

**SOUTH SWINDON PARISH COUNCIL**  
(Central Swindon South Parish Council)

21 February 2019

Notice of a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
to be held on **TUESDAY 26 February 2019** at **6.30pm**  
in **LOUNGE, BROADGREEN COMMUNITY CENTRE**

Rob Core  
Parish Clerk

**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.
3. **Payment Schedule**  
To approve the Payment Schedule for January 2019 (copy attached).
4. **Payment Schedule**  
To approve the Payment Schedule for February 2019 (copy to be tabled at meeting).
5. **Accounts – December 2018**  
To receive the Management Accounts for December 2018 (copy attached).
6. **Accounts – January 2019**  
To receive the Management Accounts for January 2019 (copy attached).
7. **Internal Auditor Report – Quarter to December 2018**  
To consider the report of the Internal Auditor (copy attached).
8. **Additional Grants 2019/20**  
To consider a report by the Deputy Clerk concerning additional grant requests received for the 2019/20 budget (copy attached)
9. **Accounting Software**  
To consider a report by the Deputy Clerk regarding the accounting software (copy to be tabled at meeting)
10. **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

11. **TUPE Transfer of Staff**

To consider a report by the Deputy Clerk and a draft Job Description (copy attached)

**Members of Committee**

Cllr C Watts (Chair)  
Cllr J Howarth (Vice-Chair)  
Cllr J Ali  
Cllr S Allsopp  
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.