

SOUTH SWINDON PARISH COUNCIL
(Central Swindon South Parish Council)

19 September 2018

Notice of a meeting of the
FINANCE & STAFFING COMMITTEE
to be held on **TUESDAY 25 SEPTEMBER 2018** at **7.30pm**
in **LOUNGE, BROADGREEN COMMUNITY CENTRE**

AGENDA

Public Questions, Comments or Representations (**maximum of 10 minutes**)

1. **Apologies**
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 17 May 2017.
4. **Payment Schedule**
To approve the Payment Schedule for August and September 2018 (copy attached for August and copy for September to be tabled at meeting).
5. **Accounts – July 2018 & August 2018**
To receive the Management Accounts for July 2018 and August 2018 (copy attached).
6. **Quarterly Budget Review**
To consider the report of the Deputy Clerk (copy attached).
7. **Internal Auditor Report – Quarter to June 2018**
To consider the report of the Internal Auditor (copy attached).
8. **Autumn Newsletter**
To approve retrospectively the Autumn Newsletter (copy attached).
9. **Grant Applications**
To consider Grant Applications (copies attached) from:
Artsite Ltd
Swindon & Wiltshire Pride
Wiltshire Wildlife Trust

To note the feedback report made by Swindon Cycle Campaign (copy attached).
10. **Bank Accounts**
Clerk to report.
11. **Christmas Opening of Parish Office**
Clerk to report.

12. **Forward Plan**
To review the Forward Plan (copy attached).
13. **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
14. **New Staff Policies and Procedure**
To consider the draft Capability Procedure and Disciplinary Policy & Procedure (copies attached).
15. **Volunteers at Old Town Library**
To approve volunteer working at Old Town Library and agree the Volunteer Application Form (copy attached).
16. **Staffing**
Clerk to report.
17. **Clerk**
Clerk to report on the recruitment process.
18. **TUPE Transfer of Staff**
To consider the report of the Clerk (copy to follow).

Members of Committee

Cllr C Watts (Chair)
Cllr J Howarth (Vice-Chair)
Cllr J Ali
Cllr S Allsopp
Cllr M Dickinson
Cllr J Firmin
Cllr A Hawkins
Cllr N Hopkins
Cllr J Milner-Barry
Cllr S Pajak
Cllr N Watts

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.