE
Wiltshire Neighbourhood Assoc	£20.00	NHW SIGNS
Screwfix	£37.01	CONSUMABLES
Wiltshire Pension Fund	£5,085.24	PENSION CONTRIB 0922
HMRC Cumberland	£8,302.23	HMRC CONTRIB 0922
Fuel Genie	£324.44	FUEL 01-09.09
Zerographic	£167.71	PRINTING
Staff Team Salaries	£25,045.16	STAFF SALARIES 0922
Fuel Genie	£366.18	FUEL 9-16.09
O2 Telefonica	£247.74	Mobiles
AbbyP PR	£200.00	PR SERVICES
ABC Signs and Designs	£260.00	PRINTING
Wicksteed	£48.12	CONSUMABLES
Rialtas Business Solutions	£624.00	OMEGA SOFTWARE
Screwfix	£10.35	CONSUMABLES
Mid Solutions4Printing	£1,474.80	PRINTER PURCHASE
James Hallam WPS Ins	£660.14	MACHINE INSURANCE
Viking Direct.co.uk	£133.79	STATIONERY
Imperial Tyres	£116.40	MOWER MACHINERY
GA Plant Hire	£63.00	CONSUMABLES
John Toomer & Son Ltd	£79.43	VOLUNTEER CLEAN & GREEN
39 Payments	£108,008.03	

RECOMMENDED that 39 payments for September 22 totalling £108,008.03 be approved.

115. Recommendation from Library Working Group

Councillors reviewed a proposal from the Library Working Group, as set out in a report, a copy of which appears as **Appendix C** in the Minute Book.

RECOMMENDED that the Library Grant for 23-24 is reduced by 50% to £14,000 for staffed hours, and, to retain the remainder of the grant within the budget to allow for future grant requests to come forward from the library service.

6.18pm Cllr Swinyard joined the meeting.

116. Future Premises Update

Councillors discussed options to begin consideration of next steps in terms of a depot for the Parish Council. Councillors agreed that a dialogue with Swindon Borough Council regarding Hillmead units and Whitehill Farmhouse needed to be initiated to discuss potential sites for future use.

RESOLVED that the Parish Council seeks the Swindon BC lead member's support to initiate a dialogue on these two sites.

117. WI0272 2021/22 AGAR Section 3 External Auditor Report

The Committee received Section 3 of the External Auditor's report, a copy of which appears as **Appendix D** in the Minute Book. The Parish Manager highlighted that a transposing error for the previous 2020/21 AGAR was noted by the External Auditor on the current AGAR.

118. Quarterly Budget Update

The Committee received a quarterly budget update, a copy of which appears as **Appendix E** in the Minute Book. The Parish Manager indicated that expenditure was generally in line with that predicted at six months within the overall budget.

6.50 pm.

119. Admission of the Public and Press

To resolve in accordance with Standing Order 3 (d) that 'it is advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

The Parish Manager advised the Committee that it would be helpful for consistency and security to have a formal arrangement for out of hours callouts.

RESOLVED that the Parish Manager contacts Truston Security to secure a quote as a key holder and call out contact.

Meeting closed 7.03 pm

Date of next meeting: Wednesday 9 November 2022

Chair of Finance & Staffing:

Date:.....