

WEST SWINDON PARISH COUNCIL

Minutes of the

**FINANCE & STAFFING COMMITTEE
on WEDNESDAY 15th JANUARY 2020 at 6.45 pm at
WEST SWINDON LIBRARY**

Present:

Cllr Simon Firth
Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Mary Martin
Cllr Nick Martin (Vice Chair)
Cllr Caryl Sydney Smith

Officers:

Paula Harrison (Parish Manager)
Leanne Curtis (Assistant Clerk)

Residents: Five

Public Participation:

None

Meeting start: 6.45 pm.

272. Apologies

Cllr Prakash Khaitan, Cllr Keith Williams & Cllr Tim Swinyard due to other work commitments.

RESOLVED that the apologies are noted and approved.

273. Declarations Of Interest & Applications For Dispensation

None.

274. Bank Statements and Reconciliation

Councillors received a copy of the Bank Statements for December 2019 and reconciliations for December 2019, copies of which appear as **Appendix A** in the Minute Book.

RESOLVED that the reconciliations for December 2019 be approved.

275. Payments Schedule

Councillors received a payments schedule for December 2019, a copy of which appears as **Appendix B** in the Minute Book. Payments listed were as follows:

• Zerographic	£103.62	Photocopies
• WALC	£78.00	Cllr Training
• RIALTAS	£596.40	Accountancy software
• Lotmead Farm	£60.00	Christmas Tree
• Swindon Borough Council	£7470.59	Library Grant Q3
• Voluntary Action Swindon (retrospective)	£280.00	First Aid Training
• Viking Direct (retrospective)	£65.78	Postage/stationery
• Swindon Borough Council (retrospective)	£36,000	Hit Squad

RECOMMENDED that 8 Payments totalling **£44,654.39** be approved.

276. Budget Expenditure to date

Councillors received a budget expenditure report, a copy of which appears as **Appendix C** in the Minute Book. Councillors noted the report.

277. Admission of Public and Press

In accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw'.

Reason: Future staffing and resources

Standing Orders suspended to allow the public to withdraw. 6.56 pm

Standing Orders reinstated 7.05 pm

278. Future Staffing Arrangements

Councillors received a Private and Confidential report from the Parish Manager, a copy of which appears as **Appendix D** in the Minute Book. The Committee considered the recent advertising of a tender opportunity for grounds maintenance and street cleaning services by Central Swindon North Parish Council.

RECOMMENDED that KMC Consultancy is contacted and commissioned to further advise the Parish Council on future steps for service provision/tendering.

Date of next meeting: Wednesday 5TH February 2020 6.45 pm.

Meeting closed: 7.38 pm.

Signed:.....
Chair of Finance & Staffing Committee

Date:.....