



**WEST SWINDON PARISH COUNCIL**

**30 SEPTEMBER 2022**

Dear Councillor

You are invited to attend a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
held on **WEDNESDAY 05 OCTOBER 2022** at **6.00 pm**  
**Unit 25 Westmead Industrial Estate, SN5 7YT**  
**Online** via Zoom: **836 6068 5874** 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 September 2022 (attached) and month end bank reconciliation (copy attached)
3. **Payments Schedule**  
To receive a payments schedule for September 2022 (copy attached)
4. **Recommendation from Library Working Group**  
To review a proposal from the Library Working Group (copy attached)
5. **Future Premises Update**  
To discuss potential sites for future use
6. **WI0272 2021/22 AGAR Section 3 External Auditor Report**  
To receive Section 3 of the External Auditor's report (copy attached)
7. **Quarterly Budget Update**  
To receive a quarterly budget update (copy attached)

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