

# WEST SWINDON PARISH COUNCIL

## Minutes of the

online FINANCE & STAFFING COMMITTEE  
on MONDAY 05 OCTOBER 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:** Five

### **Public Participation:**

None.

Meeting start: 6.35 pm.

### **523. Apologies**

Cllr Simon Firth due to work commitments.

**RESOLVED** that apologies received are approved.

### **524. Declarations Of Interest & Applications For Dispensation**

None.

### **525. Bank Statements and Reconciliation**

Councillors received a copy of the Bank Statement for September 2020 plus reconciliations for Cashbook 1 & 2, copies of which appears as **Appendix A** in the Minute Book.

**RESOLVED** that the bank statement and reconciliation for September be noted and approved.

### **526. Payments Schedule**

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

<b>Payee Name</b>	<b>£ Total Amnt</b>	<b>Detail</b>
Lex Autolease	£1,483.76	<i>Lease hire</i>
Spaldings	£242.57	<i>Tools</i>
Michaels Work Wear	£410.40	<i>Uniform</i>
Rialtas Business Solutions	£607.20	<i>Accountancy software</i>
RG KEECH	£725.00	<i>Property Advice</i>
Robinson Grace HR	£846.50	<i>HR Advice</i>
Lister Wilder Ltd	£779.36	<i>Servicing</i>
Pertemps	£2,691.00	<i>Temp staff</i>
WPS Insurance Brokers & Risk	£432.97	<i>Vehicle insurance addn</i>
Pertemps	£1,040.52	<i>Temp staff</i>
Wicksteed	£33,390.00	<i>Bloomsbury Play area</i>
Lex Autolease	£907.96	<i>Lease hire</i>
Lex Autolease	£907.96	<i>Lease hire</i>
Pertemps	£1,327.56	<i>Temp staff</i>
Staff Team Salaries	£19,591.68	<i>Salaries</i>
Swindon Borough Council	£506.56	<i>Fuel - gas oil</i>
Swindon Borough Council	£1,039.68	<i>Diesel, petrol Adblue</i>
Glasdon UK Ltd	£1,078.26	<i>Cleaning barrow</i>
Beesleys Tools	£1,179.60	<i>Workshop tools</i>
HMRC Cumberland	£5,581.40	<i>HMRC</i>
Wiltshire Pension Fund	£6,286.04	<i>Wiltshire Pension Fund</i>
Ist West Swindon Scouts	£8,425.00	<i>Scout Hut Roof 2nd Pmt</i>
	<b>£89,480.98</b>	<b>22 Payments</b>

**RESOLVED** that alternative fuel providers are investigated.

**RECOMMENDED** that expenditure for September of 22 payments totalling £89,480.98 be approved.

The Committee reviewed quotes for the appointment of a property agent to act in the best interests of the Parish Council in the acquisition of depot premises. Costs estimated to be up to £5,000 including building surveys and lease negotiations. Confidential copy of which appears as **Appendix C** in the Minute Book.

**RESOLVED** that the Parish Council appoints Loveday as a property agent in the negotiation of acquisition of depot premises.

**527. Insurance Update**

The Parish Manager reported that a recent enquiry had prompted the Parish Office to make contact with the insurers to confirm what action is required in the event of a claim. The Insurance Company advised that the Parish Council does not engage in any discussion or debate regarding prospective insurance claims or queries but does collate and submit the following:

- a form detailing who, when, where, what, has taken place completed by the claimant
- risk assessments relating to the activity
- statement from any employees relating to the activity/action

Councillors considered the information and noted the approach.

**RESOLVED** that

- a. the Parish Manager consults with similar parish councils to check their practice in relation to claims and claim enquiries.
- b. the Parish Manager makes enquiries in relation to use of telematics by other Parish Councils

**528. Working from Home Allowance** as requested by Cllr Geoff Gould

Councillors received a report setting out the framework for employees receiving an allowance for working from home. This report appears as **Appendix D** in the Minute Book. Councillor Gould proposed that this be paid to the Parish Office staff.

**RESOLVED** that the Parish Council pays the working from home allowance to staff that have worked from home, backdating to 1 April 2020 up to March 2021.

**529. Amendments to the Financial Regulations**

The Parish Manager set out a report proposing an update to the Parish Council's Financial Regulations. A copy of the report appears as **Appendix E** in the Minute Book.

The Parish Manager indicated that since the outdoor team transferred, there were many more payments to approve alongside daily expenditure for consumables such as oil, blades, gloves etc. The current Financial Regulations rely on the Parish Manager and the Chair to authorise day to day payments. For the benefit of cover when someone is on leave or absent, it would be helpful to enable the Operations Supervisor and Assistant Clerk to use the corporate Barclaycard and to add another Parish Councillor to approve payments online. Limitations on approvals would apply, payments would be brought to the attention of the Finance & Staffing Committee, and, all invoices would still be signed off by the Chair and Vice Chair. Cllr Sydney Smith nominated to assist with online payments.

**RECOMMENDED** that the Financial Regulations for West Swindon Parish Council are amended to allow

- the Operations Supervisor and Assistant Clerk as users of the corporate Barclaycard within the current limits
- that Cllr Sydney Smith is added to approver status for online payments (Barclays.net)

Date of next meeting: Monday 9 November 2020 6.45 pm  
Meeting closed: 7.21 pm.

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

Date:.....