

WEST SWINDON PARISH COUNCIL

Minutes

FINANCE & STAFFING COMMITTEE

held on **WEDNESDAY 13 JULY 2022** at **6.00 pm**

Present:

Cllr Nigel Gibbons
Cllr Geoff Gould
Cllr Mary Martin
Cllr Nick Martin
Cllr Caryl Sydney Smith

Others: Paula Harrison (Parish Manager)

Public: One virtual

Public Questions:

None

56. Introduction and Declarations Of Interest & Applications For Dispensation

No Declarations of Interest received as required by the Code of Conduct adopted on 23 May 2022

57. Bank Statements

The Committee received Bank Statement for June 2022 and month end bank reconciliations, copies of which appear as **Appendix A** in the Minute Book.

Queries arising; confirm quantity of bin sacks to Cllr. Gould, confirm cost of ABAX subscription and aim to go peat-free next year.

58. Payments Schedule

Councillors received a payments schedule for June 2022, which appear as **Appendix B** in the Minute Book as follows:

Lex Autolease	£2,522.92	VEHICLE LEASE COSTS
Fuel Genie	£55.16	VEHICLE FUEL 010622
GHS (UK) Ltd	£52.80	MONTHLY BROADBAND
Spaldings	£464.76	CONSUMABLES
Colliers International UK Ltd	£18,141.29	RENT QUARTER JUNE-SEPT
AbbyP PR	£200.00	PR SERVICES
Landscape Supply Company	£200.28	CONSUMABLES
Pirtek Swindon	£9.72	CONSUMABLES
GA Plant Hire	£41.16	PLAY AREA
GA Plant Hire	£29.21	PLAY AREA
Imperial Tyres	£194.40	CONSUMABLES
Screwfix	£46.08	CONSUMABLES
Screwfix	£35.14	CONSUMABLES`
Lister Wilder Ltd	£355.98	MACHINERY MAINT
Lister Wilder Ltd	£507.67	MACHINERY MAINT

Lister Wilder Ltd	£894.46	<i>MACHINERY MAINT</i>
Lister Wilder Ltd	£916.95	<i>MACHINERY MAINT</i>
Barclaycard Credit Card	£2,691.36	<i>BCARD COMMERCIAL</i>
Barclays Mixed Payments Acct	£28.50	<i>COMMISSION CHARGE</i>
Fuel Genie	£274.11	<i>VEHICLE FUEL 100622</i>
Screwfix	£16.68	<i>CONSUMABLES</i>
Viking Direct.co.uk	£54.66	<i>STATIONERY</i>
GCP Window Cleaning	£60.00	<i>WINDOWS CLEANED</i>
Swindon Borough Council	£48.00	<i>VEHICLE WASH DOWN</i>
Swindon Borough Council	£103.64	<i>PETROL FUEL 0522</i>
AbbyP PR	£400.00	<i>PR SERVICES</i>
Councillor Allowances	£750.00	<i>CLLR ALLOWANCE Q1</i>
GB Sport & Leisure	£5,362.03	<i>FENCING PLAY AREA</i>
HM Land Registry	£6.00	<i>HM LAND REGISTRY</i>
Octopus Energy	£185.21	<i>GAS & ELECTRIC</i>
Abax UK Ltd	£360.00	<i>VEHICLE TRACKER 0422,</i>
O2 Telefonica	£217.74	<i>MOBILES 0622</i>
Wessex Fleet	£157.20	<i>MAINTENANCE FLEET</i>
Lidl GB	£41.86	<i>SUNCREAM</i>
Tudor Environmental	£257.71	<i>HERBICIDE</i>
Kinch Fuel Oils Ltd	£4,652.71	<i>WHITE DIESEL FUEL</i>
Fuel Genie	£129.65	<i>VEHICLE FUEL 170622</i>
Braymarc Commercial	£32.40	<i>CONSUMABLES</i>
Wiltshire Pension Fund	£4,864.43	<i>PENSIONS JUNE</i>
HMRC Cumberland	£8,285.77	<i>HMRC JUNE</i>
Bevirs	£60.00	<i>PLAY AREA LEASES</i>
GA Plant Hire	£26.88	<i>CONSUMABLES</i>
GA Plant Hire	£219.20	<i>CONSUMABLES</i>
GA Plant Hire	£41.16	<i>CONSUMABLES</i>
GA Plant Hire	£126.00	<i>CONSUMABLES</i>
GA Plant Hire	£4.00	<i>CONSUMABLES</i>
Staff Team Salaries	£23,757.72	<i>JUNE SALARIES</i>
Fuel Genie	£266.90	<i>VEHICLE FUEL 240622</i>
Renault Finance Ltd	£220.76	<i>KANGOO 0622 LEASE</i>
Zerographic	£157.33	<i>XEROX PAPER</i>

RECOMMENDED that Full Council approves 50 payments totalling **£78,527.59**

59. Quarterly Budget Report

Councillors received a quarterly expenditure report a copy of which appears as **Appendix C** in the Minute Book.

The Committee noted the report.

60. Operational Financial Matters

The Parish Manager reported that the flail mower and deck should be delivered imminently. No response in relation to the Parish Council's quote for village centre maintenance had been received to date. The Parish Manager advised that quotes were being refreshed for the small

tractor and side arm and would be brought forward shortly. The Parish manager advised that supply chains were still unreliable.

6.45 pm

61. Admission of Public and Press

In accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, members of public present were advised that it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.

6.47 pm.

The Parish Manager circulated a Staffing Report, a confidential copy of which appears as **Appendix D** in the Minute Book. Councillors agreed an honorarium for staff cover of the Operations Supervisor's absence.

The Committee noted the long delay last year for the workforce to receive the national pay award. It was noted that any award set early could be added to if it needed adjusting as part of an alignment with the national pay award when it is confirmed.

RECOMMENDED that the pay award for 2022-23 is agreed at 3% or to match the national pay award if it is agreed above 3%.

Meeting closed at 7.08 pm

Chair:

Date:

