

## **WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
on **WEDNESDAY 05 DECEMBER 2018** at **6.00 pm** at **WEST SWINDON LIBRARY**

### **Present:**

Cllr Nigel Gibbons (Chair)  
Cllr Vinay Kumar  
Cllr Nick Martin (Vice Chair)

### **Officers:**

Paula Harrison (Parish Manager)

**Public:** Three.

### **Public Participation:**

Resident requested update on progress with the Grounds Maintenance Contract. The Chair advised meetings were underway but no decision as yet.

Resident asked if the library hours were under threat with the cuts. The Chair advised that the Parish was not aware of any changes and that the Parish grant would secure that the library was open for the community at least 16 hours per week.

Resident advised that regular litter picking by Westlea Church took place the 1<sup>st</sup> Saturday of every month.

Resident asked for clarity on bin costs. The Chair advised bins were priced at £400 each, including installation, this included a discount given to Swindon Borough Council by the supplier.

Resident complained that the side arm used by the grounds maintenance team caused a lot debris to be left in the rear garden. The Chair advised this would be looked into.

Meeting start 6.10 pm.

### **212. Apologies**

Cllr Prakash Khaitan  
Cllr John Lenton  
Cllr Mary Martin  
Cllr Tim Swinyard

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

None.

**214. Bank Statement and Payments Schedule**

The Parish Manager circulated a Bank Statement for November 2018, a copy of which appears as **Appendix A** in the Minute Book and bank reconciliation statements for November 2018, copies of which appear as **Appendix B** in the Minute Book. Councillors reviewed a Payments Schedule for November 2018, a copy of which appears as **Appendix C** in the Minute Book setting out fifteen payments totalling **£44,467.90** as follows:

Office Salary	£ 999.43	Office salary
VIKING	£ 49.54	Stationery, First Aid
Swindon Borough Council	£ 453.60	Freshbrook Village Centre
Swindon Borough Council	£ 1249.20	Shaw Ridge benches
Swindon Borough Council	£ 9000.00	Parish Office annual rental
PKF Littlejohn	£ 2400.00	External Auditor fees
Swindon Borough Council	£14400.00	Bins and installation
Xerox	£ 154.80	Copier hire
Swindon Borough Council	£ 15,122.58	Parish Manager Qtr 3
Cllr Allowances x 6	£456.25	Allowances Qtr 2
	£182.50	

**RECOMMENDED** that the Payments Schedule for November 18 of fifteen payments totalling **£44,467.90** be approved.

**215. Parish Council Bank Accounts - Reserves**

The Parish Manager updated that the Clydesdale and Yorkshire Bank Account was set up but problems with Natwest persisted.

**RESOLVED** that £180,000 be moved from the current account to the new Clydesdale and Yorkshire Bank Account.

**RESOLVED** that the Parish Manager looks at an alternative bank account such as Metro bank if Natwest is not concluded by the end of December 18.

**216. Grievance Policy**

Councillors considered a draft Grievance Policy, a copy of which appears as **Appendix D** in the Minute Book.

**RECOMMENDED** that the draft Grievance Policy is adopted.

**217. Library Staffing Grant**

Councillors received a grant application from Mrs Allyson Jordan, Head of Library and Information Service, a copy of which appears as **Appendix E** in the Minute Book. The Application requested a total of £25,021.97 for 16 staffed hours (two staff) in West Swindon library for 2019/20.

**RECOMMENDED** that the West Swindon Library grant award of £25,021.97 is approved.

**218. CIL Report**

Councillors received a copy of the Community Infrastructure Levy Report that is required to be published. The CIL related to a sum of £4,383.83 for 2017-18. A copy of the Report appears as **Appendix F** in the Minute Book.

**RESOLVED** that the CIL report is approved for publication.

**219. Internal Auditors**

Councillors received a copy of the Internal Auditors interim visit report, a copy of which appears as **Appendix G** in the Minute Book.

Suspension of Standing Orders 6.26 pm to allow a question from the public.  
6.27 pm Standing Orders resumed.

**RECOMMENDED** that the Internal Auditors Interim Report is noted.

**220. Staff Mobile Phones**

Councillors received a copy of a report regarding the acquisition of staff mobile phones, a copy of which appears as **Appendix H** in the Minute Book.

**RESOLVED** that the Parish Manager procures two staff mobile phones as per the report.

Suspension of Standing Orders 6.31 pm to allow the public to leave the meeting in view of the confidential nature of the business about to be transacted; draft budget.  
6.35 pm Standing Orders resumed.

**221. Draft Budget**

Councillors discussed budget considerations for 2019/20.

**Date of next meeting: Wednesday 16 January 2018 6.00 pm.**

Meeting closed: 7.00 pm

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

Date: .....