

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
on **MONDAY 16 APRIL 2018** at 7.00pm at **WEST SWINDON LIBRARY**

Present:

Cllr Steph Exell
Cllr Nigel Gibbons (Chair)
Cllr Vinay Kumar
Cllr John Lenton
Cllr Nick Martin

Officers:

Paula Harrison (Parish Manager)

Public: None.

Meeting start 7.06 pm.

363. Apologies

Cllr Suresh Gattapur
Cllr Mary Martin
Cllr Tim Swinyard

364. Declarations of Interest and Applications for Dispensation

None.

365. Staffing Assistant Clerk Update (Minute 329)

The Parish Manager gave a verbal update indicating that the interviews for an Assistant Clerk were conducted on 29 March 18 by Cllrs Stoddart and Sydney Smith. The post was offered and had been accepted. The successful candidate is able to start on 1 May 18.

The Parish Manager asked the Committee to confirm final details of employment. The Parish Manager circulated the National Association of Local Councils contract template, including Contract details relating to the Assistant Clerk, a copy of which appears in the Minute Book as **Appendix A**.

RESOLVED that

- a) The NALC Contract template be used for the Assistant Clerk with the terms and conditions set out therein.
- b) The Assistant Clerk be confirmed as Leanne Curtis, to start 1 May 18.
- c) Employees to be offered the Wiltshire Local Government Pension Scheme

366. Bank Statement and Payments Schedule

The Parish Manager circulated a Bank Statement, a copy of which appears as **Appendix B** in the Minute Book. The Parish Manager submitted a Payments Schedule for April 18, a copy of which appears as **Appendix C** in the Minute Book.

RECOMMENDED that the Schedule of Payments for April 2018 of six Payments totalling £128,049.81 is agreed as follows:

Xerographic £170.31

Xerox £154.80

Swindon Borough Council, Library Grant Qtr 4 £5770.98

Power: General Power of Competence Budget: 4650 Grant to Library

Swindon Borough Council Streetsmart Qtr 4 £115,380.00

Power: Open Spaces Act 1906 ss.9 & 10 Budget: 4725/4760 Grounds Maintenance

Wiltshire Association of Local Councils: £1571.35 & £865.20

WPS Insurance: £143.43 & £3993.74

367. Accounts Update

The Parish Manager circulated budget summary of the Cashbook a copy of which appears as **Appendix D** in the Minute Book. Councillors considered the level of General Reserves at the end of 2017/18. Councillors reconsidered Minute 291 *that West Swindon Parish Council transfers its Reserves funding at year end to savings accounts in order to benefit from the Financial Services Compensation Scheme. Nationwide 95 day Saver Account preferred.*

The Parish Manager confirmed that the Nationwide Account had been set up and now needed confirmation of the amount to deposit.

RESOLVED that

- a) A total of £150,000 be moved from the Barclays Current Account to the Nationwide Account for General Reserves.
- b) The Parish Manager reports to the next meeting of the Committee with options for additional savings accounts.

Councillor Steph Exell joined the meeting. 7.20 pm

368. General Data Protection Regulation (GDPR) Update (Minute 334)

Councillors received a report on progress towards compliance to the GDPR, a copy of which appears as **Appendix E** in the Minute Book..

RESOLVED that

- a) Cllr Exell attend the SAC meeting on Monday 30 April regarding GDPR on behalf of West Swindon Parish Council.
- b) That Cllr Nick Martin and the Parish Manager attend the WALC briefing session on GDPR on Wednesday 18 April.

Date of Next Meeting: Thursday 10 May 7.00 pm

Meeting closed 7.35 pm.

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Signed:
Chair, West Swindon Parish Council

Date: