



WEST SWINDON PARISH COUNCIL

Dear Councillors

28 May 2025

You are invited to attend a meeting of the
FINANCE & STAFFING COMMITTEE
to be held on **MONDAY 2nd June 2025 at 6.30 pm**
at: Unit 25 Westmead Ind Estate, Westlea, SN5 7YT
or Online via Teams – see details below

Paula Harrison
Parish Manager

AGENDA

Public Questions, Comments or Representations (20 mins)

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 19 May 2025

2. Bank Statements

To note: To receive Bank Statement for April 2025 (attached) and month end bank reconciliation for April 2025 (copy attached)

3. Schedule of Payments

For approval: To receive a payments schedule for April 2025 (copy attached)

4. Internal Auditors Report

To note: To receive the annual Internal Auditors Report (copy attached)

5. 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 Update

For information and consideration: To receive a report from the Clerk updating on a range of staffing matters (confidential copy attached)

Date of next meeting: **Monday 14th July 2025 6.30 pm**

Members of the Finance & Staffing Committee:

- Cllr Mustafa Ertas
- Cllr Leon Grother (Vice Chair)
- **Cllr Rose Llewellyn (Chair)**
- Cllr Graham Philpot
- Cllr Trish Philpot
- Cllr Caryl Sydney Smith
- Cllr Keith Williams
- Cllr Sean Wilson

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. Please use what.3.words to locate us – follow.good.soak as the postcode is generic with other addresses.

Each meeting includes up to 20 minutes of 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. If you are unable to attend the meeting in person or online, you can ask for a question to be raised on your behalf. Please contact the clerk before midday on the meeting date: clerk@westswindon-pc.gov.uk

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: 396 067 781 426 6

Passcode: QV35Ca7n

West Swindon Parish Office: office@westswindon-pc.gov.uk Tel: 01793 299399