



WEST SWINDON PARISH COUNCIL

03 JUNE 2020

Notice of an online meeting of the
FINANCE & STAFFING COMMITTEE
to be held remotely on **MONDAY 8th JUNE 2020 AT 6.45 pm**
Online: **Meeting ID: 876 5509 4840 Password: 2468**

Paula Harrison
Parish Manager

AGENDA

Public Questions, Comments or Representations (**maximum of 20 minutes**).

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 May 2020 (copy attached) and reconciliation for Cashbook 1 (copy attached)
4. **Payments Schedule**
To receive a payments schedule for May 2020 (copy attached)
5. **Budget Update**
To receive an update on budget expenditure to date (copy attached)
6. **Subscriptions**
To receive notification of annual subscriptions for approval.
7. **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. **Update and Recommendations from Services Working Party**
To receive an update from the Services Working Party (copy attached)

9. Service Transfer issues:

- License to Occupy Waterside Depot
- Draft Measures Letter to Staff
- Phones
- Draft job description Grounds Team Worker

Date of next meeting: Monday 13 July 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.