



**WEST SWINDON PARISH COUNCIL**

04 June 2021

Notice of a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
to be held on **WEDNESDAY 09 JUNE 2021 at 7.00 pm**  
**Unit 25, Westmead Industrial Estate, SN5 7YT**  
**Online:** Zoom Meeting ID: 834 2523 7217 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 May 2021 and year end Reconciliation Current Account (copy attached).
4. **Payments Schedule**  
To receive a payments schedule for May 2021 (copy attached)
5. **Income Generation Working Group update**  
To receive a brief verbal update on the activity of the Income Generation Working group
6. **Operational update**  
To receive a verbal update on the Parish Council's day to day operations
7. **Internal Audit update**  
To receive an update from the Parish Council's internal auditor (pending)
8. **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: Monday 12 July 2021 6.45 pm**

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

Simon Firth	Geoff Gould	
Suresh Gattapur (Vice Chair)	Prakash Khaitan	Mary Martin
Nigel Gibbons (Chair)	Caryl Sydney Smith	Nick Martin

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 need to 'Join A Meeting'. You need a 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.