

WEST SWINDON PARISH COUNCIL

Minutes of the

online FINANCE & STAFFING COMMITTEE on MONDAY 13 JULY 2020 at 6.45 pm

Present:

Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Mary Martin
Cllr Nick Martin
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Keith Williams

Officers:

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

Residents: Three

Public Participation:

None.

Meeting start: 6.48 pm.

443. Apologies

Cllr Simon Firth due to work commitments.

RESOLVED that apologies received are approved.

444. Declarations Of Interest & Applications For Dispensation

None.

445. Bank Statements and Reconciliation

Councillors received a copy of the Bank Statement for June 2020 and reconciliation for Cashbook 1, copies of which appears as **Appendix A** in the Minute Book.

RESOLVED that the bank statement and reconciliation for June be noted.

446. Payments Schedule

Councillors received a payments schedule for June 2020, a copy of which appears as **Appendix B** in the Minute Book. Payments listed were as follows:

Swindon Borough Council	4248.00	Bin order Nov.19
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Swindon Borough Council	243.24	Fencing Risingham Mead
Swindon Borough Council	456.00	Grange Park benches
Barclaycard Argos	499.50	Mobiles x 10
Wicksteed	51997.50	Nine Elms subject to completion
Wicksteed	88851.60	Shelfinch subject to completion (Retention £3897.00)
Leaflet Delivery UK	720.00	Newsletter

RECOMMENDED that expenditure for July of 7 payments totalling £147,015.84 be approved.

447. Internal/External Audit

Councillors received a report setting out the practice for internal and external audit highlighting the changes as a result of Covid-19, a copy of which appears as **Appendix C** in the Minute Book. The Parish Manager advised that the internal audit would begin once access to information and files held in the Parish office is available. It will be reported to the Full Council meeting in August.

RESOLVED that the audit report is noted.

448. 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 is advisable in the public interest that the press and public be temporarily excluded and were instructed to withdraw'.

Reason: Staffing matters

449. Update on Staffing

The Parish Manager reported that despite persistent prompting, the staffing information, due ten days before the next staff consultation meeting on July 20th had still not been supplied. Councillors discussed whether to create a new Contract or to confirm that previous contract terms and conditions applied. It was agreed to confirm continuation of existing terms in writing. A risk assessment for staff who have been shielding has been prepared and arrangements in place to ensure there is provision of cleaning materials in each vehicle and those who have been shielding can maintain social distancing during the working day.

Date of next meeting Wednesday 02 September 2020 6.45 pm.

Meeting closed: 7.03 pm.

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

Date:.....