

# WEST SWINDON PARISH COUNCIL

## Minutes

### FINANCE & STAFFING COMMITTEE

held on **WEDNESDAY 14 DECEMBER 2022** at **6.45 pm**  
**Unit 25 Westmead Industrial Estate, SN5 7YT**

#### **Present:**

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

Others: Paula Harrison (Parish Manager)

Public: None.

#### **Public Questions:**

None.

Meeting start 7.07 pm

#### **169. 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.

#### **170. Bank Statements**

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

#### **171. Payments Schedule**

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

|                      |           |                   |
|----------------------|-----------|-------------------|
| Spaldings            | £576.00   | CONSUMABLES       |
| Screwfix             | £8.99     | CONSUMABLES       |
| DW Rumming & Son     | £1,435.20 | SHAW RIDGE GRASS  |
| Lister Wilder Ltd    | £462.92   | MACHINE SERVICES  |
| Kinch Fuel Oils Ltd  | £4,599.82 | FUEL              |
| Fuel Genie           | £405.84   | FUEL              |
| Lex Autolease        | £2,522.92 | VEHICLE LEASE     |
| Renault Finance Ltd  | £240.25   | VEHICLE LEASE     |
| Abax UK Ltd          | £211.50   | VEHICLE TRACKERS  |
| Sutcliffe South West | £1,036.12 | PLAY MAINTENANCE  |
| Bevors               | £19.20    | LAND REGISTRY FEE |

|                               |                    |                                  |
|-------------------------------|--------------------|----------------------------------|
| Barclaycard Credit Card       | £1,799.45          | <i>BCARD PAYMENT 1122</i>        |
| Barclays Mixed Payments Acct  | £28.50             | <i>BANK CHARGES</i>              |
| Howard & Sons                 | £795.73            | <i>MACHINE SERVICE</i>           |
| Swindon Borough Council       | £106.86            | <i>FUEL</i>                      |
| Swindon Borough Council       | £48.00             | <i>WASH</i>                      |
| B and Q Trade Point           | £62.70             | <i>CONSUMABLES</i>               |
| Lister Wilder Ltd             | £200.26            | <i>MACHINE SERVICE</i>           |
| Lister Wilder Ltd             | £37,184.97         | <i>TRACTOR</i>                   |
| Lister Wilder Ltd             | £11,088.00         | <i>MACHINERY SIDE ARM</i>        |
| Fuel Genie                    | £122.20            | <i>FUEL</i>                      |
| Lister Wilder Ltd             | £458.71            | <i>MACHINE SERVICE</i>           |
| GHS (UK) Ltd                  | £52.80             | <i>BROADBAND</i>                 |
| B and Q Trade Point           | £50.00             | <i>CONSUMABLES</i>               |
| JAMES HALLAM                  | £635.92            | <i>INSURANCE</i>                 |
| Clemas & Co Ltd               | £317.25            | <i>CONSUMABLES</i>               |
| Rialtas Business Solutions    | £860.24            | <i>SOFTWARE</i>                  |
| Lister Wilder Ltd             | £363.67            | <i>MACHINE SERVICE</i>           |
| Lister Wilder Ltd             | £478.89            | <i>MACHINE SERVICE</i>           |
| Lister Wilder Ltd             | £337.84            | <i>MACHINE SERVICE</i>           |
| Wessex Fleet                  | £157.20            | <i>VEHICLE MAINT MONTHLY</i>     |
| Facebook Marketplace Stool    | £6.00              | <i>CHRISTMAS EVENTS</i>          |
| Fuel Genie                    | £459.65            | <i>FUEL</i>                      |
| Colliers International UK Ltd | £18,141.29         | <i>DEPOT RENT</i>                |
| Screwfix                      | £35.60             | <i>CONSUMABLES</i>               |
| Bristol City Council          | £1,599.00          | <i>FLORAL PLANTING</i>           |
| Wiltshire Pension Fund        | £4,783.96          | <i>PENSION NOV 22</i>            |
| HMRC Cumberland               | £12,458.15         | <i>HMRC NOV 22</i>               |
| Staff Team Salaries           | £32,210.97         | <i>STAFF SALARIES NOV 22</i>     |
| Fuel Genie                    | £151.19            | <i>FUEL</i>                      |
| Renault Finance Ltd           | £240.25            | <i>VEHICLE LEASE</i>             |
| Toothill Hub                  | £10,000.00         | <i>GRANT TBL</i>                 |
| Renault Finance Ltd           | £240.25            | <i>KANGOO TRACKERS</i>           |
| Wiltshire Pension Fund        | £1,680.04          | <i>PENSIONS PAYMENT 2 NOV 22</i> |
| O2 Telefonica                 | £264.47            | <i>MOBILES</i>                   |
| <b>45 Payments</b>            | <b>£148,938.77</b> |                                  |

**RECOMMENDED** that 45 payments for November 22 totalling £148,938.77 be approved.

### **Swindon Borough Council Library Service Update**

172.

Councillors noted receipt of a communication from Swindon Borough Council regarding a Cabinet Report recommending that core library service venues be set up as Swindon Borough Council one stop shops. The Committee noted the information and agreed that this should stabilise library provision long term and it would benefit local residents to have the opportunity to speak to a customer service representative for the Borough Council locally and face to face.

### **Future Premises Update**

173.

The Parish Manager reported that the search for future premises is ongoing. Feedback from Swindon Borough Council indicated that no access was available to their Hillmead unit at the current time due to contractors being on site.

A visit had been undertaken to another unit on Hillmead Industrial Estate, this proved to be inconclusive as there would only be an option to rent. The space would need reconfiguring to be an improvement on the current depot.

**RESOLVED** that the Parish Manager contacts Property Services to request the opportunity to visit Hillmead at the earliest opportunity and to invite a conversation about the site before major refitting is undertaken.

### **Savings Accounts Options**

174.

The Parish Manager circulated a report setting out current business savings accounts for short notice and longer term savings. A copy of the report appears as Appendix C in the Minute Book.

**RESOLVED** that the Parish Manager investigates what savings bonds and interest accounts are currently available with Nationwide Building Society.

### **Quarterly Budget Update**

175.

The Committee received an updated income and expenditure report, a copy of which appears as **Appendix D** in the Minute Book. Councillors noted the report..

### **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 policy and precept budget review.

### **Leave of Absence Policy**

176.

The Parish Manager circulated a draft leave of absence policy, a copy of which appears as **Appendix E** in the Minute Book. The policy addressed the carryover of leave as well as the maximum amount of days taken in one absence. Councillors reviewed the information.

**RESOLVED** that the policy is adopted and that the Parish Manager circulates the policy with the team.

### **Precept 2023 Review**

177.

Councillors received a report setting out a proposal for a review of the Precept for 2023. A confidential copy appears as **Appendix F** in the Minute Book.

**RESOLVED** that this proposal be taken for consultation and discussion to the next Full Council on Monday 19<sup>th</sup> December 2022.

Meeting closed 7.55 pm

Date of next meeting: Wednesday 11 January 2023 6.45 pm

Chair of Finance & Staffing: .....

Date:.....

**148.**