



**WEST SWINDON PARISH COUNCIL**

03 December 21

Notice of a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
held on **WEDNESDAY 08 DECEMBER 2021** at **6.30 pm**  
**Online** via Zoom: 828 8197 3312 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 November 2021 and month end Reconciliation Current Account (copy attached)
4. **Payments Schedule**  
To receive a payments schedule for November 2021
5. **Investment Options**  
To receive a report setting out investment options for the Parish Council (copy attached).
6. **Rates Review**  
To receive a report on reviewing the Parish Council Business Rates (copy attached)
7. **Library Grant Funding Report**  
To review the grant to West Swindon Library (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:*
  - *Budget planning discussion (copy attached)*
  - *Staffing matters and recruitment update (copy attached)*

**Date of next meeting: Monday 10 January 2022 6.30 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](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.

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](mailto:enquiries@westswindon-pc.gov.uk)