

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
on **MONDAY 17 July 2017** at **7.00pm** at **WEST SWINDON LIBRARY**

Present:

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

Officers:

Paula Harrison (Parish Manager)

Public: None

Public Session: No Questions or Comments

Meeting opened 7.03 pm.

78. Apologies

Cllr Suresh Gattapur
Cllr Peter Stoddart

79. Declarations of Interest and Applications for Dispensation

None.

80. Bank Account

The Parish Manager gave a verbal update indicating that the Parish's bank account with Barclays Bank was now set up. Signatories Cllr Nigel Gibbons, Chair and Cllr Nick Martin Vice Chair have access via an online pinsentry device. The Parish Manager highlighted that the precept and transitions funds for the Parish had been requested to transfer. A cheque book and paying book have been provided. The Parish Manager indicated that the online banking account allowed the Parish to make payments online, but it did not enable an online purchase. Advice from Barclays Bank is for the Parish to take out a company credit card for online purchases as the protection against fraud is greater than through a debit card arrangement

RESOLVED that the Parish Manager and the Chair liaise with Barclays Bank and review the West Swindon Parish Financial Regulations with a recommendation to a future meeting.

81. Internal Audit

The Parish Manager submitted a report outlining the timing of a visit from the internal Auditor, Tim Light, in mid August to enable transactions to have been registered for audit. A copy of the report appears as **Appendix A** in the Minute Book.

82. Parish Councillor Training

The Parish Manager submitted a report a copy of which appears as **Appendix B** in the Minute Book. The report set out options for a training session from the Wiltshire Association of Local Councils to outline the role and functions of a parish council. Councillors agreed that a training session planned for up to 10 councillors would be suitable.

RESOLVED that the Parish Manager confirm a date and time for a parish training Session from the Wiltshire Association of Local Councils at the cost of £250.00. plus VAT and mileage from Devizes, funded from the Administration – Training & Conferences budget.

83. Accountancy Software Update

The Parish Manager submitted a report, a copy of which appears as **Appendix C** in the Minute Book, outlining options for accountancy software. The Parish Manager reported that she had attended a demonstration of Sage One and then with a number of West Swindon Parish Councillors had attended a demonstration of Rialto. The Council could also continue to use Microsoft Exell as a third option. RBS is an option recommended by Haydon Wick Parish Council and used by other local Parish Councils. The benefit of RBS is the option of working with a local supplier to set up the accounts specific to the West Swindon Parish Council

RECOMMENDED that the purchase of the RBS Software to Full Council at £3076.80 funded from the *Administration – Computer Costs* budget is approved.

RESOLVED that the Parish Manager to liaise with RBS Software to purchase the set up, installation, licence and training as per the Payments Schedule for July 2017.

84. Parish Office Update

The Parish Manager introduced a report, a copy of which appears as **Appendix D** in the Minute Book, outlining costs for the adjustment works within the West Swindon library to accommodate a Parish Office. Councillors agreed that low cost signage would be sufficient. Councillors agreed that personal safety and security was important and would need to be considered within the works schedule.

Councillors reviewed the draft Service Level Agreement proposed by the Library Service.

RECOMMENDED that the funding of the adjustment works to the Parish Office to Full Council at an estimated £2382.00 and delegation to the Chair and Parish Manager to agree small additions to those works up to £1,000, funded from *Administration – General Administration* budget.

RESOLVED that

- a) The Parish Manager and Chair to have delegated powers to purchase miscellaneous office items (including an office safe) up to £1,000 in line with the West Swindon Parish Financial Regulations, funded from the *Administration – Office Administration* budget.
- b) The Library Service be requested to replace the Service Level Agreement (SLA) with a separate Licence or Lease for the formal rental of the office/kitchen with an SLA for the use of the shared facilities.
- c) That subject to b) the SLA wording be amended to allow use of the library for meetings and discussions as required by the Parish during extended opening hours and not limited in number.
- d) That the purchase of a laptop and software at £526 as per the Payments Schedule for July 2017, subject to checks that the capacity proposed is a suitable operating system for the RBS software agreed in Minute 83 be approved from the *Administration – Computer Hardware* budget.
- e) That the purchase of Anti Virus Software is approved from the *Administration – Computer Software* budget and installed prior to any other installation or use.

85. Payments Schedule

A copy of which appears as **Appendix E** in the Minute Book.

RECOMMENDED that payment of the subscription to WALC and NALC to Full Council at £2940 as per the Payment Schedule for July 2017 is approved, funded from the *General Administration – Subscriptions* budget.

RESOLVED that the remainder of payments proposed on the Payment Schedule for July 2017 are agreed.

Meeting closed 7.58 pm.

Signed:
Chair, West Swindon Parish Council

Date: