

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
on **MONDAY 10 OCTOBER 2018** at 7.00 pm at **WEST SWINDON LIBRARY**

### **Present:**

Cllr Nigel Gibbons (Chair)  
Cllr Prakash Khaitan  
Cllr Nick Martin (Vice Chair)  
Cllr Mary Martin  
Cllr Tim Swinyard

### **Officers:**

Paula Harrison (Parish Manager)

**Public:** Three.

### **Public Participation:**

None.

Meeting start 7.00 pm.

### **162. Apologies**

Cllr Vinay Kumar  
Cllr John Lenton

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

None.

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

The Parish Manager circulated a Bank Statement for September 2018, a copy of which appears as **Appendix A** in the Minute Book and a Payments Schedule for September 2018, a copy of which appears as **Appendix B** in the Minute Book setting out eleven payments totalling **£17,348.19** as follows:

<b>Office Salary</b>	£ 914.00 £ 85.28	Office salary
<b>VIKING</b> <i>(Retrospective)</i>	£ 126.21	Stationery
<b>Swindon Borough Council</b> <i>(Retrospective)</i>	£ 461.40	Litter picks & hoops
<b>Swindon Borough Council</b>	£ 15,122.58	Reimbursement Parish Manager 01.07.18 – 30.09.18 Quarterly payment 2
<b>Cllr Allowances</b>	£91.25 x 5 £182.50	

**RECOMMENDED** that the Payments Schedule for September 18 of eleven payments totalling **£17,348.19** be approved.

**165. Budget Update**

The Parish Manager circulated an email from Swindon Borough Council CIL Manager, Ms Sarah Screen detailing CIL payments, a copy of which appears as **Appendix C** in the Minute Book. The funding had not been received by the Parish Council as at this meeting date.

**RESOLVED** that future reporting on the CIL payment for 2018/19 should refer to the refurbishment of the Claypits Youth Play Area on Cartwright Drive.

Councillors received a budget report setting out actual and committed expenditure to date, a copy of which appears as **Appendix D** in the Minute Book. Councillors agreed that a budget meeting would be useful including forecasting information.

**166. Recruitment Update**

The Chair updated the Committee on the current vacancy for a Parish Manager.

**Date of next meeting: Monday 12 November 7.00 pm**

Meeting closed: 7.35 pm

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

Date: .....