



WEST SWINDON PARISH COUNCIL

1 October 2026

Dear Councillor

You are invited to a meeting of the

FINANCE & STAFFING COMMITTEE

to be held on **MONDAY 6th OCTOBER 2025 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 September 2025 and associated reconciliation (copy attached)
3. **Payments**
For approval and recommendation: to receive a payments report for September 2025 (copy attached)
4. **Six Month Budget Update**
For consideration: to review income and expenditure for the previous six months (copy to follow)
5. **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: Commercial Lease & Recruitment matters*
6. **Depot & Community Premises**
For information: To receive a verbal update on the transfer of buildings and depot premises
7. **Recruitment Update**
For information: to receive a verbal update on recruitment

Date of next meeting: Monday 10th November 2025 6.30pm

Members of the Finance & Staffing Committee:

Mustafa Ertas	Graham Philpot
Leon Grother (Vice Chair)	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.

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

Any questions to be submitted on your behalf should be received by the Parish Office before midday on the day of the meeting.

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Meeting ID: 346 759 788 651 4

Passcode: Uj2Th7Xo