



WEST SWINDON PARISH COUNCIL

09 SEPTEMBER 2022

Dear Councillor

You are invited to attend a meeting of the
FINANCE & STAFFING COMMITTEE
held on **WEDNESDAY 14 SEPTEMBER 2022 at 6.00 pm**
Unit 25 Westmead Industrial Estate, SN5 7YT
Online via Zoom: 893 4925 1059 Passcode: 2468

Paula Harrison
Parish Manager

AGENDA

Public Questions, Comments or Representations (maximum of 20 minutes).

1. **Introduction & Declarations Of Interest/Applications For Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 23 May 2022.
2. **Bank Statements**
To receive Bank Statement for August 2022 (attached) and month end bank reconciliation (copy attached)
3. **Payments Schedule**
To receive a payments schedule for August 2022 (copy attached)
4. **Operational Financial Matters**
 - To review quotes for a new printer (attached)
 - To review quotes for a new small tractor
 - Future fleet lease/purchase
5. **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: To discuss assets and security.

Members of the Finance & Staffing Committee:

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

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