



17 January 2024

Dear Councillor

You are invited to attend a meeting of  
**FINANCE & STAFFING COMMITTEE**  
**Monday 22 January 2024 at 6.00 pm**  
**Unit 25, Westmead Ind Estate, Westlea, SN5 7YT**

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. Apologies & Declarations of Interest/Applications for Dispensation**

To receive any Apologies or 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 December 2023 (attached) and month end bank reconciliation for December (copy attached)

#### **3. Schedule of Payments**

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

#### **4. Depot and Premises**

For information: To receive an update on the Parish Council's depot premises (copy attached).

#### **5. Budget Expenditure**

To receive a report setting out budget expenditure to date (copy attached)

#### **6. 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*

## 7. **Transfer of Services**

For discussion: To discuss future transfer of services (copy attached)

## 8. **Staffing Report**

For consideration: to receive a verbal update on recruitment/staffing

Date of next meeting: Monday 26 February 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.**

*There is the option to attend or observe a meeting virtually. For online access, you need to open the link below to access a Microsoft Teams invitation: You may need to download Teams – there is a link below to do this.*

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