

WEST SWINDON PARISH COUNCIL

Minutes

Finance and Staffing COMMITTEE

held on Monday 15th September 2025 at 6.00 pm

Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT

Present:

Cllr Leon Grother (Chair)

Cllr Caryl Sydney Smith

Cllr Rose Llewellyn (Virtual)

Officers: Paula Harrison (Parish Clerk), Jacqui Jones (Deputy Clerk)

Public member 1

No Public questions

Meeting started 18.49pm

Meeting was not quorate and no decisions were formed.

a) **Apologies & Applications for Dispensation**

Apologies received from Cllr T Philpot and Cllr G Philpot.

Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 19 May 2025: none

b) **Bank Statements**

Councillors received a copy of the Bank Statements and accompanying reconciliations, a copy of which appears as **Appendix A** in the Minute Book . No exceptions to report.

c) **Budget Review Quarter One**

The Deputy Clerk gave a verbal report regarding the budget position at quarter one. The six monthly budget report will be presented at the next meeting. A copy of the Budget Report appears as **Appendix B** in the Minute Book.

d) **Depot and Premises update**

The Parish Clerk reported that follow ups had been made in relation to community buildings and it was likely that Swindon Borough Council would be

responding in the next few weeks. For the depot property, further information on a negotiated lease was expected from Staffordshire County Council.

94. **Admission of Public and Press**

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 confidential staff matters.

95. **Staffing Absence & Workplace Wellbeing.**

Councillors received a report which appears as **Appendix CD** in Minute Book. This report summarised staff absences to date and steps to address long term sickness.

Meeting closed at 19.09