



**WEST SWINDON PARISH COUNCIL**

Dear Councillors

23 April 2025

You are invited to attend a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
to be held on **MONDAY 28<sup>th</sup> APRIL 2025 at 6.00 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 20 May 2024.

**2. Bank Statements**

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

**3. Schedule of Payments**

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

**4. End of Year Budget Expenditure**

For consideration: To receive a report setting out expenditure for the year to date (copy attached)

**5. Vehicle Purchase Update**

For information: To receive a verbal update on the purchase of existing fleet vehicles.

**6. Vehicle Purchase Invitation**

For consideration: To receive a letter from South Swindon CEO (copy attached)

**7. Recruitment Update**

For information: To receive a verbal update on the recruitment of a Deputy Clerk/RFO and Engagement Officer.

Date of next meeting: **West Swindon Parish Council Annual Parish Council Meeting**  
**19<sup>th</sup> May 7.00pm**

**Members of the Finance & Staffing Committee:**

- Cllr Junab Ali
- Cllr Mustafa Dayan
- Cllr Mustafa Ertas
- Cllr Leon Grother
- **Cllr Rose Llewellyn (Chair)**
- Cllr Graham Philpot
- Cllr Trish Philpot
- Cllr Andrew Swinyard
- Cllr Caryl Sydney Smith (Vice Chair)
- 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. 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: 324 173 974 802**

**Passcode: njgcYK**

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