

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 24 July 2023** at **6.00 pm**
Meeting Room, Holy Trinity Church, Shaw

Present:

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

Officers: Paula Harrison (Parish Manager)

Public: Two

Meeting Start: 6.00pm

Public Questions: None

64. Welcome & Applications for Dispensation

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

65. Bank Statements

The bank statement for June 2023 were circulated with the accompanying bank reconciliation. Copies can be found as **Appendix A** in the Minute Book.

66. Payments Schedule

The Parish Manager circulated a list of payments for June 2023 as below, copies of which appear as **Appendix B** in the Minute Book.

Payee Name	£ VAT	£ Total Amnt	Transaction Detail
Lex Autolease	£420.49	£2,522.92	VEHICLE LEASE
O2 Telefonica	£49.74	£298.42	MOBILES
Barclaycard Credit Card		£1,007.83	BCARD JUNE 23
Abax UK Ltd	£70.50	£423.00	VEHICLE TRACKERS
Barclays Mixed Payments Acct		£48.50	BANK CHARGES
GHS (UK) Ltd	£8.80	£52.80	BROADBAND
Viking Direct.co.uk	£9.57	£57.42	STATIONERY
Swindon Borough Council	£8.00	£48.00	VEHICLE WASH
GA Plant Hire	£84.40	£506.40	MACHINERY
Fuel Genie	£15.11	£90.65	FUEL
Octopus Energy	£21.65	£454.52	ENERGY
Wessex Fleet	£26.20	£157.20	VEHICLE MAINT FLEET
HMRC Cumberland		£8,417.82	HMRC 07.23

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Swindon Borough Council	£721.67	£4,330.03	<i>Q1 23.24 LIBRARY GRANT</i>
E Bryson IT Training		£80.00	<i>SHARE POINT TRAINING</i>
Wiltshire Pension Fund		£5,442.73	<i>WILTS PENSIONS</i>
Lister Wilder Ltd	£2.32	£13.95	<i>CONSUMABLES</i>
Colliers International UK Ltd	£3,023.55	£18,141.29	<i>DEPOT RENT Q2</i>
Lister Wilder Ltd	£74.67	£448.00	<i>CONSUMABLES</i>
Rialtas Business Solutions	£38.58	£231.51	<i>ANNUAL LICENCE</i>
Everflow Water	£9.82	£58.94	<i>WATER</i>
Fuel Genie	£52.64	£315.85	<i>FUEL</i>
Staff Team Salaries		£26,628.42	<i>SALARIES 07.23</i>
Fuel Genie	£16.31	£97.88	<i>FUEL</i>
Mobilize Financial Services	£40.04	£240.25	<i>RENAULT LEASE</i>
O2 Telefonica	£49.74	£298.42	<i>MOBILES</i>
Kompan	£409.65	£2,457.91	<i>PLAY MAINT</i>
Car and Truck Services Ltd	£2.34	£14.04	<i>BRAKE FLUID</i>
CV Components	£6.67	£40.03	<i>FUEL</i>
Car and Truck Services Ltd	£31.56	£189.34	<i>CONSUMABLES</i>
Farol	£42.40	£254.42	<i>PARTS</i>
Car and Truck Services Ltd	£13.06	£78.36	<i>CONSUMABLES</i>
Greatfield Nurseries	£8.55	£51.30	<i>COMPOST</i>
Greatfield Nurseries	£53.44	£320.62	<i>COMPOST</i>
Councillor Allowances		£1,375.00	<i>CLLRS ALLOW Q1 23.24</i>
Total Payments for Month	£5,311.47	£75,193.77	

RECOMMENDED that 35 payments totalling £75,193.77 be approved

- 67.** The Parish Manager circulated a draft Investment Strategy in response to the Internal Auditors observations. A copy appears as **Appendix D** in the Minute Book The Strategy follows a standard template used by other Parish Councils. The preferred route for investment has been standard savings accounts with 35 or 95 day notice periods. Councillors considered other options including credit union savings or alternative strategies.

RESOLVED that the Investment Strategy is adopted and the Parish Manager progresses a review of other options and submits an update to a future meeting of this committee.

68. Staffing Matters

The Parish Manager advised that work was ongoing with the Vice Chair, Cllr Llewellyn to review job roles, tasks and staffing levels. An update would be submitted to a future meeting.

Meeting finished: 6.25 pm

Signed:

Chair, Finance & Staffing Committee

Date: