

WEST SWINDON PARISH COUNCIL

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

Present:

Cllr Nigel Gibbons (Chair)
Cllr Nick Martin (Vice Chair)
Cllr Steph Exell
Cllr Suresh Gattapur
Cllr Vinay Kumar
Cllr John Lenton
Cllr Mary Martin
Cllr Peter Stoddart
Cllr Tim Swinyard

Officers:

Paula Harrison (Parish Manager)

Public: Three

Public Session:

A resident asked if the Parish would consider allocating a budget to secure space in the Link Magazine for a regular editorial. The Chair stated that the Parish would continue to be keen to work with the Link Magazine but had not set aside a specific budget for that.

A resident asked if the payment schedule could be more specific about numbering the Councillor allowances. The Chair stated that the payment represented allowances to six Parish Councillors.

112. Apologies

None.

113. Declarations of Interest and Applications for Dispensation

None.

114. Parish Council Company Credit Card

The Parish Manager stated that the application to Barclays Bank for a Company Credit Card had been approved. The Parish Manager asked Councillors to review proposed changes to the West Swindon Parish Financial Regulations as set out in a report which appears as **Appendix A** in the Minute Book.

RECOMMENDED that proposed for the West Swindon Parish Council Financial Regulations adopted on 18 May 2017 be amended with an addition to the Financial Regulations, under *Section 6. Instructions for the Making of Payments*

6.o. Any corporate credit card opened by the Council will be specifically restricted to use by the Parish Manager and/or Clerk/RFO and will also be restricted to a single transaction maximum value of £1000.

6.p. Transactions and purchases made using the corporate credit card will be reported to the council and shall be subject to automatic payment in full at each month-end.

115. Parish Office

The Parish Manager submitted a draft Licence to Occupy the West Swindon Library Office which appears as **Appendix B** in the Minute Book.

RESOLVED that the draft Licence to Occupy be agreed subject to amendments that state

- a. The Licence Period will start from the date that the office works have been completed and signed off by the Parish Manager and Parish Chair
- b. This Licence will terminate should either party give the other party no less than 3 months notice of its intention to vacate the Premises
- c. This Licence will terminate in the event of fire, flood or other impacts that render the Premises incapable of occupation.
- d. The Parish agrees to keep the internal non-structural parts of the Premises in a state of good decorative repair and condition

RECOMMENDED that Council approve a Licence to Occupy the West Swindon Library Premises at a cost of £9,000 per annum.

The Parish Manager submitted a draft Service Level Agreement proposed for duration of the Licence to Occupy a copy of which appears as **Appendix C** in the Minute Book.

RESOLVED that the draft Service Level Agreement be agreed subject to an amendment that states up to six public meetings per month can take place within the public library space.

116. Payments Schedule

The Parish Manager submitted a Payment Schedule for August 2017, a copy of which appears as **Appendix D** in the Minute Book.

RESOLVED that the Councillors Allowances be approved from the Payroll - *Councillors Expenses* budget as set in the Payment Schedule for August 2017.

Meeting closed 7.16 pm.

Signed:
Chair, West Swindon Parish Council

Date: