

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
on **WEDNESDAY 07 MARCH 2018** at **7.00pm** at **WEST SWINDON LIBRARY**

Present:

Cllr Nigel Gibbons (Chair)
Cllr Vinay Kumar
Cllr Mary Martin
Cllr Nick Martin
Cllr Peter Stoddart
Cllr Tim Swinyard

Officers:

Paula Harrison (Parish Manager)

Public: One.

Public Session: No questions.

Meeting start 7.04 pm.

- 327. Apologies**
Cllr Steph Exell
Cllr John Lenton
Cllr Suresh Gattapur
- 328. Declarations of Interest and Applications for Dispensation**
None.
- Councillor Tim Swinyard joined the meeting. 7.06 pm.
- 329. Staffing Assistant Clerk Update (Minute 289)**
The Parish Manager gave a verbal update indicating that the vacancy for an Assistant Clerk was in public circulation and paperwork was available on the website or on request. A provisional interview date was set for the end of March.
- RESOLVED** that Cllr Caryl Sydney Smith and Cllr Nigel Gibbons liaise with the Parish Manager regarding recruitment and interviews.
- 330. Bank Statement and Payments Schedule**
The Parish Manager circulated budget summary of the Cashbook and a bank reconciliation Statement for February 2018, a copy of which appears as **Appendix A** in the Minute Book. The Bank Reconciliation was signed by the Chair. The Parish Manager circulated the Bank Statement up to 28 February 18 and submitted a Payments Schedule for March 18, a copy of which appears as **Appendix B** in the Minute Book.

RECOMMENDED that the Schedule of Payments for March 2018 of four Payments totalling £117,052.52 is agreed as follows:

South Swindon Parish Council £1122.00

Lightatouch £350

HMRC £200.52

Swindon Borough Council Streetsmart £115,380.00

Power: Open Spaces Act 1906 ss.9 & 10 Budget: 4725/4760 Grounds Maintenance

331. Library Grant Agreement

Councillors received a copy of a Grant Agreement proposed by Swindon Borough Council a copy of which appears as **Appendix C** in the Minute Book. The Grant Agreement sets the provision of 16 additional staffed hours in the West Swindon Library, with a Grant amount of £23,774.00

RECOMMENDED that the Grant Agreement of £23,774.00 is agreed as a single payment by 30 April 2018.

Power: General Power of Competence...Budget: 4560 Grant to West Swindon Library

RESOLVED that the Grant Agreement is approved and signed on behalf of West Swindon Parish Council

Councillor Mary Martin joined the meeting. 7.20 pm

332. Internal Audit Report

The Parish Manager circulated a report setting out findings from a visit from Lightatouch Internal Auditors, a copy of which appears as **Appendix D** in the Minute Book. The Parish Manager also circulated a report updating the Parish Council's response to the Audit Report, a copy of which appears as **Appendix E** in the Minute Book.

333. Business Continuity Plan (Minute 292)

The Parish Manager referred to a draft Business Continuity Plan, circulated at the February Committee meeting.

RECOMMENDED that the draft Business Continuity Plan be adopted by Full Council.

334. General Data Protection Regulation (GDPR) Update

The Parish Manager circulated a report updating Councillors on the steps required to comply with the GDPR which takes effect in the UK from 25 May 2018. A copy of the report appears in the Minute Book as **Appendix F**. The Parish Manager distributed a checklist from the National Association of Local Councils (NALC), a copy of which appears as **Appendix G** in the Minute Book. Cllr Mary Martin offered to liaise with the Parish Manager to share information regarding the GDPR.

RESOLVED that

- a) the implications of the GDPR are noted
- b) the actions proposed in the NALC checklist (Appendix G) are agreed.
- c) the Parish Manager is appointed as the Data Protection Officer for West Swindon

Parish Council until such time as there is a specific directive that an alternative arrangement is necessary.

Meeting closed 7.29 pm.

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Signed:
Chair, West Swindon Parish Council

Date: