

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 Suresh Gattapur
Cllr Geoff Gould
Cllr Nigel Gibbons
Cllr Prakash Khaitan
Cllr Mary Martin
Cllr Nick Martin
Cllr Caryl Sydney Smith

Public: two (v)

Public Question Time:

Resident advised that the parking/school safety issue raised for Langstone Way had been replied to and has been passed to Mrs Sumner at Westlea Primary School.

Meeting start 6.31 pm

333. Introduction

The Chair welcomed everyone and opened the meeting.

334. Declarations Of Interest & Applications For Dispensation

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

335. Bank Statements

The Committee received bank statements for March 2022 and month end Reconciliation for the Parish Council's current account for March 2002, copies of which appear as **Appendix A** in the Minute Book. Accounts were duly noted.

336. Payments Schedule

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

Payee Name	£ Total Amnt	Transaction Detail
Lex Autolease	£2,522.92	VEHICLE HIRE 0222
Farol	£3,035.98	MOWER SERVICE
Swindon Borough Council	£143.50	PUMP TRACK PLANNING
Spaldings	£576.00	DUSTBIN LINERS
JAMES HALLAM	£6,782.51	COUNCILGUARD INSURANCE PREMIUM

Pertemps	£812.08	<i>TEMP W/E 250222</i>
Abax UK Ltd	£180.00	<i>VEHICLE TRACKER 0322</i>
Octopus Energy	£276.34	<i>ELECTRICITY FEB 22</i>
Octopus Energy	£6.62	<i>GAS FEB 22</i>
Barclaycard Credit Card	£2,397.29	<i>BCARD PAYMENT</i>
Barclays Mixed Payments Acct	£48.50	<i>CHARGES COMMISSION</i>
Car and Truck Services Ltd	£7.92	<i>VEHICLES SPARE PARTS</i>
Screwfix	£49.21	<i>CONSUMABLES</i>
GHS (UK) Ltd	£52.93	<i>BROADBAND 0322</i>
Colliers International UK Ltd	£18,141.29	<i>DEPOT Q1 RENT/SC</i>
Pertemps	£702.34	<i>TEMP W/E 040322</i>
Fuel Genie	£208.27	<i>FUEL 16-23 FEB 22</i>
Broxap	£186.00	<i>PLAY AREA EQUIPMENT</i>
Councillor Allowances	£937.50	<i>COUNCILLORS ALLW Q4</i>
Fuel Genie	£249.60	<i>FUEL 2328022022</i>
Wessex Fleet	£157.20	<i>VEHICLE MAINTENANCE</i>
Fuel Genie	£63.52	<i>FUEL 0109032022</i>
O2 Telefonica	£191.04	<i>MOBILES</i>
Greatfield Nurseries	£42.75	<i>100LT BARK</i>
Viking Direct.co.uk	£73.04	<i>CONSUMABLES</i>
Michaels Work Wear	£342.43	<i>WORKWEAR</i>
Michaels Work Wear	£944.46	<i>WORKWEAR</i>
Swindon Borough Council	£8,297.72	<i>STAFFING Q4 WS LIBRARY</i>
Pertemps	£812.08	<i>TEMP 11032022</i>
Screwfix	£25.98	<i>CONSUMABLES</i>
Lister Wilder Ltd	£560.77	<i>MACHINERY SPARE PARTS</i>
AbbyP PR	£400.00	<i>PR SERVICES</i>
CARLTON	£1,602.00	<i>A/C SYSTEM SUPPLY DEPOT</i>
Nest Pension Scheme	£298.30	<i>NEST Pension</i>
HMRC Cumberland	£6,397.76	<i>HMRC 0222</i>
Wiltshire Pension Fund	£5,960.71	<i>STAFF PENSIONS 0322</i>
Staff Team Salaries	£22,163.42	<i>SALARIES 0322</i>
Fuel Genie	£296.59	<i>FUEL 0916032022</i>
Renault Finance Ltd	£220.76	<i>KANGOO 0322</i>
Fuel Genie	£269.93	<i>FUEL 16-23 0322</i>
Screwfix	£83.80	<i>CONSUMABLES</i>
Screwfix	£103.40	<i>CONSUMABLES</i>
Screwfix	£38.00	<i>CONSUMABLES</i>
Key Security	£720.00	<i>ANNUAL ALARM MONITORING</i>
PROLUDIC	£14,331.62	<i>PLAY EQUIPMENT BESS</i>
Pertemps	£812.08	<i>TEMP STAFF W/E 180322</i>
Swindon Borough Council	£48.00	<i>VEHICLE WASHDOWN</i>
Lister Wilder Ltd	£440.04	<i>SPARE PARTS</i>
AbbyP PR	£225.00	<i>PR SERVICES</i>
NHWA SIGNS	£15.00	<i>NEIGHBOURHOOD WATCH GRANT</i>
HMRC Cumberland	£8,292.65	<i>HMRC 0322</i>
	£111,546.85	

RECOMMENDED that 51 payments listed above totalling **£111,546.85** be approved.

This Committee noted that HMRC settled the VAT account of 3 quarters totalling £72,618.34

337. Budget Report

The Parish Manager circulated a report setting out expenditure for 2021-22 against the allocated budget amounts for the year. A copy of the report appears as **Appendix C** in the Minute Book. Taking into account anticipated expenditure for the Wheels Pump Track, amounts allocated for reserves, the purchase of rotary hedgecutter and mower, the Parish Council would end the financial year with an estimated £20,000 underspend. It was agreed that this was reasonable given that this was the first full year operating from the depot premises and running services in house.

External Auditors

338.

The Parish Manager gave a verbal update setting out that the accounts were ready for review by the internal auditors – Auditing Solutions. The deadline for submission to PKF Littlejohn external auditors is 1 July. This means the internal audit report would need to be noted and approved by Council no later than the June Committee.

Admission of Public and Press

339.

It was resolved in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’.

Reason: Staffing and Training matters

Councillors received an independent report from Processio Solutions giving feedback on a pay review for the Parish Operative role, a copy of which appears as **Appendix D** in the Minute Book. The Parish Manager also circulated a summary report, a copy of which appears as **Appendix E** in the Minute Book. Both reports indicated that the current salary band was in line with the wider market for that role. Councillors agreed that further HR advice would be helpful in advising the Parish Council on training levels and the potential for a remuneration policy going forward.

The Parish Manager’s report also recommended the appointment of an applicant to a hybrid role, utilising the hours unfilled by the recent office-based appointments. This role would take on some of the duties of the Deputy Clerk role and some of the duties of the administrator. This role would be called Support Officer. The scale of the job role would be mid-way between the other two roles.

340. RESOLVED that

- a) Robinson Grace HR be invited to advise the Parish Council on performance remuneration
- b) Salaries be amended where required to match the minimum salary band across the team
- c) The Parish Council appoints Cathy Caulfield, to a part-time Support Officer role. The appointing scale to be confirmed as NALC scale 20.

Date of next meeting: Wednesday 04 May 2022 6.30 pm

Date:

Signed:
Chair, Finance & Staffing Committee