



12 June 2024

Dear Councillors

You are invited to attend a meeting of the
FINANCE & STAFFING COMMITTEE
Monday 17 June 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 April and May 2024 (attached) and month end bank reconciliation for April and May 2024 (copy attached)

3. Schedule of Payments

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

4. Budget Expenditure

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

5. Purchasing Report

For approval: To receive a report setting out options for leasing or purchasing a utility vehicle (report 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'.

6. Staffing

- For approval: To create a Display Screen User policy (draft copy attached)
- To agree to convene the Staffing Working Party to discuss future staffing options

Date of next meeting: Monday 29th July, 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. 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.

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 371 341 718 435

Passcode: jGu4xG