



WEST SWINDON PARISH COUNCIL

30 NOVEMBER 18

Notice of a meeting of
FINANCE & STAFFING COMMITTEE to be held at **6.00 pm.**
on **WEDNESDAY 05 DECEMBER 2018**
at **WEST SWINDON LIBRARY**

Paula Harrison
Parish Manager

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. **Bank Statement and Payments Schedule**
To review the West Swindon Borough Council bank statement for November 18, bank reconciliation for November 18, and approve payments schedule November/December 18 (copies attached).
4. **Bank Accounts – Reserves**
To receive a verbal update on deposit accounts for Parish Council reserves
5. **Grievance Policy**
To review draft policy (copy attached)
6. **Library Staffing Grant**
To receive a grant application for library staffing hours for 2019/20 from Mrs Allyson Jordan, Head of Library and Information Service (copy attached).
7. **CIL Report**
To review and accept draft CIL report (copy attached)
8. **Internal Auditors**
To receive feedback on interim visit from Auditing Solutions Ltd

9. Staff Mobile Phones

To receive a report detailing staff mobile phones (copy attached)

10. Admission of the Public and Press

To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.

Reason: Budget setting

11. Budget Update

To note the draft Budget Update report (copy attached).

Date of next meeting: Wednesday 16 January 2018 6.00 pm.

Members of Committee

Cllr Nigel Gibbons (Chair)

Cllr Prakash Khaitan

Cllr Vinay Kumar

Cllr John Lenton

Cllr Nick Martin (Vice Chair)

Cllr Mary Martin

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.