



**WEST SWINDON PARISH COUNCIL**

05 May 2021

Notice of a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
to be held on **MONDAY 10 MAY 2021 at 7.00 pm**

**If you wish to attend in person please contact us in advance so that we can ensure that we are able to maintain social distancing and we can update you on our safety measures.**

**Unit 25, Westmead Industrial Estate, SN5 7YT**  
**Online: Zoom Meeting ID: 875 1445 3801 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 April 2021 and year end Reconciliations (copy attached).
4. **Payments Schedule**  
To receive a payments schedule for April 2021 (copy attached)
5. **Expenditure update**  
To review the end of year finances and expenditure to date (copy attached)
6. **Operational update**  
To receive an update on the Parish Council's office/depot and approve future expenditure
  - bark/wood orders
  - floor cleaner
  - camera sensor
  - container

## 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 matters*

- Staffing Report (copy attached)

**Date of next meeting: TO BE CONFIRMED**

### **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:**

**We recommend that where possible, residents access this meeting online until all meeting restrictions are lifted.**

If you wish to attend this meeting in person, please contact the Parish office to confirm your attendance. This will help us ensure that you can be seated comfortably and safely. We will also be able to advise you on Covid safety measures.

To access the meeting from home, you need to open up Zoom on a phone, tablet, computer or laptop [www.zoom.us](http://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.