

WEST SWINDON PARISH COUNCIL

Minutes of the

FINANCE & STAFFING COMMITTEE

on THURSDAY 07 MARCH 2019 at 6.00pm at WEST SWINDON LIBRARY

Present:

Cllr Nigel Gibbons (Chair)
Cllr Vinay Kumar
Cllr Nick Martin (Vice Chair)
Cllr Mary Martin
Cllr Tim Swinyard

Officers:

Paula Harrison (Parish Manager)

Public: One.

Public Participation: None.

Meeting opened 6.00 pm.

313. Apologies

Cllr John Lenton; apologies submitted, absent due to work commitments
Cllr Prakash Khaitan; apologies submitted, absent due to work commitments
RESOLVED that the apologies submitted are accepted and approved.

314. Declarations Of Interest & Applications For Dispensation

None.

315. Bank Statements, Reconciliations and Payment Schedule

Councillors reviewed the WSPC bank statement for January & February 19, bank reconciliations for January 19 & February 19, and approve payments schedule February 19 copies of which appear as **Appendix A** in the Minute Book.

Councillors reviewed the Payment Schedule for February/March 2019 a copy of which appears as **Appendix B** in the Minute Book.

RECOMMENDED that 12 payments totalling £141,628.97 be approved as follows

Councillor quarterly allowances x 6	£ 638.7
HAGS – Camden CI Play Area	£ 36,895.20
HAGS – Middleleaze new springers	£ 1969.20

HAGS – Middleleaze Refurbishment	£96,000 (across 2 payments)
WPS Insurance	£ 4241.82
Red Rocket Graphic Design	£84.00
KMC Consultancy	£1800.00

316. Insurance Update

Councillors reviewed the Parish Council's insurance schedule for 2019-20 as supplied by WPS Insurance Ltd, a copy of which appears as **Appendix B** in the Minute Book. Councillors reviewed the option to include Legal Expenses, a copy of which appears as **Appendix C** in the Minute Book.

Councillors asked that the wording of the cover be circulated to Members of this Committee.

RESOLVED that Legal Expenses be added to the Insurance cover for 2019-20 subject to the wording of the cover.

317. Metro Bank

Councillors received an update regarding opening an account with Metro Bank.

RESOLVED that

- a) the Parish Council requests the Parish Manager to apply to Metro Bank for a West Swindon Parish Council Community Account
- b) the Chair (Cllr Nigel Gibbons) and Vice Chair (Cllr Nick Martin) act as authorised signatories on the account and cheque book and that the Clerk/Parish Manager (Paula Harrison) and Assistant Clerk (Leanne Curtis) act as administrators and proposers on the account
- c) the Parish Council deposits £150,000 reserves into the Metro Bank account

Amendment 25.03.19

It was agreed that account opening with Metro Bank be put on hold and that the Parish Council looks to alternative banking providers at the current time.

318. Budget Update

The Parish Manager gave a verbal update to the Committee on progress of expenditure against the budget allocations for 2018-19 as at February 2019. A copy appears as **Appendix D** in the bank account. The Parish Manager advised that the key area of potential expenditure not yet determined was the the budgets allocated to community buildings.

RESOLVED that the Parish Council would be sympathetic to a future grant application from Freshbrook, Roughmoor and Toothill Community Centres, Amendment 25.03.19 based on the amount of budget set aside for these Community Buildings

Meeting closed 6.44 pm.

Signed:
Chair, Finance & Staffing Committee

Date: