

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 25 March 2024 at 6.00 pm**
Toothill Community Centre, Dunwich Drive, SN5 8DH

Present:

Cllr Peter Bates
Cllr Leon Grother
Cllr Rose Llewellyn (Vice Chair)
Cllr Graham Philpot
Cllr Trish Philpot
Cllr Caryl Sydney Smith
Cllr Keith Williams
Cllr Sean Wilson

Officers: Paula Harrison (Parish Manager)

Public: One

Meeting Start: 6.00 pm

Public Questions: None.

Meeting start 6.05 pm

244. Apologies, Declarations of Interest & Applications for Dispensation

Apologies – Cllr J Ali, Cllr M Dayan, Cllr M Ertas

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

245. Bank Statements

The bank statement for February 2024 were circulated with the accompanying bank reconciliations. Copies can be found as **Appendix A** in the Minute Book. The information was noted.

246. Payments Schedule

The Parish Manager circulated a list of payments for February 2024 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
Sainsburys	£2.83	£16.97	STATIONERY
Barclaycard Credit Card		£1,330.46	BCARD JAN 24
Barclays Mixed Payments Acct		£28.50	BANK COMMISSION
Abax UK Ltd	£37.50	£225.00	VEHICLE TRACKERS
Holy Trinity Church Shaw		£40.00	SHAW HALL HIRE
Truston Security Services	£6.20	£37.20	DEPOT SECURITY
GA Plant Hire	£3.90	£23.40	CONSUMABLES

Finance & Staffing Committee
Monday 25 March 2024

Landlife Wildflowers	£7.16	£42.99	CLEAN & GREEN FUND
Broxap	£536.00	£3,216.00	BINS
ABC Signs and Designs		£60.00	METAL WARNING SIGNS
GHS (UK) Ltd	£8.81	£52.87	BROADBAND
Fuel Genie	£36.83	£221.00	FUEL
Lister Wilder Ltd	£82.16	£492.94	TOOLS
Michaels Work Wear	£20.54	£123.27	UNIFORM
Robinson Grace HR	£5.00	£30.00	HR ADVICE NOV 23
Swindon Borough Council	£8.00	£48.00	VEHICLE WASHDOWN JAN
Greatfield Nurseries	£16.24	£97.44	CLEAN & GREEN FUND
Swindon Borough Council	£21.13	£126.80	FUEL
Naturescape	£22.82	£136.95	CLEAN & GREEN FUND
Octopus Energy	£41.40	£869.52	ENERGY
Wessex Fleet	£26.20	£157.20	VEHICLE MAINT YS20EWB
HMRC Cumberland		£9,673.74	HMRC tax Feb 24
Nest Pension Scheme		£820.92	NEST Pension Feb 24
Wiltshire Pension Fund		£5,788.85	Wiltshire Pension Feb 24
Fuel Genie	£53.24	£319.44	FUEL
Everflow Water		£0.31	WATER
Lyreco Ltd	£12.05	£72.32	CONSUMABLES
Spaldings	£103.00	£618.00	CONSUMABLES
Lister Wilder Ltd	£203.88	£1,223.28	MACHINERY PARTS
ESP SCOTLAND	£7,307.00	£43,842.00	PLAY RENEWAL BESS RD
Lister Wilder Ltd	£21.58	£129.48	PARTS
Allotment Key Refund		£20.00	ALLOTMENT KEY REFUND
Screwfix	£10.62	£63.73	CONSUMABLES
B and Q Trade Point	£3.13	£18.78	CONSUMABLES
Screwfix	£4.50	£26.98	CONSUMABLES
Staff Team Salaries		£29,540.35	PAYROLL FEB 24
Fuel Genie	£46.60	£279.58	FUEL
Mobilize Financial Services	£40.04	£240.25	KANGOO VEHICLES
O2 Telefonica	£32.11	£192.66	MOBILES
	£9,048.98	£102,218.22	

RESOLVED that 40 Payments for February 2024 totalling £102,218.22 be approved.

247. Budget Expenditure: a report was circulated, a copy of which appears in **Appendix C**, in the Minute Book. The Parish Manager highlighted budget issues. The Committee noted the report.

248. Purchasing Report
The Parish Manager circulated a report, a copy of which appears as **Appendix D** in the Minute Book. The report set out information regarding off road utility vehicles which could serve as a replacement for the Renault Kangoo this year. The report also requested the purchase of a mower deck priced between £2-3,000 for the small tractor.

RESOLVED that

- a) the Parish Manager be instructed to purchase a mowing deck for the small tractor up to £3,000
- b) the Parish Manager investigates quotes for an electric off road utility vehicle and leased or purchase prices for consideration at a future meeting of this Committee

Meeting 6.25 pm

Signed:

Chair, Finance & Staffing Committee

Date: