

WEST SWINDON PARISH COUNCIL

Minutes

FINANCE & STAFFING COMMITTEE

held on **WEDNESDAY 15 MARCH 2023** at **6.45 pm**
Unit 25 Westmead Industrial Estate, SN5 7YT

Present:

Cllr Mike Burtenshaw (v)

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

245. 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.

246. Bank Statements

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

247. Payments Schedule

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

<i>Payee Name</i>	<i>VAT</i>	<i>TOTAL</i>	<i>DETAIL</i>
<i>Lex Autolease</i>	<i>£420.48</i>	<i>£2,522.92</i>	<i>VEHICLE LEASE</i>
<i>Abax UK Ltd</i>	<i>£35.25</i>	<i>£211.50</i>	<i>VEHICLE TRACKER</i>
<i>Lister Wilder Ltd</i>	<i>£4.78</i>	<i>£28.68</i>	<i>SPARE PARTS</i>
<i>GB Sport & Leisure</i>	<i>£40.00</i>	<i>£240.00</i>	<i>PLAY AREA</i>
<i>Michaels Work Wear</i>	<i>£7.18</i>	<i>£43.11</i>	<i>UNIFORM</i>
<i>Michaels Work Wear</i>	<i>£8.89</i>	<i>£53.33</i>	<i>UNIFORM</i>
<i>Michaels Work Wear</i>	<i>£0.11</i>	<i>£0.64</i>	<i>UNIFORM</i>
<i>Barclays Mixed Payments Acct</i>		<i>£28.50</i>	<i>COMISSION JAN 23</i>

Barclaycard Credit Card		£2,148.84	BCARD Feb 23
Swindon Borough Council	£8.00	£48.00	VEHICLE WASH
Octopus Energy	£78.22	£469.30	ENERGY JAN 23
GHS (UK) Ltd	£8.80	£52.80	BROADBAND
Saunders Metals	£4.00	£24.00	WASTE CLEARANCE -
Swindon Borough Council	£28.58	£171.47	FUEL
Pirtek Swindon	£0.22	£1.30	CONSUMABLES
Screwfix	£3.17	£19.03	CONSUMABLES
Broxap	£536.00	£3,216.00	BINS
Sutcliffe South West	£11.20	£67.16	PLAY PARTS
Screwfix	£11.01	£66.10	CONSUMABLES
Fuel Genie	£41.46	£248.81	FUEL
Wessex Fleet	£26.20	£157.20	MONTHLY MAINT
Online Playgrounds	£86.68	£520.08	PLAY MAINT
Lister Wilder Ltd	£19.55	£127.04	CONSUMABLES
Sutcliffe South West	£11.20	£67.16	PLAY MAINT
Screwfix	£13.29	£79.71	CONSUMABLES
Screwfix	£2.00	£11.99	CONSUMABLES
Clemas & Co Ltd	£85.85	£515.11	MACHINERY MAINT
Lister Wilder Ltd	£95.30	£619.44	VEHICLE MAINT
Lister Wilder Ltd	£18.00	£117.02	CONSUMABLES
GHS (UK) Ltd	£8.25	£49.50	ROUTER TECHNICAL
Fuel Genie	£44.03	£264.23	FUEL
Wiltshire Pension Fund		£5,212.24	STAFF PENSIONS 0223
HMRC Cumberland		£8,398.38	HMRC 0223
Nest Pension Scheme		£796.61	STAFF PENSIONS 0123
Staff Team Salaries		£27,583.59	STAFF SALARIES 0223
Fuel Genie	£9.88	£59.32	FUEL
MOBILIZE Financial Services	£40.05	£240.25	RENAULT ANGOO LEASE
GA Plant Hire	£84.27	£505.60	PLATTES MACHINE HIRE
Lister Wilder Ltd	£70.59	£423.53	TOOL CONSUMABLES
CV Components	£6.67	£40.03	CONSUMABLES
Screwfix	£7.92	£47.50	CONSUMABLES
Nest Pension Scheme		£796.61	STAFF PENSIONS 0223
		£56,293.63	

RECOMMENDED that 42 payments for February 23 totalling £6,293.63 be approved.

248. **Budget Information**

The Parish Manager circulated a budget report setting out expenditure to date. Early indications are that with the inclusion of expenditure from Reserves, the budget will be on track by the end of the year. A copy is attached as **Appendix C** in the Minute Book.

249. 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 the option to purchase a kangoo van rather than extending the lease.

RECOMMENDED that the decision on leasing and purchasing is considered by a meeting of the newly elected Council members.

250. Roundabout Income

The Parish Manager shared an email correspondence detailing the income from the sale of advertising on West Swindon roundabouts. A copy appears as **Appendix E** in the Minute Book. Councillors noted that the fixed price deduction may not account for a mounted advertising board erected in a previous financial year.

RESOLVED that the Parish Manager raises an invoice as per the email correspondence and queries the fixed deductions.

251. Insurance Renewal

The Parish Manager indicated that the premium for insurance covering public liability, employers liability and contents cover had been received. The premium has increased by over 100% on the previous year.

RESOLVED that the Parish Manager contacts WALC and other Parish Council's to determine the position for other Parish Councils and seeks other quotes for comparison.

252. Admission of Public and Press

It was agreed that in order to resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.
Reason: Staffing update

253. Staffing Update

The Parish Manager reported the progress of a new member of the team to work as an intern.

Meeting closed 7.15 pm

Date of next meeting: new municipal year

Chair of Finance & Staffing:

Date:.....