



WEST SWINDON PARISH COUNCIL

30 March 2022

Notice of a meeting of the
FINANCE & STAFFING COMMITTEE
held on **MONDAY 04 APRIL 2022** at **6.30 pm**
Unit 25 Westmead Industrial Estate, SN5 7YT
Online via Zoom: 814 1656 4379 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 March 2022 and month end bank reconciliations (copy to follow)
4. **Payments Schedule**
To receive a payments schedule for March 2022 (copy to follow)
5. **Budget Report**
To receive a budget report reviewing 2021-22 (copy to follow)
6. **External Auditors**
To receive a verbal update on the external auditors process

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

To consider staffing related matters for West Swindon Parish Council staff (copy to follow)

Date of next meeting: Wednesday 11 May 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