

Notice of a meeting of the  
**FINANCE & STAFFING COMMITTEE** to be held at **7.00 pm.**  
**WEDNESDAY 07 MARCH 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**  
Verbal update from the Parish Manager
4. **Bank Statement and Payments Schedule**  
To review the West Swindon Borough Council bank statement/reconciliation and approve payments schedule for March 2018 (copy attached).
5. **Library Grant Agreement**  
To receive a draft agreement for the Library Staffing Hours Grant for 2018/19 (copy attached)
6. **Internal Audit Report**  
To receive a report from Lightatouch Internal Auditors (copy attached)
7. **Business Continuity Plan**  
To review the draft Business Continuity Plan for West Swindon Parish Council (copy circulated).
8. **General Data Protection Regulation Update**  
To receive an update on the implications of the General Data Protection Regulation

## **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.