

WEST SWINDON PARISH COUNCIL

Minutes

FINANCE & STAFFING COMMITTEE

held on **WEDNESDAY 08 FEBRUARY 2023** 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: One.

Public Questions:

None.

Meeting start 6.45 pm

216. 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.

217. Bank Statements

Councillors received the current account Bank Statement for January 2023 and month end bank reconciliation and noted the information. A copy appears as **Appendix A** in the Minute Book. Councillors noted the information.

218. Payments Schedule

Councillors received a payments schedule for January 2023, a copy of which appears as **Appendix B** in the Minute Book. Payments were noted as follows:

Payee Name	£ Total	
Fuel Genie	£295.20	<i>FUEL 16-23.12.22</i>
Xerox Finance	£214.80	<i>PRINTER HIRE</i>
Lex Autolease	£2,522.92	<i>VEHICLE LEASE</i>
Barclaycard Credit Card	£1,067.97	<i>BCARD 0123</i>
Travis Perkins	£176.98	<i>CONSUMABLES</i>
Michaels Work Wear	£109.06	<i>UNIFORM</i>
Lister Wilder Ltd	£516.23	<i>CONSUMABLES</i>
GHS (UK) Ltd	£52.80	<i>BROADBAND</i>
Screwfix	£61.94	<i>CONSUMABLES</i>
Abax UK Ltd	£211.50	<i>VEHICLE TRACKER</i>
Barclays Mixed Payments Acct	£28.50	<i>CHARGES</i>

WPS James Hallam	£302.40	<i>FLEET INSURANCE</i>
Brewers	£123.46	<i>CONSUMABLES</i>
Swindon Borough Council	£48.00	<i>CONSUMABLES</i>
Swindon Borough Council	£81.25	<i>FUEL</i>
Lister Wilder Ltd	£31.69	<i>CONSUMABLES</i>
Councillor Allowances	£750.00	<i>COUNCILLORS q3</i>
Fuel Genie	£39.22	<i>FUEL 23-31.12.22</i>
Viking Direct.co.uk	£13.90	<i>STATIONERY</i>
Nimble Thimbles	£5.40	<i>RIBBON</i>
B and Q Trade Point	£62.80	<i>CONSUMABLES</i>
Screwfix	£35.98	<i>CONSUMABLES</i>
Screwfix	£46.97	<i>CONSUMABLES</i>
Wessex Fleet	£157.20	<i>MONTHLY MAINT</i>
Fuel Genie	£214.14	<i>FUEL 01-09.01.23</i>
ABC Signs and Designs	£165.00	<i>VEHICLE SIGNS</i>
Swindon Borough Council	£8,458.96	<i>Q3 LIBRARY GRANT</i>
Viking Direct.co.uk	£66.04	<i>STATIONERY</i>
MID SOLUTIONS 4	£175.93	<i>PHOTOCOPIES</i>
Councillor Allowances	£375.00	<i>Q1, 2, 3</i>
Octopus Energy	£294.02	<i>ENERGY DEC 22</i>
Nest Pension Scheme	£793.65	<i>NEST PENSION</i>
HMRC Cumberland	£8,441.16	<i>HMRC TAX 0123</i>
Wiltshire Pension Fund	£5,236.45	<i>WILTS PENSION</i>
Staff Team Salaries	£25,963.55	<i>TEAM SALARIES</i>
B and Q Trade Point	£64.00	<i>CONSUMABLES</i>
B and Q Trade Point	£24.60	<i>CONSUMABLES</i>
B and Q Trade Point	£18.30	<i>CONSUMABLES</i>
GCP Window Cleaning	£60.00	<i>DEPOT CLEANING</i>
Fuel Genie	£311.72	<i>FUEL</i>
Renault Finance Ltd	£240.25	<i>KANGOO LEASE</i>
Screwfix	£3.19	<i>CONSUMABLES</i>
Spaldings	£1,220.40	<i>DUSTBIN LINERS</i>
MOTORSAVE	£17.99	<i>VAN SEAT COVERS</i>
Car and Truck Services Ltd	£60.37	<i>NUMBER PLATES</i>
GB Sport & Leisure	£510.12	<i>PLAY MAINTENANCE</i>
GB Sport & Leisure	£7,452.82	<i>PLAY PARK FENCING</i>
Fuel Genie	£205.26	<i>FUEL</i>
O2 Telefonica	£264.20	<i>MOBILES</i>
49 Payments	£67,593.29	

RECOMMENDED that 49 payments for January 23 totalling £67,593.29 be approved.

219. Procurement Thresholds

The Parish Manager circulated information setting out procurement thresholds from 21 December 2022. It was noted that contracts over £30,000 should be advertised on Contracts Finder if it is an open tender process. If it is price by invitation, the Council should follow its own Financial Regulations. Regardless of advertising, in respect of Regulation 112, the

Parish Council should publish the award of a contract over £30,000 on Contracts Finder within a reasonable timeframe – considered to be within 3 months. Councillors noted receipt of a list of business savings accounts options. For contracts over £213,477 for goods or services this should be advertised on Contracts Finder and Find-a-Tender. Councillors noted the information. A copy is attached as **Appendix C** in the Minute Book.

RESOLVED that the Parish Manager amends the Financial Regulations accordingly.

220. Services Working Party Update

The Parish Manager circulated a report setting out feedback from the Services Working Party, a copy of which appears as Appendix D in the Minute Book. The Committee discussed future premises, vehicle leases and the mowing fleet.

RESOLVED that the Parish Manager

- a) convenes the Services Working Party to review property needs
- b) the lease agreement for the Ford vehicles is extended for a future 12 months
- c) trades in two Kubota f391 mowers and repurchases two Kubota mowers as per the quote dated 23.01.23 at £26,479.88 respectively.

221. Insurance Update

The Committee noted receipt of an option for an alternative price for Council insurance from BHIB Insurance Brokers.

RESOLVED that the Parish Manager invites the company to give a quote.

222. Staffing Update

The Parish Manager reported a number of absences due to compassionate/bereavement leave in line with the Council's recently adopted Absence Policy.

The Parish Manager reported the successful recruitment of a new member of the team to work as an intern. The role will be based on a performance review on quarterly rotations across the skills groups in the team. On completion, if successful, the member of the team will be offered a permanent role within the team.

Meeting closed 7.17 pm

Date of next meeting: Wednesday 08 March 2023 6.45 pm

Chair of Finance & Staffing:

Date:.....