



## **WEST SWINDON PARISH COUNCIL**

Dear Councillors

11 June 2025

You are formally summoned to attend a meeting of the  
**FULL COUNCIL**  
 to be held on **MONDAY 16<sup>th</sup> JUNE 2025 at 6.00 pm**  
**at: Unit 25 Westmead Ind Estate, Westlea, SN5 7YT**  
**Online via Teams – see details below**

### **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 and Declarations of Interest required by the Code of Conduct adopted by the Parish Council on Monday 19 May 2025.

#### **2. Minutes of the last Meeting**

To receive Minutes from the last meeting, the Annual Parish Council meeting held on Monday 19 May 2025 for approval and adoption.

#### **3. Minutes of the Planning, Leisure & Environment Committee**

To receive Minutes from the last Planning, Leisure & Environment Committee meeting, held on Monday 02 June 2025 for approval and adoption

#### **Minutes of the Finance & Staffing Committee**

To receive Recommendation (Minute 32) that the Council approves retrospectively 50 payments totalling £93,052.56 for April 2025

To receive Recommendation (Minute 33) that Council notes receipt of the Internal Auditor's Report

To receive Minutes from the last Finance & Staffing Committee meeting, held on Monday 02 June 2025 for approval and adoption.

#### **4. Shaw Ridge Play Area Proposal**

For approval: to receive a recommendation from the Play Working Party to approve and commission a design for Shaw Ridge Play Area

**5. Services Report**

For information: to receive an update on Parish Council services for June 2025 (copy attached).

**6. Grants Report**

For approval: to consider and approve a number of grant applications for 2025

**7. Internal Auditors Report**

For information: To review the report from the Internal Auditor for the financial year 2024-25 (copy attached)

**8. Year End Accounts 2024-25 – Annual Governance Statement**

To approve the Annual Governance Statement as part of the 2024-25 Annual Return (copy attached)

**9. Year End Accounts 2024-25 – Accounting Statement**

To approve the Year End Accounts 2024-25 and the Accounting Statement as part of the 2024-25 Annual Return (copy attached)

**10. Notice of Public Rights for 2024-25**

To approve the publication of the Notice of Public Rights (copy attached)

**11. Consultations**

For consideration: to consider responses to public consultations (report attached)

**12. 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: Staffing Update

**13. Staffing Report**

To receive a verbal update on a staffing issue

Date of next meeting: **Monday 21st July 2025 6.00 pm**, West Swindon Parish Office

***Council Members:***

- |                                      |                           |
|--------------------------------------|---------------------------|
| • Cllr Junab Ali                     | • Cllr Tim Makofu         |
| • Cllr Peter Bates                   | • Cllr Graham Philpot     |
| • Cllr Mustafa Dayan                 | • Cllr Trish Philpot      |
| • Cllr Mustafa Ertas                 | • Cllr Nandini Singh      |
| • Cllr Suresh Gattapur               | • Cllr Andrew Swinyard    |
| • Cllr Leon Grother                  | • Cllr Caryl Sydney Smith |
|                                      | • Cllr Keith Williams     |
| • <b>Cllr Rose Llewellyn (Chair)</b> | • Cllr Sean Wilson        |

**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 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](mailto: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: 390 787 957 030 5**

**Passcode: h84YU6EQ**

West Swindon Parish Office: [office@westswindon-pc.gov.uk](mailto:office@westswindon-pc.gov.uk) Tel: 01793 299399