

**WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held on **Monday 18 September 2023 at 6.00 pm**  
**Freshbrook Community Centre, Worsley Road, Freshbrook**

**Present:**

Cllr Junab Ali (Chair)  
Cllr Peter Bates  
Cllr Mustafa Dayan  
Cllr Mustafa Ertas  
Cllr Leon Grother  
Cllr Rose Llewellyn (Vice Chair)  
Cllr Graham Philpot  
Cllr Trish Philpot  
Cllr Caryl Sydney Smith

**Officers:** Paula Harrison (Parish Manager)

**Public:** One

**Meeting Start:** 6.00pm

**Public Questions:** None

**97. Welcome & Applications for Dispensation**

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

**98. Bank Statements**

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

**99. Payments Schedule**

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

Payee Name	£ VAT	£ Total	<i>Transaction Detail</i>
Fuel Genie	£35.73	£214.39	<i>FUEL</i>
Lex Autolease	£145.51	£873.08	<i>VEHICLE LEASE COSTS</i>
Abax UK Ltd	£44.25	£265.50	<i>VEHICLE TRACKERS</i>
Barclaycard Credit Card		£1,744.50	<i>BCARD AUG 23</i>
Barclays Payments Acct		£98.50	<i>BANK DEVICES</i>
Fuel Genie	£17.10	£102.62	<i>FUEL</i>
GCP Window Cleaning		£60.00	<i>WINDOW CLEANING</i>
Truston Security	£6.20	£37.20	<i>SECURITY</i>
Lister Wilder Ltd	£68.87	£413.22	<i>TRACTOR SERVICE</i>
Farol	£22.56	£135.33	<i>PARTS</i>
GHS (UK) Ltd	£8.80	£52.80	<i>BROADBAND</i>

Swindon Borough Council	£8.00	£48.00	VEHICLE WASH
Lister Wilder Ltd	£278.72	£1,672.33	MOWER SERVICE
Brewers	£6.16	£36.94	PAINT
James Hallam		£9,519.24	FLEET INSURANCE
Swindon Borough Council		£25.00	HIGHWAY LICENCE PLANTERS
Wiltshire Pension Fund		£5,442.73	WILTS PENSION CONTRIB AUG
Nest Pension Scheme		£808.32	NEST PENSION CONTRIB AUG
Wessex Fleet	£26.20	£157.20	FLEET MAINTENANCE
Octopus Energy	£15.15	£318.10	ENERGY
Spaldings	£156.12	£936.72	BIN LINERS
Kinch Fuel Oils Ltd	£513.40	£3,080.40	FUEL
Lister Wilder Ltd	£3.56	£21.39	CONSUMABLES
Lister Wilder Ltd	£12.00	£72.00	CONSUMABLES
Screwfix	£18.97	£113.80	CONSUMABLES
Fuel Genie	£6.76	£40.54	FUEL
Lister Wilder Ltd	£10,591.96	£63,551.72	2 NEW KUBOTA MOWERS
Lex Autolease	£166.08	£996.50	VEHICLE LEASE COSTS
Everflow Water		£48.91	WATER RATES
Staff Team Salaries		£26,501.90	PAYROLL AUGUST 23
HMRC Cumberland		£8,358.74	HMRC TAX DUE AUG 23
Fuel Genie	£41.82	£250.89	FUEL
Mobilize Financial Services	£40.04	£240.25	VEHICLE LEASE
Screwfix	£3.32	£19.92	CONSUMABLES
Bristol City Council	£116.46	£698.76	FLORAL PLANTING
ESS Security & Facilities	£12.59	£75.54	ALLOT PADLOCK REPLACEMT
Hags SMP	£146.72	£880.32	PLAY AREA REPAIR
Lister Wilder Ltd	£18.25	£109.51	CONSUMABLES
Lister Wilder Ltd	£79.27	£475.60	CONSUMABLES
Bristol City Council	£282.44	£1,694.64	FLORAL PLANTING
James Hallam		£411.94	MOTOR INSURANCE ADDITION
Fuel Genie	£39.87	£239.19	FUEL
O2 Telefonica	£49.74	£298.42	MOBILES
<b>TOTAL</b>	<b>£12,982.62</b>	<b>£114,142.60</b>	

**RECOMMENDED** that 44 payments totalling **£114,142.60** be approved

- 100.** The Parish Manager circulated a report sharing figures of library users at the West Swindon library. A copy appears as **Appendix D** in the Minute Book. Councillors considered the best use of the grant funding and the issues affecting the library premises such as heating and flooding.

**RESOLVED** that the benefit and impact of grant funding the library for extra staffed hours for 2023-24 needs to be reviewed. The Parish Manager is instructed to continue to provide information to support a review.

**101. Investment Options Update**

The Parish Manager circulated a report setting out the possible options of investment through CCLA. A copy appears as **Appendix E** in the Minute Book. Cllr Wilson had also circulated a performance summary of the investment funds, a

copy of which appears as **Appendix F** in the Minute Book. Councillors noted the poor return on investment in recent years. Councillors also noted the option to invest in ethical funds.

**RESOLVED** that the Parish Manager reports to a future meeting on short investment in accessible banks or building societies.

**Admission of the Public and Press**

It was resolved 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 temporary excluded and be instructed to withdraw.

Reason: Staffing and premises matters

6.30 pm Public members withdrew from the meeting.

**102. Staffing Review**

The Parish Manager advised that the Parish outdoor team were holding a full-time vacancy.

Cllr Llewellyn reported that work to review the focus of the team and staffing levels was ongoing. It was agreed that a Councillor Meet and Greet with staff would be helpful.

**RESOLVED** that the Parish Manager sets up a session with Councillors and team members.

**103. Premises Review**

The Parish Manager reported that as and when existing leases expire, there may be options for sites within West Swindon over the long term. Councillors agreed that any sites that become available would be of interest to the Parish Council and that this be communicated to Swindon Borough Council.

**Meeting finished: 6.50 pm**

Signed: .....

Chair, Finance & Staffing Committee

Date: .....