

## **WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held on **Monday 27 November 2023 at 6.00 pm**  
**West Swindon Parish Office, Westmead Ind Estate, SN5 7YT**

**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 Andrew Swinyard  
Cllr Caryl Sydney Smith  
Cllr Sean Wilson

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

**Public:** One

**Meeting Start:** 6.00 pm

**Public Questions:** None

**151. Welcome & Applications for Dispensation**

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

**152. Bank Statements**

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

**153. Payments Schedule**

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

<b>Payee Name</b>	<b>£ VAT</b>	<b>£ Total Amnt</b>	<b>Transaction Detail</b>
Lex Autolease	£328.51	£1,971.04	VEHICLE LEASE COSTS
Abax UK Ltd	£37.50	£225.00	VEHICLE TRACKERS
Fuel Genie	£10.22	£61.33	FUEL
Barclaycard Credit Card		£1,315.78	BCARD OCT 23
Barclays Mixed Payments Acct		£28.50	BANK COMMISSION
Information Commissioners (ico)		£35.00	ICO annual subscription
PKF Littlejohn	£420.00	£2,520.00	EXTERNAL AUDIT 22.23

GHS (UK) Ltd	£8.80	£52.80	BROADBAND
HE Services (Plant Hire) Ltd	£13.23	£79.39	EQUIPMENT HIRE
HE Services (Plant Hire) Ltd	£58.00	£348.00	EQUIPMENT HIRE
Mid Solutions 4 Documents	£32.69	£196.15	PHOTOCOPIES
GA Plant Hire	£170.00	£1,020.00	PLAY MAINTENANCE
Key Security	£11.00	£66.00	DEPOT SECURITY
Lister Wilder Ltd	£108.93	£653.60	MACHINERY MAINT
Councillor Allowances		£1,500.00	CLLS ALLOWANCE Q2
Truston Security Services	£15.20	£91.20	DEPOT SECURITY
Screwfix	£2.31	£13.88	CONSUMABLES
GA Plant Hire	£13.20	£79.20	VOLUNTEER REWARD
Hags SMP	£46.09	£276.57	PLAY MAINT
Howard & Sons	£218.68	£1,312.09	TRACTOR SERVICE
Fuel Genie	£27.76	£166.55	FUEL
Wessex Fleet	£26.20	£157.20	MONTHLY MAINT
Nest Pension Scheme		£776.07	NEST PENSION OCT 23
Swindon Borough Council	£721.67	£4,330.03	SBC LIBRARY GRANT Q2
Seager Welding	£143.00	£858.00	MACHINE MAINT
GA Plant Hire	£7.55	£45.28	MACHINERY HIRE
GA Plant Hire	£43.10	£258.60	VOLUNTEER GRANT
GA Plant Hire	£204.08	£1,224.50	PLAY MAINTENANCE
Toothill Church Room		£32.00	ROOM BOOKING
B and Q Trade Point	£7.67	£46.00	VOL GRANT
Broxap	£30.00	£180.00	PLAY MAINTENANCE
Wiltshire Pension Fund		£5,442.73	WILTS PENSION OCT 23
Fuel Genie	£50.22	£301.30	FUEL
Lex Autolease	£12.00	£72.00	ROAD FUND LICENCE
Octopus Energy	£16.41	£344.67	GAS/ELECTRIC
HMRC Cumberland		£8,262.89	HMRC tax due Oct 23
Staff Team Salaries		£26,052.96	PAYROLL OCT 23
Fuel Genie	£12.08	£72.46	FUEL
Mobilize Financial Services	£40.05	£240.25	KANGOO VEHICLES
Fuel Genie	£17.47	£104.83	FUEL
O2 Telefonica	£49.74	£298.42	MOBILES
	£2,903.36	£61,112.27	

**154. 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 precept matters

6.15 pm Public member withdrew from the meeting.

**155. Appraisal Update**

The Parish Manager circulated a report setting out a summary of team appraisals and processes, a copy of which appears as **Appendix C** in the Minute Book. Councillors noted the report.

**156. Recruitment Update**

The Parish Manager reported that the Staffing Working Party had agreed that if recruitment for a member of the outdoor team was very successful, consideration would be given to filling the vacancy and appointing an intern. The Parish Manager circulated a draft job description and advertisement for recruitment to a Deputy Clerk role, a copy of which appears as **Appendix D** in the Minute Book. The Parish Manager recommended an increase in hours from four to fourteen for the current Finance Officer. Councillors noted the report. Councillors discussed recruitment in relation to budget setting for 2024/25.

**RESOLVED** that recruitment and changes to hours for the administrative team be on hold until the budget for 2024/25 is confirmed.

**157. Sickness Absence Policy Update**

Councillors received an updated Sickness Absence Policy, a new Capability Procedure and amended Disciplinary Policy. The Parish Manager advised that changes had been incorporated into the sickness absence policy detailing the inclusion of the Bradford factor as part of the review of staff sickness absence and links to this were incorporated into other related policies.

**RESOLVED** that both policies be approved and distributed to staff

**158. Precept Planning**

The Parish Manager distributed a draft budget for 2023-24 a confidential copy of which appears as **Appendix E** in the Minute Book. Councillors discussed the budget and agreed changes to be incorporated for the next discussion.

**Meeting finished: 6.50 pm**

Signed: .....

Chair, Finance & Staffing Committee

Date: .....