



10 March 2023

WEST SWINDON PARISH COUNCIL

Dear Councillor

You are invited to attend the next meeting of the
FINANCE & STAFFING COMMITTEE
held on **WEDNESDAY 15 MARCH 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 February 2023 (attached) and month end bank reconciliation (copy attached)
3. **Payments Schedule**
For approval: To receive a payments schedule for February 2023 (copy attached)
4. **Budget Update**
For information: To receive an update on expenditure to date (copy attached)
5. **Services Working Party Update**
To receive an update on vehicle leasing and allotment quotes
6. **Roundabout Income**
To receive confirmation of roundabout income (copy attached)
7. **Insurance Renewal**
To note for information: a verbal update
8. **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 staffing matters.
9. **Staffing Update**
To receive a verbal update on staffing related matters - intern

Date of next meeting: new municipal year.

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

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