

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
on **THURSDAY 08 FEBRUARY 2018** at **7.00pm** at **WEST SWINDON LIBRARY**

Present:

Cllr Suresh Gattapur
Cllr Nigel Gibbons (Chair)
Cllr Vinay Kumar
Cllr Mary Martin
Cllr Nick Martin
Cllr Peter Stoddart

Officers:

Paula Harrison (Parish Manager)

Public: Two.

Public Session:

Resident asked if future budget plans would include additional litter bins in Westlea. Resident advised that further bin locations would be identified in the next phase planned for end of March 2018.

Meeting start 7.04 pm.

- 287. Apologies**
Cllr Steph Exell
Cllr John Lenton
Cllr Tim Swinyard
- 288. Declarations of Interest and Applications for Dispensation**
None.
- 289. Staffing Assistant Clerk Update (Minute 268)**
The Parish Manager circulated an updated job description and job advertisement for an Assistant Clerk, a copy of which is appears as **Appendix A** in the Minute Book. The Parish Manager advised that the West library was reviewing its staffed opening hours which should include extra morning opening and would allow for the Parish Office to be accessible. The hours for the Assistant Clerk would cover these opening times and would also ensure that the Parish Office had cover when the Clerk or Parish Manager is absent.
- RESOLVED** that the Assistant Clerk job is advertised following approval by Full Council.
- 290. Bank Statement and Payments Schedule**
The Parish Manager circulated budget summary of the Cashbook, a the Bank Statement up to 31 January 18 and submitted a Payments Schedule for February 18, a copy of which appears as **Appendix B** in the Minute Book.

RECOMMENDED that the Schedule of Payments for February 2018 of nine Payments totalling £9069.33 is agreed as follows:

Grant to Lydiard Park Academy <i>(retrospective)</i>	£ 2000.00
Library Service <i>(retrospective)</i>	£ 5770.98
Swindon Borough Council	£ 660.10
Councillor Allowances	£91.25 x 5 £181.50 x 1

291. Savings and Investments (Minute 263)

The Parish Manager circulated a report on options for savings and investments, a copy of which appears as **Appendix C** in the Minute Book. The Parish Manager also circulated information sheets from the CCLA Local Authorities Property Fund, a copy of which appears as **Appendix D** in the Minute Book. Councillors discussed options for investing in savings accounts.

RESOLVED that West Swindon Parish Council transfers its Reserves funding at year end to savings accounts in order to benefit from the Financial Services Compensation Scheme. Nationwide 95 day Saver Account preferred.

7.22 pm Cllr Mary Martin joined the meeting.

292. Business Continuity Plan

The Parish Manager circulated a draft Business Continuity Plan, a copy of which appears as **Appendix E** in the Minute Book. The aim of the Plan is to ensure that the Parish Council has contingency arrangements in place to ensure that it remains operational in the event of disruption or crisis.

RESOLVED that further consideration be given to the Draft plan and responses submitted to the Parish Manager for review at the next meeting of this Committee.

Meeting closed 7.26 pm.

Signed:
Chair, West Swindon Parish Council

Date: