

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
on **MONDAY 02 July 2018** at 7.00pm at **WEST SWINDON LIBRARY**

### **Present:**

Cllr Vinay Kumar  
Cllr John Lenton  
Cllr Nick Martin  
Cllr Mary Martin  
Cllr Tim Swinyard

### **Officers:**

Paula Harrison (Parish Manager)

**Public:** Two.

### **Public Participation:**

Resident asked for clarification on the breakdown of Parish Council reserves.

Resident was advised that this would be provided in writing.

Resident queried the potential cost of providing mobile phones. Chair advised that this would be discussed and resolved later in the meeting.

Meeting start 7.05 pm.

Cllr Nick Martin chaired the meeting

### **70. Apologies**

Cllr Nigel Gibbons

### **71. Declarations of Interest and Applications for Dispensation**

None.

### **72. Bank Statement and Payments Schedule**

The Parish Manager circulated a Bank Statement, a copy of which appears as **Appendix A** in the Minute Book. The Parish Manager submitted a Payments Schedule for June/July 18, a copy of which appears as **Appendix B** in the Minute Book setting out payments as follows:

<b>Cllr Allowances Q1</b>	£638.75
<b>Vistaprint</b>	£20.38
<b>B&amp;Q</b>	£15.96
<b>Amazon</b>	£13.49
<b>Viking Direct</b>	£104.39
<b>Viking Direct (Barclaycard)</b>	£19.79
<b>Zerographic</b>	£52.72
<b>Amazon</b>	£24.99
<b>Michaels Workwear (Barclaycard)</b>	£151.20

<b>Salaries (Retrospective)</b>	£932.00
<b>Swindon Borough Council (Retrospective)</b>	£8,800.00
<b>Swindon Borough Council</b>	£12,000.00
<b>Toothill Youth Club Grant (Retrospective)</b>	£300.00

**RECOMMENDED** that the Payment Schedule for June of eight payments totalling **£23,073.67** be approved.

**73. Mobile Phones**

The Parish Manager circulated a report with different options for mobile phones, a copy of which appears as **Appendix C** in the Minute Book.

**RESOLVED** that there was nothing further to be progressed on Parish Council mobile phones.

**74. General Reserves Savings Accounts**

The Parish Manager gave a verbal update on savings accounts, previously tasked with looking at accounts at Santander and Lloyds, these were unsuitable due to the single signatory for movement of funds at Santander and the level of Councillor personal financial details required by Lloyds. The Parish Manager reported similar accounts were being progressed at Clydesdale & Yorkshire Bank and Natwest.

**RESOLVED** that the Parish Manager continues to set up accounts for Parish Council reserves.

**75. Clerk Services – South Swindon Parish Council**

Councillors discussed the current arrangement.

**RESOLVED** that South Swindon Parish Council be requested to amend the existing arrangement to provide up to 50% of the current level of support, and that recruitment will begin in late August/September.

**76. Health and Safety**

The Parish Manager circulated a draft Lone Working Policy, and gave an update on Health & Safety matters relating to Volunteers.

**RECOMMENDED** that the Lone Working Policy is adopted by West Swindon Parish Council.

**Date of Next Meeting: Wednesday 8<sup>th</sup> August at 6.30pm**

Meeting closed 7.27 pm.

Signed: .....  
Chair, West Swindon Parish Council

Date: .....