

# **CENTRAL SWINDON NORTH PARISH COUNCIL**

Date: 1<sup>st</sup> Feb-18

Dear Councillor

You are invited to attend a meeting of the  
**CENTRAL SWINDON NORTH FINANCE & STAFFING COMMITTEE**  
to be held on **TUESDAY 6<sup>th</sup> FEBRUARY 2018** at **7.00pm** in **MEETING ROOM,**  
**PINETREES COMMUNITY CENTRE**



Joyce Holman  
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 in May 2017.
3. **Minutes of previous meeting**  
Minutes of the Finance & Staffing Committee meeting held 11<sup>th</sup> January 2018.
4. **Grants Manager**  
To agree to employ a Grants Manager and agree upon the JD & Person Spec.
5. **Allotments Officer**  
To agree to employ an Allotments Officer and agree upon the JD & Person Spec.
6. **Expenses Policy**  
To agree and adopt an Expenses Policy
7. **Ward Allowance Policy**  
To agree and adopt a Ward Allowance Policy
8. **Pembroke Garden Changing Rooms**  
Project Manager to report
9. **YTD Income & Expenditure (Trial Balance)**  
To be circulated at the meeting
10. **Transaction Logs**  
To be noted
11. **Transport**  
Parish Manager to provide Transport Recommendations
12. **Retrospective approval of amendment to the Financial Regulations section 4a**  
To include an amendment to allow the Parish Manager to authorise spend up to a maximum of £10,000 for the delivery of services effective from May 2017.
13. **Assets De-minimus**  
To agree on a de-minimus level for which assets are not entered on the Assets Register.

**14. Community Facilities Premises Assistant**

To agree to vary the employment terms of the Community Facilities Premises Assistant from Agency Casual to Parish Fixed Term. Parish Manager to report.

**15. Admission of Public & 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

**16. Staffing**

Review Job Description of Parish Manager & Deputy Clerk

**Members of Committee**

Cllr Kevin Small           (Chair)  
Cllr Steph Exell           (Vice-chair)  
Cllr Paul Baker  
Cllr John Ballman  
Cllr Hannah Fullick  
Cllr Des Moffatt  
Cllr Javes Rodrigues  
Cllr Tom Smith

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.