

WEST SWINDON PARISH COUNCIL

02 FEBRUARY 18

Notice of a meeting of the
FINANCE & STAFFING COMMITTEE to be held at **7.00 pm.**
THURSDAY 08 FEBRUARY 2018 AT WEST SWINDON LIBRARY



Joyce Holman
Parish Clerk

AGENDA

Public Questions, Comments or Representations (**maximum of 10 minutes**)

1. **Apologies**
2. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 18 May 2017.
3. **Staffing – Assistant Clerk Update**
To review the advertisement and job description for an assistant clerk (copy attached).
4. **Bank Statement and Payments Schedule**
To review the West Swindon Borough Council bank statement/reconciliation and approve payments schedule for February 2018 (copy attached).
5. **Savings and Investments**
To receive a report setting out options for a business savings account and/or investment accounts (copy attached).
6. **Business Continuity Plan**
To receive a draft Business Continuity Plan for West Swindon Parish Council (copy attached).

Members of Committee

Cllr Steph Exell
Cllr Suresh Gattapur
Cllr Nigel Gibbons (Chair)
Cllr Vinay Kumar
Cllr John Lenton
Cllr Nick Martin (Vice Chair)
Cllr Mary Martin
Cllr Peter Stoddart
Cllr Tim Swinyard

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.