

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held online on **MONDAY 01 SEPTEMBER 2021** at **6.45 pm**

Present:

Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Caryl Sydney Smith

Officers:

Paula Harrison (Parish Manager)

Public: two

Public Question Time:

None

Meeting start 6.45 pm

114. **Introduction**

Chair opened the meeting and welcomed all those in attendance.

115. **Declarations Of Interest & Applications For Dispensation**

Councillors to give any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 24 May 2021

None received.

116. **Bank Statements**

Councillors received copies of the Bank Statements for July 2021 and month end Reconciliation Current Account, copies of which are **Appendix A** in the Minute Book.

RESOLVED that the entries in the Statements and Reconciliation be noted and approved.

117. **Payments Schedule**

Councillors received a payments schedule for August 2021, a copy of which is attached as **Appendix B** in the Minute Book. Payments were as follows

| Payee Name | £ Total Amnt | Transaction Detail |
|-------------------|-------------------------|---------------------------|
| Fuel Genie | £144.17 | FUEL GENIE 220621 |
| Xerox Finance | £154.80 | PRINTER HIRE |
| Lex Autolease | £2,522.92 | VEHICLE HIRE 0721 |

| | | |
|------------------------------|------------------|------------------------|
| GA Plant Hire | £28.20 | ROTAVATOR HIRE |
| Robinson Grace HR | £29.33 | HR SUPPORT |
| Braymard Commercial | £18.25 | VEHICLE MIRROR |
| Imperial Tyres | £36.00 | TYRES |
| GHS (UK) Ltd | £51.00 | 5G NETWORK |
| Screwfix | £103.98 | CHISELS WASHERS ETC |
| George Carr & Sons | £280.20 | SAFETY CLOTHING |
| Glasdon UK Ltd | £720.67 | COMMEM BENCH |
| Pertemps | £1,184.04 | TEMPS X 2 2506 |
| Lister Wilder Ltd | £410.97 | PEGASUS SERVICE KIT |
| Lister Wilder Ltd | £742.23 | KUBOTA SERVICE VXX |
| Lister Wilder Ltd | £772.83 | KUBOTA SERVICE VXW |
| Lister Wilder Ltd | £957.84 | KUBOTA SERVICE VXY |
| Broxap | £6,192.00 | BROXAP LITTER BINS |
| Octopus Energy | £55.68 | GAS & ELECTRIC 0621 |
| Octopus Energy | £178.85 | GAS & ELECTRIC 3105 |
| Barclaycard Credit Card | £749.59 | BCARD 0721 |
| Barclays Mixed Payments Acct | £26.50 | BK CHGS 0721 |
| WPS Insurance Brokers & Risk | £28.00 | INS EXCAVATOR |
| ABC Signs and Designs | £125.00 | RECEPTION SIGNS |
| Pertemps | £1,195.52 | TEMPS X 2 0207 |
| CPA Horticulture | £2,208.00 | PLAY WOODCHIP |
| Wicksteed | £4,676.40 | RETAINER SHELLFINCH |
| Fuel Genie | £141.23 | FUEL 010721 |
| Imperial Tyres | £18.00 | MOWER TYRE REPAIR |
| HE Services (Plant Hire) Ltd | £369.60 | EXCAVATOR & TRAILER |
| Kinch Fuel Oils Ltd | £1,118.31 | FUEL RED DIESEL 150721 |
| Councillor Allowances | £1,312.50 | WEST PC ALLOWANCES |
| Swindon Borough Council | £1,460.00 | DEPOT NNDR 010821 |
| Pertemps | £2,027.22 | TEMPS X 3 0907/2805 |
| Wessex Fleet | £30.00 | MAINT 0721 YS20EWB |
| Wessex Fleet | £25.20 | MAINT 0721 YP20ZPS |
| Wessex Fleet | £24.00 | MAINT 0721 YP21VUK |
| Wessex Fleet | £30.00 | MAINT 0721 YN700TZ |
| Wessex Fleet | £24.00 | MAINT 0721 YP21VUK |
| Wessex Fleet | £24.00 | MAINT 0721 YS20VUF |
| O2 Telefonica | £191.69 | MOBILE PHONES |
| Screwfix | £17.29 | SCWFX BOLTS |
| ABC Signs and Designs | £60.00 | BIN SIGNAGE |
| GCP Window Cleaning | £100.00 | DEPOT CLEANING |
| HE Services (Plant Hire) Ltd | £315.60 | EXCAVATOR HIRE |
| Wiltshire Pension Fund | £5,495.82 | STAFF PENSIONS 0721 |
| HMRC Cumberland | £6,149.80 | HMRC 0721 |
| Swindon Borough Council | £8,297.72 | SBC LIBRARY GRANT Q1 |
| Fuel Genie | £201.74 | FUEL 010721 |
| Everflow Water | £14.77 | DEPOT WATER |
| Renault Finance Ltd | £220.76 | KANGOO 0721 |

| | | |
|------------------------------|-------------------|---------------------|
| Fuel Genie | £117.36 | FUEL GENIE 090721 |
| GA Plant Hire | £23.10 | WACKER PLATE |
| HE Services (Plant Hire) Ltd | £54.00 | HIRE COLLECTION |
| ABC Signs and Designs | £235.00 | VINYL TO VEHICLES |
| Auditing Solutions | £534.00 | INTERNAL AUDIT 0721 |
| Pertemps | £663.78 | TEMP X 1 1607 |
| Pertemps | £1,342.21 | TEMP X 2 |
| WPS Insurance Brokers & Risk | £7,115.72 | MOTOR INSURANCE |
| TOTAL 58 Payments | £61,347.39 | |

RECOMMENDED that 58 payments totalling £61,347.39 be approved.

118. **Operational update**

The Parish Manager reported that despite attempts to retrieve quotations for a rotary hedgecutter, supply options are few at the current time. The preferred model to fit the Bomford Side Arm currently operational with the tractor is supplied on a made to order basis and the direct supplier is Lister Wilder. If possible other prices will continue to be investigated however this may not be achievable if the order is to be submitted. Current costings suggest costs up to £11,000 for a fitted model. Supply to delivery times suggested to be four to six months.

RESOLVED that given the long delivery times that the Parish Manager be authorised to commission Lister Wilder to supply the Bomford Rotary Hedgecutter.

7.10 pm.

119. **Admission of Public and Press**

Resolved 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 they be instructed to withdraw'.

Reason: Staffing discussion (confidential copy attached)

120. **Staffing Structure**

Councillors reviewed a new proposed staffing structure noting that the Parish Council has a number of vacancies across the teams at the current time.

RESOLVED that the Staffing Working Party works with the Parish Manager to progress the vacancies proposed with draft job descriptions and salaries.

RECOMMENDED by the Staffing Working Party that Robinson Grace HR receive a payment of £7600.67 as per their invoice for HR Services in July/August.

Date of next meeting: Monday 04 October 21 6.45 pm

Dated:

Signed:

Chair, Finance & Staffing Committee