

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held on **Monday 11 December 2023 at 6.00 pm**  
**Freshbrook Community Centre, Worsley Road, SN5 8LY**

**Present:**

Cllr Peter Bates  
Cllr Mustafa Dayan  
Cllr Suresh Gattapur  
Cllr Leon Grother  
Cllr Rose Llewellyn (Vice Chair)  
Cllr Graham Philpot  
Cllr Trish Philpot  
Cllr Andrew Swinyard  
Cllr Caryl Sydney Smith  
Cllr Keith Williams  
Cllr Sean Wilson

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

**Public:** None

**Meeting Start:** 6.00 pm

**Public Questions:** None

**178. Welcome & Applications for Dispensation**

Apologies – Cllr Ali, Cllr Ertas, Cllr Makofu. Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 22 May 2023: None received. Cllr Sydney Smith asked for it to be noted that she was a Director for Toothill Hub which was a payment recipient in Agenda Item 3. Payments.

**179. Bank Statements**

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

**180. Payments Schedule**

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

Payee Name	£ VAT	£ Total	Transaction Detail
Lex Autolease	£328.51	£1,971.04	VEHICLE LEASE COSTS
Michaels Work Wear	£81.34	£488.06	UNIFORM
CPA Horticulture	£382.40	£2,294.40	PLAY WOOD CHIP
GA Plant Hire	£5.20	£31.20	CONSUMABLES
Greatfield Nurseries	£14.43	£86.60	COMPOST
GA Plant Hire	£19.49	£116.96	PLAY MAINTENANCE
Truston Security Services	£6.20	£37.20	DEPOT SECURITY
Car and Truck Services Ltd	£5.52	£33.10	CONSUMABLES

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Farol	£200.34	£1,202.01	MACHINE PARTS
Tudor Environmental	£171.30	£1,027.82	CONSUMABLES
Kingsdown Nurseries	£131.55	£789.28	BULB PLANTING
GA Plant Hire	£7.80	£46.80	CONSUMABLES
Abax UK Ltd	£37.50	£225.00	VEHICLE TRACKERS
Barclays Mixed Payments Acct		£28.50	BANK COMMISSION
Barclaycard Credit Card		£2,702.67	BCARD OCT 23
Howard & Sons	£28.30	£169.79	CONSUMABLES
Community Grant Hardship Fund		£1,000.00	GRANT
Swindon Borough Council	£8.00	£48.00	VEHICLE WASH
Viking Direct.co.uk	£2.01	£12.04	STATIONERY
Swindon Borough Council	£19.23	£115.39	FUEL
Proludic	£102.03	£612.25	PLAY MAINTENANCE
GHS (UK) Ltd	£8.80	£52.80	BROADBAND
Community Grant West Swindon Family		£3,000.00	GRANT
Fuel Genie		£434.22	FUEL
Octopus Energy	£5.53	£116.09	ENERGY
Screwfix	£6.40	£38.40	PLAY MAINTENANCE
Lister Wilder Ltd	£77.14	£462.87	EQUIPMENT MAINTENANCE
Screwfix	£21.77	£130.64	CONSUMABLES
GA Plant Hire	£8.60	£51.61	PLAY MAINTENANCE
Community Grant The Hub		£3,702.00	GRANT
Wessex Fleet	£26.20	£157.20	MONTHLY MAINT YN700TZ
Fuel Genie	£22.56	£135.34	FUEL
Wiltshire Pension Fund		£8,212.53	PENSIONS
HMRC Cumberland		£16,226.62	HMRC tax Nov 23
Staff Team Salaries		£38,012.30	PAYROLL NOV 23
Savings 2 Acorn Community		£57,000.00	TRANSFER NOV 23
Fuel Genie	£27.74	£166.44	FUEL
Mobilize Financial Services	£40.04	£240.25	KANGOO VEHICLES
GA Plant Hire	£4.82	£28.90	CONSUMABLES
Spaldings	£107.70	£646.20	BIN LINERS
Bristol City Council	£187.20	£1,123.20	PLANTS
GA Plant Hire	£5.20	£31.20	CONSUMABLES
GCP Window Cleaning		£60.00	DEPOT WINDOW CLEANING
B and Q Trade Point	£22.55	£135.28	CONSUMABLES
B and Q Trade Point	£3.58	£21.48	CONSUMABLES
Screwfix	£1.08	£6.49	CONSUMABLES
O2 Telefonica	£23.50	£141.02	MOBILES
Nest Pension Scheme		£765.04	PENSIONS
Totals:	£2,151.56	£144,136.23	

A receipt for £11,582.29 from Community Infrastructure Levy funding was noted.

**Recommendation:** That Full Council approves 48 payments totalling £144,136.23 for November 2023

**181. 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: Budget setting and precept matters

**182. Budget Update**

The Parish Manager circulated a report setting out a summary of budget considerations, a confidential copy of which appears as **Appendix C** in the Minute Book.

Councillors noted the report.

**Meeting finished: 6.20 pm**

Signed: .....

Chair, Finance & Staffing Committee

Date: .....