



WEST SWINDON PARISH COUNCIL

07 April 2021

Notice of an **online** meeting of the
FINANCE & STAFFING COMMITTEE
to be held on **MONDAY 12 APRIL 2021 AT 6.45 pm**
Zoom: Meeting ID: 845 1666 6044 Passcode: 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 March 2021 (copy attached).
4. **Payments Schedule**
To receive a payments schedule for March 2021 (copy attached)
5. **Depot/Premises**
To receive an update on the Parish Council's office/depot.
6. **Staffing Update**
To receive an update on staffing
7. **Income Generation**
To consider options for income generation

Date of next meeting: Monday 05 May 2021 6.30 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.

Sometimes two meetings are held back to back. This is usually the Planning & Environment Committee and Finance & Staffing Committee. Occasionally, you may be kept in the waiting room whilst another meeting is finishing.

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.