



03 February 2023

WEST SWINDON PARISH COUNCIL

Dear Councillor

You are invited to attend the next meeting of the
FINANCE & STAFFING COMMITTEE
held on **WEDNESDAY 08 FEBRUARY 2023** at **6.45 pm**
Unit 25 Westmead Industrial Estate, SN5 7YT
OR ONLINE VIA TEAMS (SEE BELOW)

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 note: To receive Bank Statement for January 2023 (attached) and month end bank reconciliation (copy attached)
3. **Payments Schedule**
For approval: To receive a payments schedule for January 2023 (copy attached)
4. **Procurement Thresholds**
For information: To receive an advisory note on procurement threshold changes (attached)
5. **Services Working Party Update**
To receive an update on vehicle and mower acquisition (copy attached)
6. **Insurance Renewal**
To note for information: Email re: Council insurance (copy attached)
7. **Staffing Update**
To receive a verbal update on staffing related matters (intern, leave)

Date of next meeting: To be confirmed.

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 use the invitation link below to open up Microsoft Teams.

You can view the meeting using video and audio (so we can see and hear you) or just audio. Teams 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

Microsoft Teams meeting

Join on your computer, mobile app or room device

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