

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
on **MONDAY 14 SEPTEMBER 2017** at 7.00pm at **WEST SWINDON LIBRARY**

Present:

Cllr Nigel Gibbons (Chair)
Cllr Vinay Kumar
Cllr Mary Martin
Cllr Peter Stoddart

Officers:

Paula Harrison (Parish Manager)

Public: One

Public Session:

A resident asked the Committee to pass on a request for service.

Meeting start: 7.07 pm.

139. Apologies

Cllr Steph Exell
Cllr Suresh Gattapur
Cllr John Lenton
Cllr Nick Martin
Cllr Tim Swinyard

140. Declarations of Interest and Applications for Dispensation

None.

141. Parish Council Office

The Parish Manager gave a verbal update. The corporate credit card has been updated. A laptop has been purchased. Training for the accountancy software is booked for 26 September 17. BT are booked for a quote for wifi and phone line. Quotes for an additional security alarm/button are pending.

RESOLVED that the Chair signs the Lease and Licence to Occupy once the office is ready for occupation.

142. Bank Statement and Payments Schedule

The Parish Manager submitted a copy of the bank statement which appears as **Appendix A** in the Minute Book. The Parish Manager circulated a Payments Schedule for September which appears as **Appendix B** in the Minute Book. This set out a quarterly payment of £115,380.00 to Streetsmart is agreed in line with the Service Level Agreement for 2017/18.

Budget: 410 Contracts £115,380.00 4110 Training and Conferences £319.44

Power: Open Spaces Act 1906, ss.9 and 10

RESOLVED that the Schedule of Payments for September is agreed.

143. Data Protection – NALC briefing

The Parish Manager circulated the National Association of Local Councils briefing on Data Protection, a copy of which appears as **Appendix C** in the Minute Book.

RESOLVED that the West Swindon Parish Council considers the appointment of an Independent Data Protection Officer by 1 April 2018 and considers a Data Protection Policy at a future meeting.

144. Council Tax Support Grant

Councillors considered a report on proposed changes to the calculation of the Council Tax Support Grant, a copy of which appears as **Appendix D** in the Minute Book. The deadline for a response from West Swindon Parish Council is 30 September 17. Three options were proposed:

Option 1 to calculate the 2018/19 Council Tax Support Grant based on existing calculations.

Option 2 to calculate the 2018/19 Council Tax Support Grant based on the reduction in the tax base

Option 3 to calculate the 2018/19 Council Tax Support Grant based on tax base.

RECOMMENDED that the West Swindon Parish Council returns a report to the consultation that states it is in agreement to either Option 2 or 3 but registers no support for Option 1.

Meeting closed 7.28 pm.

Signed:
Chair, West Swindon Parish Council

Date: