



WEST SWINDON PARISH COUNCIL

1 November 2019

Dear Councillor

You are invited to attend a meeting of the
FINANCE & STAFFING COMMITTEE
to be held on **WEDNESDAY 6th NOVEMBER AT 6.45 pm**
in the **WEST SWINDON LIBRARY**

Paula Harrison
Parish Manager

AGENDA

Public Questions, Comments or Representations (**maximum of 20 minutes**).

1. **Apologies**
To receive and approve Apologies of Absence
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 14 May 2019
3. **Bank Statements and Reconciliation**
To receive Bank Statements for October 2019 and reconciliation for October 2019
4. **Payments Schedule**
To receive a payments schedule for October 19 (copy attached)
5. **Office Christmas Cover**
To discuss and agree preferred arrangements for office closure over the Christmas period.

Date of next meeting: Wednesday 04 December 2019 6.45 pm.

Members of the Finance & Staffing Committee:

Simon Firth	Tim Swinyard	Keith Williams
Nigel Gibbons	Geoff Gould	Nick Martin (Vice Chair)
Prakash Khaitan	Mary Martin	Caryl Sydney 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.