



WEST SWINDON PARISH COUNCIL

04 November 2020

Notice of an **online** meeting of the
FINANCE & STAFFING COMMITTEE
to be held on **MONDAY 9TH NOVEMBER 2020 AT 6.30 pm**
Online: Meeting ID: 884 2944 2822 **Password:** 2468

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**
To receive Bank Statements for October 2020, and bank reconciliations (copy attached)
4. **Payments Schedule**
To receive a payments schedule for October 2020 (copy attached)
5. **Office Christmas Cover**
To discuss and agree preferred arrangements for service delivery and office closure over the Christmas period.
6. **Budget Update**
To receive an update on budget expenditure and future budgeting (copy attached).
7. **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 and Operational Matters
8. **Operating Procedure & Risk Assessment**
To receive an update on a claim and subsequent review of operating procedure and risk assessment (copy attached)

Date of next meeting: Thursday 03 December 2020 6.45 pm

Members of the Finance & Staffing Committee:

Simon Firth	Tim Swinyard	Keith Williams
Nigel Gibbons (Chair)	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.

Access Instructions:

To access this meeting, you need to open up Zoom on a phone, tablet, computer or laptop www.zoom.us Once you have opened Zoom, you want to 'Join A Meeting'. You need the meeting ID and the password to access this meeting. These are found at the top of this Agenda.

You can view the meeting using video and audio (so we can see and hear you) or just audio. Zoom will prompt you for your preferences and you can turn sound and video on or off. During public question time you will be invited to ask a question. After public questions you will be 'muted' so that you can listen and observe the meeting but you will not be participating. Any queries, please contact the parish office