

## WEST SWINDON PARISH COUNCIL

### Minutes

#### **FINANCE & STAFFING COMMITTEE**

held on **WEDNESDAY 09 NOVEMBER 2022** at **6.00 pm**  
**Unit 25 Westmead Industrial Estate, SN5 7YT**

#### **Present:**

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

Others: Paula Harrison (Parish Manager)

Public: None.

#### **Public Questions:**

None.

#### **139. Declarations of Interest/Applications For Dispensation**

The Chair received no Declarations of Interest as required by the Code of Conduct adopted by the Parish Council on 23 May 2022.

#### **140. Bank Statements**

Councillors received the current account Bank Statement for October 2022 and month end bank reconciliation and noted the information. A copy appears as **Appendix A** in the Minute Book.

#### **141. Payments Schedule**

Councillors received a payments schedule for October 2022, a copy of which appears as **Appendix B** in the Minute Book. Payments were noted as follows:

Payee	VAT	Total	
AbbyP PR		£275.00	<i>PR PROF SERVICES</i>
Farol	£50.24	£301.50	<i>MOWER PARTS</i>
Lister Wilder Ltd	£43.62	£261.73	<i>CONSUMABLES</i>
Screwfix	£15.96	£95.82	<i>CONSUMABLES</i>
Brewers	£35.59	£213.52	<i>PAINT (SUBWAYS)</i>
Lex Autolease	£420.49	£2,522.92	<i>VEHICLE LEASE SEP 22</i>
Fuel Genie	£17.24	£103.48	<i>FUEL 16-23.09</i>
Xerox Finance	£25.80	£154.80	<i>PRINTER HIRE</i>

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Greatfield Nurseries		£96.00	<i>PLANTING GRASS SEEDS</i>
Greatfield Nurseries	£35.62	£213.75	<i>PLANTING</i>
Abax UK Ltd	£35.25	£211.50	<i>VEHICLE TRACKER</i>
Cv Components	£12.79	£76.75	<i>CONSUMABLES</i>
Barclaycard Credit Card		£1,224.23	<i>BCARD PAYMENT</i>
Barclays Mixed Payments			
Acct		£28.50	<i>COMMISSION</i>
GHS (UK) Ltd	£8.81	£52.84	<i>BROADBAND</i>
PKF Littlejohn	£320.00	£1,920.00	<i>AUDIT FEE</i>
Farol	£30.86	£185.15	<i>PARTS</i>
Information			
Commissioners Offi		£35.00	<i>PROFESSIONAL FEES</i>
Screwfix	£3.98	£23.90	<i>CONSUMABLES</i>
Screwfix	£7.33	£43.98	<i>CONSUMABLES</i>
Swindon Borough Council	£8.00	£48.00	<i>VEHICLE WASH</i>
Swindon Borough Council	£1,409.83	£8,458.96	<i>Q2 STAFF WEST LIBRARY</i>
Lister Wilder Ltd	£2,065.00	£12,390.00	<i>BOMFORD MACHINERY</i>
Fuel Genie	£35.91	£215.50	<i>FUEL 23-30.09</i>
Screwfix	£1.51	£9.08	<i>CONSUMABLES</i>
AbbyP PR		£225.00	<i>PR SERVICES</i>
GCP Window Cleaning		£60.00	<i>WINDOW CLEANING</i>
Spaldings	£6.73	£40.38	<i>CONSUMABLES</i>
Octopus Energy	£28.40	£170.39	<i>GAS/ELECTRICITY</i>
Imperial Tyres	£38.80	£232.80	<i>MOWER MAINT</i>
GHS (UK) Ltd	£56.00	£336.00	<i>TELEPHONES</i>
HMRC Cumberland		£8,193.19	<i>HMRC OCT 22</i>
Wiltshire Pension Fund		£5,034.23	<i>PENSION OCT 22</i>
Wessex Fleet	£26.20	£157.20	<i>MONTHLY MAINT</i>
Kingsdown Nurseries	£33.59	£201.53	<i>BULBS</i>
GA Plant Hire	£34.00	£204.00	<i>TOPSOIL</i>
Fuel Genie	£40.14	£240.86	<i>Fuel 01-09.10</i>
Renault Finance Ltd	£40.05	£240.25	<i>KANGOO 1022</i>
Nest Pension Scheme		£1,516.63	<i>NEST PENSION OCT 22</i>
Proludic	£302.80	£1,816.80	<i>PLAY AREAS</i>
Wessex Fleet	£23.81	£142.88	<i>VEHICLE MAINT</i>
Walfins Ltd	£3.22	£19.30	<i>TOOLS</i>
Staff Team Salaries		£24,895.63	<i>SALARIES OCTOBER</i>
Fuel Genie	£22.55	£135.33	<i>FUEL 09-16.10</i>
Farol	£17.70	£106.21	<i>CONSUMABLES</i>
Spaldings	£9.96	£59.74	<i>CONSUMABLES</i>
B and Q Trade Point	£6.17	£37.01	<i>CONSUMABLES</i>
Michaels Work Wear	£22.05	£132.27	<i>UNIFORM</i>
GB Sport & Leisure	£177.65	£1,065.90	<i>PLAY MAINT</i>
O2 Telefonica	£41.37	£248.22	<i>MOBILES</i>
50 payments totalling	£5,515.02	<b>£74,673.66</b>	

**RECOMMENDED** that 50 payments for October 22 totalling £74,673.66 be approved.

**142. Future Premises Update**

The Parish Manager reported that the search for future premises is ongoing. Feedback from Swindon Borough Council indicated that Whitehill Farmhouse would need to bid for against Swindon Housing Company. The Committee discussed and proposed a range of buildings and sites for the Parish Manager to follow up including

- a) Beginning formal conversation with current landlord
- b) Windmill Hill
- c) Hillmead
- d) Other units on Westlea Industrial estate

**143. Play Lease Update**

The Parish Manager reported that no further progress was achievable to conclude the lease agreement for play areas until Swindon Borough Council appoints a solicitor to manage the case. Noted that it would be helpful to ascertain the Parish Council's current legal position on tenure in law.

**RESOLVED** that the Parish Council writes to the Borough Solicitor for an update

**144. Review of Reserves**

The Committee received an updated Reserves Policy, a copy of which appears as **Appendix C** in the Minute Book. Councillors noted the reserves statement.

**145. Review of Progress on Backlands** as requested by Cllr Gould

Cllr Gould noted that the progress on backland play area sites had not progressed for some time despite a budget being allocated. The Parish Manager reported that these extra project works were low priority and were difficult to complete on due to other priorities. Staffing and resources is an issue impacting on the ability to progress.

**RESOLVED** that the Backlands Working Party reconvenes and determines how to progress on at least one site.

**146. Treasury Deposit Account**

The Committee received information from Barclays relating to Treasury Deposit Accounts, a copy of which appears as **Appendix D** in the Minute Book. The Committee debated the benefits of a deposit account.

**RESOLVED** that a review of other available account options is undertaken and reported back to a future meeting of this Committee.

6.50 pm.

**Admission of the Public and Press**

To resolve in accordance with Standing Order 3 (d) that 'it is advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw due a staffing and budget review.

**147. Future Budget Update**

The Parish Manager circulated a budget projection for 2023, a copy of which appears as **Appendix E** in the Minute Book.

Councillors debated the information.

**RESOLVED** that the Parish Manager creates a report setting out play area life expectancy to enable future budgets on play development to be set.

**148. Staffing Matters**

Councillors received a report setting out a proposal for an annual increment and annual leave carry over. A confidential copy appears as **Appendix F** in the Minute Book.

**RESOLVED** that

- a) An Annual Leave policy is created to establish maximum carry over of annual leave and determines maximum leave of absence for staff
- b) The request for an annual increment is approved.

Meeting closed 7.03 pm

Date of next meeting: Wednesday 14 December 2022

Chair of Finance & Staffing: .....

Date:.....