

**WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held on **Monday 30 October 2023 at 6.00 pm**  
**Toothill Church, Dunwich Drive, SN5 8SX**

**Present:**

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

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

**Public:** Two

**Meeting Start:** 6.02 pm

**Public Questions:** None

**120. Welcome & Applications for Dispensation**

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

**121. Bank Statements**

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

**122. Payments Schedule**

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

Payee Name	£ VAT	£ Total Amnt	<i>Transaction Detail</i>
Lex Autolease	£328.51	£1,971.04	<i>VEHICLE LEASE COSTS</i>
Barclaycard Credit Card		£2,104.90	<i>BCARD SEP 23</i>
Abax UK Ltd	£35.25	£211.50	<i>VEHICLE TRACKERS</i>
Barclays Payments Acct		£28.50	<i>BANK FEE</i>
Fuel Genie	£33.37	£200.21	<i>FUEL</i>
Brewers	£2.86	£17.18	<i>PAINT</i>
Tudor Environmental	£30.78	£184.68	<i>VOL LITTER PICKERS</i>
Swindon Borough Council	£27.85	£167.09	<i>FUEL AUGUST 23</i>
GHS (UK) Ltd	£8.80	£52.82	<i>BROADBAND</i>
Swindon Borough Council	£8.00	£48.00	<i>VEHICLE WASH</i>

Octopus Energy	£15.57	£326.98	ENERGY
Wessex Fleet	£26.20	£157.20	MONTHLY MAINT
Wiltshire Pension Fund		£5,442.73	WILTS PENSION
HMRC Cumberland		£8,304.10	HMRC SEPT 23
Fuel Genie	£16.62	£99.74	FUEL
Everflow Water		£57.99	WATER
Staff Team Salaries		£26,219.30	PAYROLL SEP 23
Nest Pension Scheme		£805.66	NEST PENSION
Mobilize Financial Services	£40.04	£240.25	KANGAROO LEASE
Viking Direct.co.uk	£8.69	£52.12	STATIONERY
Lister Wilder Ltd	£52.22	£313.35	MOWER SERVICING
Tree2U Woodcraft		£70.00	VOLUNTEER PLANTERS
HE Services (Plant Hire) Ltd	£58.00	£348.00	MACHINERY HIRE
Lister Wilder Ltd	£52.22	£313.35	MOWER SERVICE
Toothill Junior Youth		£2,010.60	GRANT TOOTHILL YOUTH
Kinch Fuel Oils Ltd	£601.32	£3,607.94	DIESEL
CV Components	£22.25	£133.49	CONSUMABLES
HE Services (Plant Hire) Ltd	£69.00	£414.00	MACHINE HIRE
Colliers Intl UK Ltd	£3,023.55	£18,141.29	DEPOT RENT Q3 23.24
ABC Signs and Designs		£140.00	VOLUNTEER SIGNS
Screwfix	£1.36	£8.19	CONSUMABLES
Fuel Genie	£49.50	£297.03	FUEL
GA Plant Hire	£75.70	£454.20	PLAY MAINT
Graphic Design Rachel		£200.00	MEDIA FORMATTING
Lister Wilder Ltd		£362.34	MACHINE LIGHTS
GB Sport & Leisure	£189.76	£1,138.56	PLAY MAINT
Truston Security	£6.20	£37.20	MONTHLY SECURITY
Screwfix	£5.05	£30.28	PLAY MAINT
			CLEANING
Aldi Stores Ltd	£1.03	£6.18	CONSUMABLES
O2 Telefonica	£49.74	£298.42	MOBILES
	£4,839.44	£75,016.41	

**RECOMMENDED** that 40 payments totalling £75,016.41 be approved

**123. Budget Monitoring Report**

The Parish Manager circulated a budget monitoring report sharing figures for expenditure to date. A copy appears as **Appendix C** in the Minute Book. Councillors noted the information.

**124. Savings Account Report** as requested by Cllr Wilson

The Parish Manager circulated a report setting out the possible options of additional savings accounts. A copy appears as **Appendix D** in the Minute Book.

Councillors noted the information and suggested that it be considered again at a future meeting with Cllr Wilson in attendance.

**125. Vehicle Fleet Review**

The Parish Manager circulated a report setting out options to consider for the renewal of the Parish Council's fleet including lease hire or outright purchase. Councillors considered the information and requested further costings for outright purchase and detailed costings for both electric and non electric vehicles.

**RESOLVED** that a meeting of the Services Working Party be convened to review vehicle lease or purchase costings ahead of a meeting of this Committee.

**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 matters

6.35 pm Public members withdrew from the meeting.

**126. Staffing Report**

The Parish Manager circulated a report setting out an update on staffing matters including staff vacancies, sickness absence, annual leave, timesheets and appraisals.. Councillors considered the report.

**RESOLVED** that the Parish Manager

- a) Commences recruitment for a second intern role within the outdoor team
- b) Investigates options for apprenticeships/formal training
- c) Applies the Employers' last and final offer of £1925 to all pay grades and 3.88% for those on scale point 43. payable in November 2023 payroll, and thereafter, on the basis that if there are any other changes agreed nationally, that this be considered by the next available Finance & Staffing Committee
- d) Secures quotes from companies to conduct occupational health assessments
- e) Notifies Councillors of annual leave arrangements for Parish Manager and Operations Supervisor on a monthly basis
- f) Continues with Christmas arrangements for staff as per previous years with a budget of £30.00. Staff Christmas lunch to be held on Friday 22 December.

**127.** Other matters raised included an Annual Staff Survey, Work Recording, and HR Training and Development to be deferred to a future meeting.

**Meeting finished: 6.55 pm**

Signed: .....

Chair, Finance & Staffing Committee

Date: .....