

Dear Councillor

You are invited to attend a meeting of
FINANCE & STAFFING COMMITTEE
Monday 30th October 2023 at 6.00 pm
Toothill Community Centre, Dunwich Drive, SN5 8SX



Parish Manager

AGENDA

Public Questions, Comments or Representations (20 mins)

If you are unable to attend the meeting in person or online, you can ask for a question to be raised on your behalf

1. Welcome & Declarations of Interest/Applications for Dispensation

To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 22 May 2023.

2. Bank Statements

To note: To receive Bank Statement for September 2023 (attached) and month end bank reconciliation for September (copy attached)

3. Schedule of Payments

For approval: To receive a payments schedule for September 2023 (report attached)

4. Budget Monitoring Report

For consideration: to receive a report updating on the West Swindon Parish Council expenditure to date (report attached)

5. Savings Account Report as requested by Cllr Wilson

To receive a report setting out options for business savings accounts (copy attached)

6. Vehicle Fleet Review

To receive information for fleet leasing or purchase to assist with agreeing parameters for procurement for 2024-25.

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 and recruitment matters

7. **Staffing Update**

- To receive a report setting out an update on staffing matters from the Parish Manager for information and consideration

8. To discuss and review the following as requested by Chair/Vice Chair:

- Review of the Sickness Absence Policy
- Method of recording Operation's Team work
- Spending Analysis
- Review of Annual Leave Policy
- Review of Staff Appraisal/2 way reviews
- HR Training & Development
- Annual Staff Survey

Date of next meeting: Monday 27 November 2023 6.00 pm

Members of the Finance & Staffing Committee:

- Cllr Junab Ali (Chair)
- Cllr Mustafa Dayan
- Cllr Mustafa Ertas
- Cllr Leon Grother
- Cllr Rose Llewellyn (Vice Chair)
- Cllr Graham Philpot
- Cllr Sean Wilson
- Cllr Caryl Sydney Smith
- Cllr Keith Williams

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:

The Parish Committee meetings are open to the public at the address above. Each meeting includes public question time at the start of the meeting.