


Notice of an **online extraordinary** meeting of the
WEST SWINDON PARISH COUNCIL
to be held remotely on **Monday 15th June 2020 at 6.00pm**
Zoom Meeting ID: 870 1541 6590
Password: 2468


Parish Manager

AGENDA

Public Questions, Comments or Representations - 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 for 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 14th May 2019.

3. **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 and contracting matters

4. **To receive recommendations from Policies Sub Group**

To receive, approve and adopt policies and procedures (copies attached)

- Code of Conduct
- Disciplinary Policy
- Grievance Policy
- Mobile Phones Policy
- Performance Improvement Policy
- Uniform Policy

5. **To receive recommendations from the Finance & Staffing Committee**

- a) *Recommendation 1* Depot arrangements. To receive and agree to a Licence to Occupy Waterside (copy and report attached)
- b) *Recommendation 2* that the Council approves the consultation Measures letter to future staff setting out working hours, annual leave entitlement, phones, uniform, pensions and job descriptions (copies attached)

- c) *Recommendation 3* that the Council approves the recommendations from the Services Working Party on the financing and acquisition of grounds machinery (copy attached)

Date of next meeting: Monday 29th June 2020 7.00 pm

Access Instructions:

To access this meeting, you need to open up Zoom on a phone, tablet, computer or laptop 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.

Members of the West Swindon Parish Council:

Cllr Umar Ali
Cllr Mike Burtenshaw
Cllr Steph Exell
Cllr Simon Firth
Cllr Suresh Gattapur
Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Timothy Makofu
Cllr Nick Martin (Vice Chair)
Cllr Mary Martin
Cllr Trish Philpot
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Keith Williams

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.