

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 26 June 2023 at 6.00 pm**
Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT

Present:

Cllr Junab Ali (Chair)
Cllr Peter Bates
Cllr Mustafa Dayan
Cllr Mustafa Ertas
Cllr Rose Llewellyn (Vice Chair)
Cllr Graham Philpot
Cllr Andrew Swinyard
Cllr Caryl Sydney Smith
Cllr Sean Wilson
Cllr Keith Williams

Officers: Paula Harrison (Parish Manager)

Public: One

Meeting Start: 6.00pm

Public Questions:
None.

32. Welcome & Applications for Dispensation

Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 22 May 2023: None received.

33. Bank Statements

Bank statements for April 2023 and May 2023 were circulated with accompanying bank reconciliations. Copies can be found as **Appendix A** in the Minute Book. It was noted that bank account details should not be published in the public domain.

RESOLVED that the statements and reconciliations for April and May 2023 are approved.

34. Payments Schedule

The Parish Manager circulated a list of payments for April and May as below, copies of which appear as **Appendix B** in the Minute Book.

Payee Name	APRIL 2023	£ VAT	£ Amount	Transaction Detail
Swindon Borough Council			£16,785.11	SBC NNDR 23-24
Zurich Municipal Insurance			£7,829.05	WSPC INSURANCE
Barclays Mixed Payments Acct			£36.00	BANK CHARGE
Lex Autolease		£420.49	£2,102.43	VEHICLE LEASE

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Councillor Allowances		£875.00	CLLR ALLOWANCE
Barclaycard Credit Card		£169.09	BCARD April 23
Michaels Work Wear	£9.60	£48.00	UNIFORM
GA Plant Hire	£8.60	£43.00	CONSUMABLES
Toomers	£24.80	£123.97	PLANTING
Office Clearance Ltd	£24.00	£120.00	DEPOT LOCKERS
Amberol	£480.03	£2,400.14	PLANTERS
GHS (UK) Ltd	£8.80	£44.00	BROADBAND
Swindon Borough Council	£1,409.83	£7,049.13	LIBRARY Q4 - WS
Screwfix	£6.20	£30.98	CONSUMABLES
Screwfix	£6.50	£32.47	CONSUMABLES
Mid Solutions 4 Documents	£27.02	£135.08	PRINTER
H2 Creative	£286.00	£1,430.00	WEBPAGE DEVELOPMENT
Fuel Genie	£32.74	£163.72	FUEL
Abax UK Ltd	£70.50	£352.50	VEHICLE TRACKERS
Lex Autolease	£3.00	£15.00	ROAD FUND LICENCE
Octopus Energy	£14.40	£287.99	ENERGY
Wessex Fleet	£26.20	£20.00	VEHICLE MAINT YS20VUF
Wessex Fleet		£21.00	VEHICLE MAINT YP20ZPS
Wessex Fleet		£25.00	VEHICLE MAINT YN700TZ
Wessex Fleet		£20.00	VEHICLE MAINT YP21VUK
Wessex Fleet		£25.00	VEHICLE MAINT YS20EWB
Wessex Fleet		£20.00	VEHICLE MAINT YS20VKA
GA Plant Hire	£1.66	£8.32	CONSUMABLES
Kinch Fuel Oils Ltd	£444.36	£2,221.78	FUEL
Wiltshire Pension Fund		£5,442.75	PENSION CONTRIBUTION
Michaels Work Wear	£4.33	£21.64	UNIFORM
GA Plant Hire	£37.63	£188.17	CONSUMABLES
ESS Security & Facilities Mgt	£17.20	£86.00	KEYS ALLOTMENT
HMRC Cumberland		£8,464.89	HMRC Tax June 23
Swindon Borough Council	£8.00	£40.00	VEHICLE WASH
Fuel Genie	£33.46	£167.33	FUEL
Fence Supplies UK	£117.20	£586.00	FENCING
GA Plant Hire	£8.28	£41.39	TOOL HIRE
GA Plant Hire	£63.70	£318.50	POSTFIX
Nest Pension Scheme		£807.62	NEST PENSION APRIL 23
Staff Team Salaries		£25,477.73	PAYROLL APRIL 23
Staff Team Salaries		£1,490.35	PAYROLL APRIL 23
Mobilize Financial Services	£40.04	£200.21	KANGOO VEHICLE
Fuel Genie	£8.11	£40.55	FUEL
Michaels Work Wear	£26.18	£130.88	UNIFORM
B&M Stores	£1.19	£5.93	CLEANING PRODUCTS
Castledine Environmental	£485.00	£2,425.00	ALLOT TEST
B and Q Trade Point	£15.75	£78.73	CONSUMABLES
Spaldings	£13.11	£65.55	CONSUMABLES
	£4,183.91	£88,512.98	

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Payee Name MAY 2023	£ VAT	£ Amount	Transaction Detail
O2 Telefonica	£50.39	£251.93	MOBILES
Lex Autolease	£420.49	£2,102.43	VEHICLE LEASE
Fuel Genie	£44.48	£222.43	FUEL
Barclaycard Credit Card		£1,464.93	BCARD MAY 23
Barclaycard		£8.50	BANK CHARGE
Truston Security	£6.27	£31.35	MONTHLY KEYHOLDING
Screwfix	£6.98	£34.93	CONSUMABLES
GHS (UK) Ltd	£8.80	£44.00	BROADBAND
GCP Window Cleaning		£60.00	WINDOWS CLEANING
Imperial Tyres	£112.00	£560.00	TYRES
Wiltshire Assoc Local Councils	£441.45	£2,207.26	ANNUAL SUBSCRIPTION
Fuel Genie	£21.97	£109.87	FUEL
Octopus Energy	£20.05	£401.04	ENERGY
Wessex Fleet	£26.20	£20.00	VEHICLE MAINT YS20VUF
Wessex Fleet		£21.00	VEHICLE MAINT YP20ZPS
Wessex Fleet		£25.00	VEHICLE MAINT YN700TZ
Wessex Fleet		£20.00	VEHICLE MAINT YP21VUK
Wessex Fleet		£25.00	VEHICLE MAINT YS20EWB
Wessex Fleet		£20.00	VEHICLE MAINT YS20VKA
Nest Pension Scheme		£808.32	STAFF PENSION 0423
Amazon.Co.Uk	£7.55	£37.75	CONSUMABLES
Fuel Genie	£8.39	£41.97	FUEL
Screwfix	£9.95	£49.73	CONSUMABLES
World of water	£11.34	£56.65	PLANTERS
Imperial Tyres	£33.20	£166.00	EQUIP MAINTENANCE
CV Components	£33.21	£166.05	PARTS
GA Plant Hire	£42.50	£212.50	TOPSOIL
Wicksteed	£62.83	£314.13	PLAY REPAIRS
Farol	£83.22	£416.10	PARTS
Play Inspection Company	£294.30	£1,471.50	ANNUAL PLAY INSPECTN
Swindon Borough Council	£8.00	£40.00	VEHCILE WASHDOWN
Wiltshire Pension Fund		£5,422.73	STAFF PENSION 0523
HMRC Cumberland		£8,364.38	HMRC 05 23
Everflow Water		£23.00	WATER
Staff Team Salaries		£26,514.88	PAYROLL 0523
Fuel Genie	£18.18	£90.89	FUEL
Mobilize Financial Services	£40.04	£200.21	KANGOO VEHICLE
Jack the Giant Storer	£8.35	£41.78	PLANTING
GA Plant Hire	£10.15	£50.75	CONSUMABLES
Rialtas Business Solutions	£14.02	£70.10	ANNUAL FEE
GA Plant Hire	£17.00	£85.00	TOPSOIL
Rialtas Business Solutions	£151.00	£755.00	IT SUPPORT YEAR END 23
Kinch Fuel Oils Ltd	£562.57	£2,812.83	FUEL
Nest Pension Scheme		£808.32	STAFF PENSION 0523
Fuel Genie	£39.04	£195.23	FUEL
	£2,613.92	£56,845.47	

RECOMMENDED that

- a) 49 payments totalling £88,512.98 in April 2023 are approved
- b) 45 Payments totalling £56,845.47 in May 2023 are approved

35. Review of the Budget 2023-24

The Parish Manager circulated a copy of the budget forecast for 2023-23 and a copy of the Reserves Policy. Copies of which appear as **Appendix C** in the Minute Book. Councillors noted the information.

36. Vehicle Leasing

The Parish Manager circulated a report setting out information regarding the Parish Council's lease arrangement for the fleet. A copy appears as **Appendix D** in the Minute Book. Councillors considered the benefits of renewing the fleet arrangements as is or moving towards purchasing vehicles outright. It was noted that lead in times for new vehicles for lease or purchase can 6-8 months from the date of order.

RESOLVED that the Parish Manager progresses a renewal of all the current lease arrangements for a further 12 months

37. Expressions of Interest

The Parish Manager circulated a report setting out a request for permission to create an advert on Contract Finder for expressions of interest for Shaw Ridge Play Area to assist the Planning, Leisure & Environment Committee to consider next steps. A copy of the report appears as **Appendix E** in the Minute Book.

RESOLVED that the Parish Manager initiates Expressions of Interest for Shaw Ridge Play Area

38. Risk Assessments

Comprehensive Risk Assessments for Parish Council activities had been circulated. The Committee was asked to note and approve the risk assessments in support of the Risk Management Policy 23-24.

RESOLVED that the Risk Assessments are approved.

39. Asset Register

The Parish Manager distributed a report noting the recommendations from the Internal Auditor to amend the Parish Council's Asset Register format. A copy of the report appears as **Appendix F** in the Minute Book.

The Parish Manager advised that recording hours, mileage and photographs of machinery, vehicles and equipment was useful and would be put into immediate effect. The Parish Manager advised that the Internal Auditor also recommended the same practice for play equipment, however, individual items are already recorded in the weekly inspections and then photographed individually as part of the Independent Annual Play Inspection. The Parish Manager advised that the Annual Inspection report provided an independent assessment of condition for each item of play equipment. To add this in the Asset Register would be replication and the existing practice of noting the overall value of the play equipment on a site by site basis should be sufficient.

The Internal Auditors comments were noted.

RESOLVED that the Asset Register is duly updated for 23-24

6.30 pm

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, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’, the public was asked to withdraw to enable the Committee to discuss staffing matters.

40. Staffing Matters

The Parish Manager referred to a confidential report, a copy of which appears as **Appendix G** in the Minute Book. Councillors discussed a range of staffing related matters including unauthorised absence, staff vacancies and organisational structure. It was agreed that there should be consistency across sickness absence reporting and unauthorised absence in the Disciplinary Policy.

RESOLVED that

- a) The Parish Manager ensures that absence reporting requirements are evident in the relevant policies
- b) a review of the NEST pension contributions is initiated
- c) further work be undertaken to assess the current staff to work cover ratio.

Meeting finished: 6.45 pm

Date of next meeting: Monday 24 July 2023 6.00pm

Signed:

Chair, Finance & Staffing Committee

Date: