

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
held on **Monday 22 January 2024 at 6.00 pm**  
**Unit 25, Westmead Ind Estate, Swindon, SN5 7YT**

**Present:**

Cllr Junab Ali (Chair)  
Cllr Peter Bates  
Cllr Mustafa Dayan  
Cllr Mustafa Ertas  
Cllr Leon Grother  
Cllr Rose Llewellyn (Vice Chair)  
Cllr Trish Philpot  
Cllr Andrew Swinyard  
Cllr Caryl Sydney Smith  
Cllr Sean Wilson

**Officers:** Paula Harrison (Parish Manager)

**Public:** One

**Meeting Start:** 6.00 pm

**Public Questions:**

Resident asked to what percent had Councillor allowances been agreed to increase next year. *The Parish Manager confirmed a rate of 7%.*

Resident asked if the Parish Council was planning to lease or purchase vehicles. *The Parish Manager advised that it was likely to be a combination of both.*

Resident asked if the play area budget for 2023-24 and or 2024-25 had been committed and suggested that this be a route to manage the budget. *The Chair confirmed that a decision on future play expenditure had not been finalised.*

Resident asked if the Parish Council had not secured full deeds for play areas, that it should consider whether to decouple future investment. *The Chair confirmed that the lack of progress on finalising deeds was a matter of concern.*

Meeting start 6.10 pm

**197. Apologies, Declarations of Interest & Applications for Dispensation**

Apologies – Cllr G Philpot, Cllr K Williams.

Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 22 May 2023: None received.

**198. Bank Statements**

The bank statement for December 2023 were circulated with the accompanying bank reconciliations. Copies can be found as **Appendix A** in the Minute Book. The information was noted.

**199. Payments Schedule**

The Parish Manager circulated a list of payments for December 2023 as below, a copy of which appears as **Appendix B** in the Minute Book.



**RECOMMENDED** that 40 Payments for December 2024 totalling £85,958.56 be approved.

**200. Depot and Premises**

The Parish Manager circulated a communication from Colliers Property Consultants acting on behalf of Staffordshire County Council, a copy of which appears as **Appendix C** in the Minute Book. The information related to options to renew the lease for Westmead Industrial Estate. Councillors considered the options.

**RESOLVED** that the Parish Manager be instructed to see draft Heads of Terms to be initiated for Unit 25 Westmead Industrial Estate.

**201. Budget Expenditure**

The Parish Manager circulated a report setting out expenditure to date as at 31 December 2023, a copy of which appears as **Appendix D** in the Minute Book. Councillors noted the information.

**RESOLVED** that the Parish Manager be instructed to see draft Heads of Terms to be initiated for Unit 25 Westmead Industrial Estate.

6.25 pm

**202. Admission of Public and Press**

It was resolved in accordance with Standing Order 3(d) that 'in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw.

**203. Transfer of Services**

The Parish Manager circulated a report setting out information provided by Brian Pinchbeck, Swindon Borough Council regarding potential transfer of services. A copy appears as **Appendix E** in the Minute Book.

**204. Staffing Report**

The Parish Manager confirmed arrangements for recruitment for the Deputy Clerk role and advised that a new person had been recruited to the outdoor team. The Chair asked that they be supported with the relevant staffing policies.

**Meeting finished: 6.45 pm**

Signed: .....

Chair, Finance & Staffing Committee

Date: .....