

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
on **WEDNESDAY 13 DECEMBER 2017** at 7.00pm at **WEST SWINDON LIBRARY**

Present:

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

Officers:

Joyce Holman (Clerk)
Paula Harrison (Parish Manager)

Public: One.

236. **Apologies**
Cllr Steph Exell, Cllr Suresh Gattapur, Cllr John Lenton
237. **Declarations of Interest and Applications for Dispensation**
None.
238. **Parish Council Office**
The Parish Manager gave a verbal update. A printer has now been installed in the parish office. Signs have been ordered and noticeboards are on track for installation this calendar year.
Internal Auditors Lightatouch visited on 28 November 17. A full written report will be provided. Early feedback indicates that there is still a shortage of processes being completed for a comprehensive audit so the Auditors will return mid February 18.
It is likely that there will be recommendations about the current online banking systems, Councillor involvement in the monthly bank reconciliation and ensuring minutes detail the Payment Schedule.
239. **Bank Statement and Payments Schedule**
The Parish Manager circulated the Bank Statement up to 12 November and submitted a Payments Schedule for December 17, a copy of which appears as **Appendix B** in the Minute Book.

RESOLVED that the Schedule of Payments for December 2017 is agreed as follows:

Barclaycard	£106.80	Office Projector screen
	£ 55.00	Christmas Decorations

	£ 18.50	Hospitality (14.12.17)
Bevirs Solicitors	£552.00	Legal Advice, Play Areas
Lightatouch	£525.00	Six month payment for Internal Audit
Enterprise Works	£152.66	Window noticeboard
	£ 44.92	Signage
	£126.32	Allotment road signs

240. Admission of Public and Press

To resolve in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’.

Reason: Budget discussion.

241. Budget 2018/2019

Councillors reviewed expenditure to date and a forecast of future expenditure including Streetsmart estimated costs for 2018/19, a copy of which is attached as **Appendix C** in the Minute Book.

RECOMMENDED that this Budget Proposal for 2018/19 be considered by the next Full Council.

Meeting closed 8.12 pm.

Signed:
Chair, West Swindon Parish Council

Date: