



WEST SWINDON PARISH COUNCIL

5 November 2025

Dear Councillor

You are invited to a meeting of the
FINANCE & STAFFING COMMITTEE
to be held on **MONDAY 10 NOVEMBER 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 October 2025 and associated reconciliation (copy attached)

3. Payments Update

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

4. Financial Regulations 2025 - updated

For information: To receive an updated version of the Financial Regulations 2025

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: Staffing issues.

6. Staffing Matters

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

Members of the Finance & Staffing Committee:

Mustafa Ertas

Leon Grother

Rose Llewellyn (Chair)

Graham Philpot

Trish Philpot

Caryl Sydney Smith

Keith Williams

Date of next meeting: Monday 8th December 2025 6.00pm

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

Microsoft Teams [Need help?](#)**[Join the meeting now](#)****Meeting ID: 362 057 107 109 7****Passcode: Bo2Cs6JR**