



WEST SWINDON PARISH COUNCIL

02 February 2022

Dear Councillor

You are invited to attend a meeting of the
FINANCE & STAFFING COMMITTEE
held on **MONDAY 07 FEBRUARY 2022** at **6.30 pm**
Unit 25, Westmead Industrial Estate, SN5 7YT
Online via Zoom: **820 0313 6068** Passcode: 2468

A handwritten signature in black ink, appearing to read "Paula Harrison".

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 January 2022 and month end Reconciliation Current Account (copy attached)
4. **Payments Schedule**
To receive a payments schedule for January 2022 (copy attached)
5. **Extraneous Duties – Amendment Report**
To consider an amendment to the Parish Council's Absence policy for extraneous duties (copy attached)
6. **Update from Services Working Party**
To approve recommendations from the Services Working Party (to follow)
7. **Swindon Borough Council Codes**
To review the Swindon Borough Council Codes including Code of Conduct to consider for adoption (copy attached)

Date of next meeting: Monday 07 March 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

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:

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 need 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