



**WEST SWINDON PARISH COUNCIL**

01 May 2020

Notice of a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
to be held on **WEDNESDAY 6<sup>th</sup> MAY 2020 AT 6.45 pm**  
Online: **Meeting ID: 865 8340 6653 Password: 022543**

Paula Harrison  
Parish Manager

**AGENDA**

Public Questions, Comments or Representations (**maximum of 20 minutes**).  
If you are unable to access the meeting online, you can email or  
telephone and ask for a question to be raised on your behalf.

1. **Apologies**  
To receive and approve Apologies of Absence
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 14 May 2019
3. **Bank Statements**  
To receive Bank Statements for April 2020
4. **Payments Schedule**  
To receive and approve a payments schedule for April 2020
5. **Service Transfer – Employee Handbook & Policies**  
To receive an update on the Parish Council's Employee Handbook and Policies
6. **Risk Assessments**  
To discuss and review the Parish Council's Risk Assessments for Staff
7. **Public Works Loan**  
To receive a report setting out the process for a Public Works Loan

**Admission of 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: Staffing matters and Budget decisions*

## 8. **Service Transfer Update**

To receive an update on the work of the Services Working Party and related financial matters.

## 9. **Staffing Report**

To receive a report regarding the Parish team's staffing structure for the future

**Date of next meeting: Monday 08 June 2020 6.45 pm.**

### **Members of the Finance & Staffing Committee:**

Simon Firth	Tim Swinyard	Keith Williams
Nigel Gibbons (Chair)	Geoff Gould	Nick Martin (Vice Chair)
Prakash Khaitan	Mary Martin	Caryl Sydney Smith

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.

### **Access Instructions:**

*To access this meeting, you need to open up Zoom on a phone, tablet, computer or laptop [www.zoom.us](http://www.zoom.us) Once you have opened Zoom, you want to 'Join A Meeting'. You need the meeting ID and the password to access this meeting. These are found at the top of this Agenda.*

*You can view the meeting using video and audio (so we can see and hear you) or just audio. Zoom will prompt you for your preferences and you can turn sound and video on or off. During public question time you will be invited to ask a question. After public questions you will be 'muted' so that you can listen and observe the meeting but you will not be participating. Any queries, please contact the parish office.*