

# **CENTRAL SWINDON NORTH PARISH COUNCIL**

29 March 2021

Dear Councillor,

You are formally **summoned** to attend a virtual meeting of the  
**CENTRAL SWINDON NORTH PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE** to be held on  
**TUESDAY 6 April 2021 at 7.00pm**  
at **ZOOM LINK** (provided by the Head of Finance & Governance)



Andy Reeves  
Parish Clerk

## **AGENDA**

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

Central Swindon North Parish Council is committed to increasing its accountability to the public and to promoting active citizenship. A maximum of 10 minutes will be allowed at the start of all Council meetings for questions to the Chair from members of the public about the work of the Council (except for confidential matters and specific planning applications). Questions must be relevant, clear and concise. Because of time constraints Public Question Time is not an opportunity to make speeches or statements. Prior notice of a question to the Clerk is desirable - particularly if detailed background information is needed.

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 the Previous Meeting**  
To review and approve the minutes of the previous meeting (attached).
4. **Transaction Logs**  
Cllr S Excel to confirm review of February 2021 transaction logs.
5. **Budget Report – February 2021**  
To NOTE the summary income and expenditure against budgets report to February 2021 (attached).
6. **Payments Lists**  
To APPROVE the payment lists for February 2021 (attached).
7. **Ward Allowance**  
To CONSIDER requests from Members as follows:
  - Cllr J Yeowell - £292.00 (£5,000.00 available), for a street works licence to enable the installation of the bus shelter on Cheney Manor Road.

8. **Grant Application**  
To CONSIDER a grant application from STORM American Football Club.
9. **Financial Regulations and Procedures Working Group**  
To CONSIDER the terms of reference for the Financial Regulations and Procedures Working Group (attached).
10. **Write off income**  
To CONSIDER writing off £173.50 of income receipted but unaccounted for.
11. **Flagpole**  
To CONSIDER the report of the Clerk, regarding the installation of a flagpole at Pinetrees Community Centre (attached).
12. **Exclusion of Press and Public**  
To RESOLVE that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following items on the basis of **Staffing Matters**.
13. **Finance Administration Assistant**  
To consider the revised job description and person specification ahead of recruiting a Finance Administration Assistant (attached).
14. **Press & Marketing Officer**  
To consider the report of the Clerk regarding the recruitment of a Press & Marketing Officer (attached).

Members of Parish Council  
Cllr Kevin Small (Chair)  
Cllr Mick Lucas (Vice-Chair)  
Cllr John Ballman  
Cllr Ray Ballman  
Cllr Paul Exell  
Cllr Steph Exell  
Cllr Stephen Henderson  
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.