



24 July 2024

Dear Councillors

You are invited to attend a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
**Monday 29 July 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 20 May 2024.

#### **2. Bank Statements**

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

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

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

#### **4. Budget Expenditure**

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

#### **5. Purchasing Report**

For approval: To receive a report setting out an update on short term leasing options

#### **6. Property Surveys**

For approval: To review pre-acquisition report quotes for building surveys and appoint a surveyor (copy attached)

#### **7. Income Generation**

For information: to receive a report highlighting income generation

## **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'.

### **8. HR Management Software**

For approval:

- a) To receive a report setting out a proposal to purchase software for employee record keeping (copy attached)
- b) To adopt a Training Agreement (draft copy attached)

### **9. Flexible Working Request**

For approval: To receive a flexible working request (attached)

Date of next meeting: Monday 19 August, 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: 357 905 244 57

Passcode: E7RqVs