



WEST SWINDON PARISH COUNCIL

Dear Councillors

25 September 2024

You are invited to attend a meeting of the
FINANCE & STAFFING COMMITTEE
to be held on **MONDAY 30 SEPTEMBER 2024 at 6.00 pm**
at: Unit 25 Westmead Ind Estate, Westlea, SN5 7YT
Online via Teams – see details below

Paula Harrison 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 20 May 2024.

2. Bank Statements

To note: To receive Bank Statement for July/August 2024 (attached) and month end bank reconciliation for July and August 2024 (copy attached)

3. Schedule of Payments

For approval: To receive a payments schedule for August 2024 (copy attached)

4. Budget Expenditure

For information: To receive a summary of budget expenditure to date as at Quarter One (copy attached)

5. Parish Depot

For discussion: to set parameters on future requirements.

6. Property Surveys

For information: To review pre-acquisition reports for building surveys

Date of next meeting: Monday 21st October, 6.00pm West Swindon Parish Office.

Members of the Finance & Staffing Committee:

- Cllr Junab Ali
- Cllr Mustafa Dayan
- Cllr Sean Wilson
- Cllr Mustafa Ertas
- Cllr Leon Grother
- Cllr Rose Llewellyn (Chair)
- Cllr Graham Philpot
- Cllr Andrew Swinyard
- Cllr Caryl Sydney Smith (Vice Chair)
- 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. For most meetings, there is the option to attend or observe a meeting virtually. Please let us know if you would like to use this option so that we can check and advise you accordingly.

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.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 375 155 797 228

Passcode: 3GhVvj