



**WEST SWINDON PARISH COUNCIL**

**29 September 21**

Notice of a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
to be held on **MONDAY 04 OCTOBER 2021 at 6.00 pm**  
**Online** via Zoom: **823 3941 7746** Passcode: 2468  
**In Person: Unit 25, Westmead Industrial Estate, SN5 7YT**

Paula Harrison  
Parish Manager

**AGENDA**

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

1. **Introduction**  
Chair's Welcome
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 24 May 2021
3. **Bank Statements**  
To receive Bank Statements for August & September 2021 and month end Reconciliation Current Account (copy attached)
4. **Payments Schedule**  
To receive a payments schedule for August & September 2021 (copy attached)
5. **Budget Progress update**  
To receive an update on expenditure to date (copy attached)
6. **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 discussion (confidential copy to follow)*
7. **Date of next meeting: Wednesday 03 November 21 6.45 pm**

**Members of the Finance & Staffing Committee:**

Geoff Gould

Mary Martin

Suresh Gattapur (Vice Chair)

Prakash Khaitan

Nick Martin

Nigel Gibbons (Chair)

Caryl Sydney Smith