

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.

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