

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held online on **MONDAY 12TH APRIL 2021** at **6.45 pm**

Present:

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

Officers:

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

Public: Two

Public Question time:

None.

Meeting start 7.15 pm.

720. Apologies

Cllr Tim Swinyard due to other meeting commitments.
All apologies received were approved.

721. Declarations of Interest & Applications for Dispensation

None.

722. Bank Statements

A copy of the Parish Council's bank statement for March 2021 was circulated, with bank reconciliations for the Parish's current bank account for March 2021, copies of which appear as **Appendix A** in the Minute Book.

The Committee noted the bank records.

723. Payments Schedule

Councillors received a payments schedule for March 2021, a copy of which appears as **Appendix B** in the Minute Book.

Payments for approval were as follows

Lex Autolease	£2,068.94	VEHICLE LEASE 0321
Screwfix	£11.78	SCREWFIX PARTS
Asda	£16.00	KETTLE
Bevirs	£20.00	LAND REGISTRY
ESS Security & Facilities Mgt	£24.00	KEYS
Play Inspection Company	£59.94	BESS PLAY INSPCTN
T&B P Dev & Recycling	£60.00	TYRE REMOVAL
Screwfix	£94.98	DRILL BITS
Wiltshire Neighbourhood Assoc	£210.00	GRANT - WATCH SIGNS
Spaldings	£419.28	DUSTBIN LINERS
Pertemps	£663.78	TEMPS 1902
Pertemps	£663.78	TEMPS 1902B
Barclaycard Credit Card	£1,114.07	BARCLAYCARD 020321
Barclays Mixed Payments Acct	£43.00	BK CHARGES 0321
Zerographic	£130.56	PRINTING 0321
Screwfix	£78.11	SCREWFIX SAWS
Pertemps	£663.78	TEMP 2602
Pertemps	£663.78	TEMP 2602B
Loveday Chartered Surveyors	£3,000.00	PROPERTY AGENT ADVICE
Screwfix	£12.59	SCREWFIX DOOR
Screwfix	£95.64	B&Q PAINT TAPE
Pertemps	£520.26	TEMP 050321
Pertemps	£663.78	TEMP 0503B
Tanks For Everything	£2,022.00	FUEL TANK
SGS Engineering	£611.99	AIR COMPRESSOR
Wessex Fleet	£30.00	YS20EWB MAINT
Wessex Fleet	£24.00	YS20VKA MAINT
Wessex Fleet	£24.00	YS20VUF MAINT
Wessex Fleet	£25.20	YP20ZPS MAINT
Wessex Fleet	£30.00	YN700TZ MAINT
O2 Telefonica	£190.32	MOBILE PHONES
Wiltshire Pension Fund	£5,705.83	PENSIONS 0321
HMRC Cumberland	£6,215.99	HMRC 0321
Staff Team Salaries	£19,114.69	STAFFING SALARY 0321
Renault Finance Ltd	£220.76	KANGOO LEASE 0321
Nest Pension Scheme	£155.92	NEST PENSION 0321
Carphone Warehouse	£169.20	MOBILE PHONE
Screwfix	£392.42	DEPOT KITCHEN PARTS
Spaldings	£447.94	BIN LINERS & MISCELL
Screwfix	£89.89	KITCHEN PARTS
ABC Signs and Designs	£485.00	ABC SIGNS
Lister Wilder Ltd	£247.31	MOWER SERVICE
Lister Wilder Ltd	£258.71	MOWER SERVICE
Viking Direct.co.uk	£593.93	VACUUMS BOARDS
Viking Direct.co.uk	£214.88	OFFICE SUPPLIES
Viking Direct.co.uk	£0.95	STATIONERY
Pertemps	£609.96	TEMP 2603

Pertemps	£376.74	TEMP 2603B
Pertemps	£376.74	TEMP 1903
Pertemps	£663.78	TEMP 1903B
Kinch Fuel Oils Ltd	£1,260.08	RED DIESEL
Pertemps	£663.78	TEMP 1203
Pertemps	£663.78	TEMP 1203B
Swindon Borough Council	£1,519.56	RATES 020321
Wiltshire Assoc Local Councils	£2,603.09	WALC SUBSCRIPTION
Askwith Electrical	£5,652.00	DEPOT ELECTRICAL
WPS Insurance Brokers & Risk	£5,878.67	NON VEHICLE INSURANCE
Abax UK Ltd	£180.00	VEHICLE TRACKING
Lister Wilder Ltd	£439.78	MACHINE SERVICING
Swindon Borough Council	£844.34	DIESEL DEC20
Swindon Borough Council	£69.84	PETROL DEC20
Swindon Borough Council	£212.68	GAS OIL DEC20
Swindon Borough Council	£1.90	AD BLUE
Swindon Borough Council	£956.24	DIESEL JAN20
Swindon Borough Council	£108.47	PETROL JAN20
Swindon Borough Council	£48.00	VEHICLE WASH
Swindon Borough Council	£84.48	TYRE REPLACEMENT
Swindon Borough Council	£30.18	GAS OIL JAN 21
Swindon Borough Council	£654.76	DIESEL FEB21
Swindon Borough Council	£2.72	AD BLUE
Swindon Borough Council	£48.00	VEHICLE WASH
TOTAL:	£72,428.66	

RECOMMENDED that 71 Payments totalling £72428.66 be approved.

724. Depot/Premises

A bill for rates was circulated, a copy of which appears as **Appendix C** in the Minute Book

RECOMMENDED that Council notes and approves the annual rates bill total £14595.75 subject to an appeal on the overall charge.

725. Staffing Update

The Parish Manager reported a request to review the job description and salary for the Operations Supervisor.

RESOLVED that the Parish Manager meets Cllr Mary Martin & Cllr Gould to review the information and report back to a future meeting of the Finance & Staffing Committee

726. Income Generation

The Chair reported that annual pressures on the precept could potentially benefit from the Parish Council generating an income source. This could be from lettings, residential and commercial landscaping, and, play area inspections, repairs and installation. Work

would need to be undertaken to understand the structure, operating model and whether or not a proposal can be taken forward that does not borrow from the existing Precept budget.

RESOLVED that a group meets to consider options and frameworks including overheads, direct costs, full costings and profit margins. Members: Cllrs N Martin, M Martin, Gould and Khaitan

Date of next meeting: Monday 10th April 7.00 pm proposed.

Meeting closed 7.37 pm

Signed:

Date:

Chair, Finance & Staffing Committee