



24 April 2024

Notice of
FINANCE & STAFFING COMMITTEE
Monday 29 April 2024 at 6.00 pm
West Swindon Parish Office, Unit 25, Westmead Ind Estate, 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 March 2024 (attached) and month end bank reconciliation for March 2024 (copy attached)

3. Schedule of Payments

For approval: To receive a payments schedule for March 2024 (report attached)

4. Budget Expenditure

For information: To receive a report setting out budget expenditure to date as at year end (copy attached)

5. Purchasing Report

For approval: To receive a report setting out options for purchasing a utility vehicle (report attached)

6. Scheme of Delegation Review

For consideration: To review the draft Scheme of Delegation for Committees for adoption at the Annual Parish Council meeting (copy attached)

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 a) staffing and recruitment b) West Swindon Library Grant

Staffing

7.

For information: To receive a summary of a Staff Survey (copy attached)

For approval: To receive an update on recruitment to the Deputy Clerk role

Date of next meeting: to be confirmed

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.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 380 837 835 619

Passcode: mDMj6W