



WEST SWINDON PARISH COUNCIL

28 October 21

Notice of a meeting of the
FINANCE & STAFFING COMMITTEE
held on **WEDNESDAY 03 NOVEMBER 2021** at **6.00 pm**
Online via Zoom: **869 661 8225** 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 October 2021 and month end Reconciliation Current Account
4. **Payments Schedule**
To receive a payments schedule for October 2021
5. **Budget Progress update**
To receive an update on expenditure to date.
6. **Reserves Update**
To receive an update on Parish Council reserves.
7. **External Audit Report**
To receive copies of the External Auditors (PKF Littlejohn) final report (copy attached)
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 and recruitment discussion (confidential copy to follow)

Date of next meeting: Wednesday 08 December 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	

Access Instructions:

To access this meeting online, 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.

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 01793 299399 or enquiries@westswindon-pc.gov.uk