WEST SWINDON PARISH COUNCIL

Dear Councillors

22 October 2025

You are formally summoned to attend a meeting of the
FULL COUNCIL
to be held on **MONDAY 27th OCTOBER 2025** at **6.30 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 18 August 2025.

2. Minutes of the last Meeting

To receive Minutes from the last meeting on Monday 29th September 2025 for approval and adoption.

3. Minutes of the Community & Leisure Committee

To receive Minutes from the last Community & Leisure Committee meeting, held on Monday 29th September 2025 (copy attached)

4. Minutes of the Planning & Environment Committee

To receive Minutes from the last Planning and Environment Committee meeting, held on Monday 6th October 2025 (copy attached)

5. Minutes of the Finance & Staffing Committee

To receive Recommendation (Minute 117) to approve 32 payments totalling £71,170.26

To receive Minutes of the meeting of the Finance & Staffing Committee on Monday 6th October 2025 (copy attached)

6. External Auditors Report

For information: To receive the Section 3 – External Auditor's Report and Certificate 2024/25 (copy attached)

7. Draft Strategic Plan

For consideration and approval: To receive a draft Strategic Plan for West Swindon Parish Council (copy attached)

8. Services Report

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

9. Discretions Policy

For adoption: to receive a Discretions Policy as directed by Wiltshire Council for adoption (copy attached)

10. 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' for contract update matters

- Shaw Ridge Play Area Quotation

Date of next meeting: **Monday 24 November 2025 6.30 pm**, West Swindon Parish Office

Council Members:

- Cllr Junab Ali
- Cllr Peter Bates
- Cllr Mustafa Dayan
- Cllr Mustafa Ertas
- Cllr Suresh Gattapur
- Cllr Leon Grother
- **Cllr Rose Llewellyn (Chair)**
- Cllr Tim Makofu
- Cllr Graham Philpot
- Cllr Trish Philpot
- Cllr Nandini Singh
- Cllr Andrew Swinyard
- 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 public question time at the start of the meeting. For most meetings, 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 :*

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**

Microsoft Teams Join the meeting now
Meeting ID: 352 022 610 965
Passcode: Le6L62Qh

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