



**WEST SWINDON PARISH COUNCIL**

10 September 2025

Dear Councillor

You are invited to a meeting of the  
**FINANCE & STAFFING COMMITTEE**  
to be held on **MONDAY 15 SEPTEMBER 2025** at **6.30 pm**  
at: Unit 25 Westmead Ind Estate, Westlea, SN5 7YT  
**Online** via Teams – see details below

Paula Harrison  
Parish Manager

**AGENDA**

Public Questions, Comments or Representations (**maximum of 20 minutes**).

**1. Apologies & 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. Bank Statements**

*For consideration:* To receive a bank statement from August 2025 and associated reconciliation (copy attached)

**3. Payments Update**

*For approval:* To receive a report setting out payments from August 2025 for approval (copy attached)

**4. Budget Review Quarter One**

*For information:* To receive a review of the budget expenditure to date for Quarter one (copy attached)

**5. Depot and Premises Update**

*For information:* To receive a verbal update on progress regarding the depot and other premises

**6. 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 issues.

## **7. Staffing Absence & Workplace Wellbeing Update**

For information and consideration: To receive verbal and written reports updating on a range of staffing matters (confidential copy attached) including

- a) Apprenticeship / Staff vacancy
- b) Workplace wellbeing / sickness absence

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

Mustafa Ertas	Graham Philpot
Leon Grother	Trish Philpot
Rose Llewellyn (Chair)	Caryl Sydney Smith
	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:**

To access this meeting online, you need to use the invitation link below to open up Microsoft Teams. You can view the meeting using video and audio (so we can see and hear you) or just audio. Teams will prompt you for your preferences and you can turn sound and video on or off. During public question time you will be invited to ask a question. Residents may submit questions which can be asked on their behalf if received by the office by midday on the day of the meeting.

After public questions you will be 'muted' so that you can listen and observe the meeting but you will not be participating.

Any queries, please contact the parish office 01793 299399 or [enquiries@westswindon-pc.gov.uk](mailto:enquiries@westswindon-pc.gov.uk)

**Microsoft Teams [Need help?](#)**

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**Meeting ID: 322 618 853 725 0**

**Passcode: fA388Dk9**