

WEST SWINDON PARISH COUNCIL

Minutes

FINANCE & STAFFING COMMITTEE

held on **WEDNESDAY 14 SEPTEMBER 2022** at **6.00 pm**
at **Unit 25 Westmead Industrial Estate, Swindon, SN5 7YT**

Present:

Cllr Mike Burtenshaw (v)
Cllr Suresh Gattapur (v)
Cllr Nigel Gibbons
Cllr Geoff Gould
Cllr Tim Makofu (v)
Cllr Mary Martin
Cllr Nick Martin
Cllr Caryl Sydney Smith

Others: Paula Harrison (Parish Manager)

Public: One virtual.

Public Questions:

None.

90. 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

91. Bank Statements

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

Queries arising; confirm minute reference re: flail mower purchase for Cllr. Gould.

92. Payments Schedule

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

Payee Name	£ Total Amnt
Fuel Genie	£191.04
Barclays Mixed Payments Acct	£48.50
Barclaycard Credit Card	£1,496.20
GA Plant Hire	£102.00
GA Plant Hire	£102.00
GA Plant Hire	£102.00
GA Plant Hire	£102.00
Spaldings	£576.00
AbbyP PR	£500.00

HE Services (Plant Hire) Ltd	£369.60
Screwfix	£31.35
Screwfix	£163.58
Lex Autolease	£126.00
Fuel Genie	£80.92
CPA Horticulture	£4,060.80
Swindon Borough Council	£48.00
Swindon Borough Council	£151.49
Viking Direct.co.uk	£47.03
RSK ENVIRONMENT	£2,378.40
GB Sport & Leisure	£1,206.17
CPA Horticulture	£4,060.80
Wiltshire Pension Fund	£178.44
GHS (UK) Ltd	£52.80
Michaels Work Wear	£142.25
HE Services (Plant Hire) Ltd	£54.00
Wessex Fleet	£157.20
GA Plant Hire	£49.18
GA Plant Hire	£120.97
GA Plant Hire	£102.00
GA Plant Hire	£102.00
GA Plant Hire	£102.00
Screwfix	£47.57
Brewers	£277.27
Brewers	£65.50
Lex Autolease	£2,522.92
Abax UK Ltd	£211.50
Octopus Energy	£156.45
Fuel Genie	£371.66
Renault Finance Ltd	£220.76
Staff Team Salaries	£24,810.94
Wiltshire Pension Fund	£5,034.91
HMRC Cumberland	£8,170.66
Fuel Genie	£256.36
Nest Pension Scheme	£1,626.57
CPA Horticulture	£4,060.80
AbbyP PR	£425.00
Tudor Environmental	£345.31
Michaels Work Wear	£18.60
Michaels Work Wear	£137.57
Colliers International UK Ltd	£18,141.29
Kinch Fuel Oils Ltd	£3,655.33
NHWA SIGNS	£140.00
Lister Wilder Ltd	£35,310.88
Fuel Genie	£140.63
TOTAL	£123,153.20

RECOMMENDED that Full Council approves 54 payments totalling **£123,153.20**

93. Operational Financial Matters

Councillors received a report setting out quotes for printer lease hire or purchase, a copy of which appears as **Appendix C** in the Minute Book.

RESOLVED that Cllr M Martin and Cllr Gould review the quotes and make a recommendation to the next Finance & Staffing Committee.

The Parish Manager gave a verbal update that the smaller tractor trial had gone well and would be suitable for purchase as per the quote from Lister Wilder. The Committee noted the outcome and referred to Parish Council (Minute 77) approving procurement.

RESOLVED that consideration of future leasing and or procurement of vehicles and machines is led by the Services Working Party.

94. 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'.

6.43 pm.

The Parish Manager discussed additional key holder options for the depot.

RESOLVED that the Parish Manager contacts Truston Security with a view to commissioning the company to act as a first point of contact for the security system.

The Committee discussed how best to progress options for long term premises for the Parish Council team and machinery. It was agreed that the Parish Manager makes contact with Swindon Borough Council Property team in the first instance.

Meeting closed 6.55 pm

Signature:
Chair, Finance & Staffing Committee

Date: