



WEST SWINDON PARISH COUNCIL

08 July 2022

Dear Councillor

You are invited to attend a meeting of the
FINANCE & STAFFING COMMITTEE
held on **WEDNESDAY 13 JULY 2022 at 6.00 pm**
Unit 25 Westmead Industrial Estate, SN5 7YT
Online via Zoom: 844 4073 1101 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 Statement for June 2022 (attached) and month end bank reconciliations (copy to attached)
4. **Payments Schedule**
To receive a payments schedule for June 2022 (copy attached)
5. **Quarterly Budget Report**
To receive a quarterly expenditure report (copy attached)
6. **Operational Financial Matters**
To receive a verbal update on
 - Small tractor quotes
 - Village centre maintenance
7. **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

Members of the Finance & Staffing Committee:

Mike Burtenshaw	Suresh Gattapur	Geoff Gould
Nigel Gibbons (Chair)	Prakash Khaitan	Tim Makofu
Mary Martin (Vice Chair)	Nick Martin	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