



**WEST SWINDON PARISH COUNCIL**

Dear Councillors

19 November 2025

You are formally summoned to attend a meeting of the  
**FULL COUNCIL**  
to be held on **MONDAY 24<sup>th</sup> NOVEMBER 2025 at 6.30 pm**  
**at: Unit 25 Westmead Ind Estate, Westlea, SN5 7YT**  
**Online via Teams – see details below**

**AGENDA**

**Public Questions, Comments or Representations (20 mins)**

If you are unable to attend the meeting in person or online, you can ask for a question to be raised on your behalf

**1. Apologies & Declarations of Interest/Applications for Dispensation**

To receive any Apologies and Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 18<sup>th</sup> August 2025.

**2. Minutes of the last Meeting**

To receive Minutes from the last meeting on Monday 27<sup>th</sup> October 2025 for approval and adoption.

**3. Minutes of the Planning & Environment Committee**

To receive Minutes from the last Planning and Environment Committee meeting, held on Monday 10<sup>th</sup> November 2025 (copy attached)

**4. Minutes of the Finance & Staffing Committee**

To receive Recommendation (Minute 151) to approve 70 payments for October 2025 totalling £109,880.83

To receive Recommendation (Minute 152) to adopt the amended Financial Regulations 2025 (copy attached)

To receive Minutes from the last Finance & Staffing Committee on Monday 10<sup>th</sup> November 2025 (copy attached)

**5. Services Report**

For information: to receive an update on Parish Council services for November 2025 (copy attached)

## 6. **Christmas Closure/Christmas Full Council**

For information: to receive a report setting out arrangements for December regarding staffing and meetings (copy attached)

## 7. **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:*

- a. To receive a communication from the Parish Council's solicitor
- b. To receive an update on Staffing matters

Date of next meeting: **Monday 15<sup>th</sup> December 2025** West Swindon Parish Office

### ***Council Members:***

- |                                      |                           |
|--------------------------------------|---------------------------|
| • Cllr Junab Ali                     | • Cllr Tim Makofu         |
| • Cllr Peter Bates                   | • Cllr Graham Philpot     |
| • Cllr Mustafa Dayan                 | • Cllr Trish Philpot      |
| • Cllr Mustafa Ertas                 | • Cllr Nandini Singh      |
| • Cllr Suresh Gattapur               | • Cllr Andrew Swinyard    |
| • Cllr Leon Grother                  | • Cllr Caryl Sydney Smith |
|                                      | • Cllr Keith Williams     |
| • <b>Cllr Rose Llewellyn (Chair)</b> | • Cllr Sean Wilson        |

**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:**

The Parish Committee meetings are open to the public at the address above. Please use what.3.words to locate us – follow.good.soak as the postcode is generic with other addresses.

Each meeting includes public question time at the start of the meeting. For most meetings, there is the option to attend or observe a meeting virtually. Please let us know if you would like to use this option so that we can check and advise you accordingly. If you are unable to attend the meeting in person or online, you can ask for a question to be raised on your behalf. **Please contact the clerk before midday on the meeting date: [clerk@westswindon-pc.gov.uk](mailto:clerk@westswindon-pc.gov.uk)**

*For online access, you need to open the link below to access a Microsoft Teams invitation: You may need to download Teams – there is a link below to do this.*

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

**[Join the meeting now](#)**

**Meeting ID: 312 432 938 197 5**

**Passcode: au2gq6jo**

West Swindon Parish Office: [office@westswindon-pc.gov.uk](mailto:office@westswindon-pc.gov.uk) Tel: 01793 299399