

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: