

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 22 January 2024 at 6.00 pm**
Unit 25, Westmead Ind Estate, Swindon, 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 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:

Resident asked to what percent had Councillor allowances been agreed to increase next year. *The Parish Manager confirmed a rate of 7%.*

Resident asked if the Parish Council was planning to lease or purchase vehicles. *The Parish Manager advised that it was likely to be a combination of both.*

Resident asked if the play area budget for 2023-24 and or 2024-25 had been committed and suggested that this be a route to manage the budget. *The Chair confirmed that a decision on future play expenditure had not been finalised.*

Resident asked if the Parish Council had not secured full deeds for play areas, that it should consider whether to decouple future investment. *The Chair confirmed that the lack of progress on finalising deeds was a matter of concern.*

Meeting start 6.10 pm

197. Apologies, Declarations of Interest & Applications for Dispensation

Apologies – Cllr G Philpot, Cllr K Williams.

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

198. Bank Statements

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

199. Payments Schedule

The Parish Manager circulated a list of payments for December 2023 as below, a copy of which appears as **Appendix B** in the Minute Book.

Payee Name	£ VAT	£ Total Amnt	Transaction Detail
Lex Autolease	£328.51	£1,971.04	VEHICLE LEASE COSTS
Fuel Genie	£29.67	£178.04	FUEL
Michaels Work Wear	£15.66	£93.94	UNIFORM
GA Plant Hire	£3.80	£22.80	CONSUMABLES
Swindon Bearings SBL	£1.12	£6.70	CONSUMABLES
Sutcliffe South West	£153.12	£918.72	PLAY MAINT
Landscape Supply Company	£54.60	£327.58	REFUSE SACKS
Walfins Ltd	£4.83	£29.00	PARTS
Lister Wilder Ltd	£13.04	£78.25	CONSUMABLES
Screwfix	£12.48	£74.91	CONSUMABLES
Screwfix	£6.97	£41.84	CONSUMABLES
Barclays Mixed Payments Acct		£28.50	BANK COMISSION
Abax UK Ltd	£37.50	£225.00	VEHICLE TRACKERS
Barclaycard Credit Card		£653.77	BCARD DEC 23
Swindon Borough Council	£8.00	£48.00	VEHICLE WASH
Truston Security Services	£6.20	£37.20	MONTHLY SECURITY
Imperial Tyres	£18.10	£108.60	CONSUMABLES
Haydon Wick PC		£432.00	FIRST AID TRAINING
Screwfix	£13.25	£79.50	CONSUMABLES
B and Q Trade Point	£1.90	£11.40	CONSUMABLES
Swindon Borough Council	£19.06	£114.36	FUEL
GHS (UK) Ltd	£8.80	£52.80	BROADBAND
Colliers International UK Ltd	£3,023.55	£18,141.29	Q4 DEPOT RENT
ABC Signs and Designs		£345.00	SIGNS
Fuel Genie	£35.15	£210.89	FUEL
Octopus Energy	£26.85	£563.90	ENERGY
Wessex Fleet	£26.20	£157.20	MONTHLY MAINT
Fuel Genie	£41.03	£246.17	FUEL
GHS (UK) Ltd	£56.00	£336.00	PHONE SERVICES
GA Plant Hire	£5.20	£31.20	CONSUMABLES
ESP Scotland Play	£2,500.00	£15,000.00	PLAY AREA BESS RD
B and Q Trade Point	£6.67	£40.00	CONSUMABLES
Screwfix	£28.33	£169.99	DEHUMIDIFIER
Wiltshire Pension Fund		£5,788.85	PENSION DEC 23
HMRC Cumberland		£9,996.40	HRMC TAX DEC 23
Nest Pension Scheme		£1,236.39	NEST PENSION DEC 23
Staff Team Salaries		£27,566.68	PAYROLL DEC 23
Mobilize Financial Services	£40.04	£240.25	KANGOO VEHICLES
Fuel Genie	£33.32	£199.90	FUEL
O2 Telefonica	£25.75	£154.50	MOBILES
40 Payments	£6,584.70	£85,958.56	

The Parish Manager circulated a communication from Colliers Property Consultants acting on behalf of Staffordshire County Council, a copy of which appears as **Appendix C** in the Minute Book. The information related to options to renew the lease for Westmead Industrial Estate. Councillors considered the options.

RESOLVED that the Parish Manager be instructed to see draft Heads of Terms to be initiated for Unit 25 Westmead Industrial Estate.

201. Budget Expenditure

The Parish Manager circulated a report setting out expenditure to date as at 31 December 2023, a copy of which appears as **Appendix D** in the Minute Book. Councillors noted the information.

RESOLVED that the Parish Manager be instructed to see draft Heads of Terms to be initiated for Unit 25 Westmead Industrial Estate.

6.25 pm

202. Admission of 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 temporarily excluded and they be instructed to withdraw.

203. Transfer of Services

The Parish Manager circulated a report setting out information provided by Brian Pinchbeck, Swindon Borough Council regarding potential transfer of services. A copy appears as **Appendix E** in the Minute Book.

204. Staffing Report

The Parish Manager confirmed arrangements for recruitment for the Deputy Clerk role and advised that a new person had been recruited to the outdoor team. The Chair asked that they be supported with the relevant staffing policies.

Meeting finished: 6.45 pm

Signed:

Chair, Finance & Staffing Committee

Date: