

## WEST SWINDON PARISH COUNCIL

### Minutes of the meeting of the **FINANCE & STAFFING COMMITTEE**

held on **MONDAY 07 March 22** at **6.30 pm** at the Parish Office, Unit 25, Westmead Industrial Estate, Swindon

#### **Present:**

Cllr Geoff Gould  
Cllr Nigel Gibbons  
Cllr Prakash Khaitan  
Cllr Caryl Sydney Smith

**Public:** two (v)

#### **Public Question Time:**

Resident advised that the team had been really helpful collecting bags after a community group litter picking session.

Meeting start 6.31 pm

#### **313. Introduction**

Chair's Welcome

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

None received as required by the Code of Conduct adopted by the Parish Council on 24 May 2021

#### **315. Bank Statements**

The Committee received bank statements for February 2022 and month end Reconciliation for the Parish Council's current account for February 2022, copies of which appear as **Appendix A** in the Minute Book. Accounts were duly noted.

#### **316. Payments Schedule**

Councillors received a payments schedule for February 2022, a copy of which appears as **Appendix B** in the Minute Book.

Lex Autolease	£2,522.92	VEHICLE HIRE 0122
Fuel Genie	£252.34	FUEL 230122
Pertemps	£812.08	TEMP WK 28/01/22
Spaldings	£92.16	CONSUMABLES
Allcap Limited	£10.20	CONSUMABLES
B and Q Trade Point	£31.32	CONSUMABLES
B and Q Trade Point	£22.67	CONSUMABLES
Screwfix	£12.99	CONSUMABLES
Screwfix	£329.14	HAND TOOLS
B and Q Trade Point	£22.40	CONSUMABLES

B and Q Trade Point	£28.00	CONSUMABLES
Lister Wilder Ltd	£2,424.56	HAND TOOLS
Spaldings	£11.40	CONSUMABLES
Pertemps	£636.49	TEMP WK 21/1/22
Pertemps	£812.08	TEMP WK 14/1/22
GA Plant Hire	£22.90	SAW HIRE
Tudor Environmental	£691.69	HAND TOOLS
Barclays Current Acct	£28.50	BANK CHARGES JAN
Barclaycard Credit Card	£1,708.91	BARCLAYCARD DD
Pertemps	£636.49	TEMP 040222 FEB
Swindon Borough Council	£198.40	FUEL JAN 2022
Swindon Borough Council	£24.00	VEHICLE WASH
Swindon Borough Council	£8,297.72	LIBRARY GRANT Q3
GHS (UK) Ltd	£52.80	BROADBAND
Screwfix	£75.59	WET & DRY VACUUM
Spaldings	£620.88	CONSUMABLES
Spaldings	£7.56	CONSUMABLES
Askwith Electrical	£260.40	DEPOT ELECTRIC
Wiltshire Pension Fund	£745.76	SERVICE STAFF-ADD
HMRC Cumberland	£1,071.87	ADD STAFF HMRC
Fuel Genie	£160.38	FUEL 310122
Octopus Energy	£330.96	UTILITIES JAN 22
Wessex Fleet	£157.20	VAN MAINTENANCE
Abax UK Ltd	£180.00	VEHICLE TRACKER 02
O2 Telefonica	£193.01	MOBILES 0222
Fuel Genie	£237.89	FUEL 090222
CRIMESTOPPERS	£1,220.00	GRANT WEST SWINDON
Pertemps	£702.34	TEMP 110222
GA Plant Hire	£21.00	BREAKER HIRE
Thamesdown Blinds	£201.60	BLINDS
Spaldings	£35.76	CONSUMABLES
Spaldings	£45.54	CONSUMABLES
Everflow Water	£143.72	WATER MARCH 22
Staff Team Salaries	£19,039.11	SALARIES 0222
HMRC Cumberland	£6,140.70	HMRC 0222
Wiltshire Pension Fund	£4,954.95	STAFF PENSIONS 02
Renault Finance Ltd	£220.76	KANGOO 0222
Fuel Genie	£99.79	FUEL 160222
GCP Window Cleaning	£60.00	WINDOW CLEANING
DW Rumming & Son	£1,324.80	MEADOW AMENDED
Pertemps	£724.28	TEMP 180222
Bevirs	£2,730.00	LEGAL ADVICE-LEASES
	£61388.01	

**RECOMMENDED** that 52 payments listed above totalling **£61,388.01** be approved.

### 317. Admission of Public and Press

To resolve 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 Training*

Councillors received a report from the Parish Manager setting out feedback from staff regarding training needs and training-related pay awards, a copy of which appears as **Appendix C** in the Minute Book.

Councillors considered the report and agreed that annual performance reviews would be helpful in setting core objectives and goals for individual staff members and enabling a review of performance. Councillors agreed that HR advice would be helpful in advising the Parish Council on baseline salaries and the potential for a remuneration policy going forward.

**318. RESOLVED** that

- a) Robinson Grace HR be invited to advise the Parish Council on pay/training and performance remuneration options
- b) A training budget for 2022-23 up to £3000 is approved

Date of next meeting: Monday 04 April 2022 6.30 pm

Date: .....

Signed: .....

Chair, Finance & Staffing Committee