



**WEST SWINDON PARISH COUNCIL**

26 August 2021

Notice of a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
to be held on **WEDNESDAY 01 SEPTEMBER 2021 at 6.45 pm**  
**In person: Unit 25, Westmead Industrial Estate, SN5 7YT**  
**Online: Zoom Meeting ID: 878 8756 9596 Passcode: 2468**

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 July 2021 and month end Reconciliation Current Account (copy attached) Bank Statements for August 2021/Reconciliation to follow.
4. **Payments Schedule**  
To receive a payments schedule for July 2021 (copy attached)
5. **Operational update**  
To receive an update on costings for a rotary hedgecutter for approval – copy to follow.
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 attached)*
7. **Date of next meeting: Monday 04 October 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	

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:**

**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