



WEST SWINDON PARISH COUNCIL

3 December 2026

Dear Councillor

You are invited to a meeting of the

FINANCE & STAFFING COMMITTEE

to be held on **MONDAY 8th DECEMBER 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 November 2025 and associated reconciliation (copy attached)
3. **Payments**
For approval and recommendation: to receive a payments report for November 2025 (copy attached)
4. **Purchase Request**
For consideration: to review a request to purchase machinery (copy attached)
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 matters*
6. **Staffing Update**
For information: to receive a verbal update on recruitment and absence

Date of next meeting: Monday 12 January 2026 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: 328 759 735 322 9

Passcode: gY6Ga9Pr