

South Swindon Parish Council
Finance & Staffing Council Meeting

Minutes of the meeting held on TUESDAY 29 October 2024 at 7.15pm
In the Council Chamber, Parish Council Office, Gladstone Street, SN1 2AU

Present:	Cllr N Hopkins (Chair) Cllr R Banwell Moore (Vice-Chair) Cllr J Ali Cllr J Firmin	Cllr D Griffiths Cllr S James Cllr N Watts
Attendees:	Cllr P Herring	
Officers:	Jake Mee Max Tanner	Chief Executive Officer Committee Officer
Public:	None	
Apologies:	None	
Absent:	Cllr S Allsop	Cllr J Miah

2425 – 158 Declarations of Interest & Applications for Dispensation

None

2425 – 159 Accounts – June 2024

The Chief Executive Officer submitted the Parish Council's Management Accounts for September 2024, a copy of which appears as Appendix A in the Minute Book.

RESOLVED That the Management Accounts for September 2024 be approved.

2425 – 160 Payment Schedule – June 2024

The Chief Executive Officer submitted the Payment Schedule for September 2024, a copy of which appears as Appendix B in the Minute Book.

RESOLVED That the Payment Schedule for June 2024 be approved.

2425 – 161 Budget Monitoring Report – Quarter Two

The Chief Executive Officer submitted the quarterly budget monitoring report for quarter two 2024-25. A copy of which appears as Appendix C in the Minute Book.

RESOLVED That the quarterly budget monitoring report for quarter two 2024-25 be noted.

2425 – 162 Grants

MHA Communities - £2,000 Grant Application

The Grants Working Party recommended approving the grant application for £1,000 as only half of members lived in South Swindon Parish. It was also recommended that MHA Communities apply for grants from other parish councils, as their work impacts Swindon as a whole.

RESOLVED To approve the grant application of £1,000.

Swindon Makerspace - £1,000 Grant Application

The Grants Working Party recommended approving the grant application for the £350 total cost of the project.

RESOLVED To approve the grant application of £350.

2425 – 163 Internal Audit – First Interim Report

To receive the first interim internal audit report for 2025-26. A copy of which appears in the Confidential Minute Book as Appendix A.

RESOLVED To note the contents of the report.

Admission of Public and Press

- 2425 – 164 **RESOLVED**** that 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 and Personal Information.

2425 – 165 Staffing Update

The Councillors received an update from the CEO regarding staffing. A copy of which appears in the Confidential Minute Book as Appendix B.

RESOLVED To approve recommendations 3.1, 3.2, 3.3 and 3.4.

2425 – 166 Staffing Budget 2025-26

The Council were presented with the staffing budget for 2025-26. A copy of which appears in the Confidential Minute book as Appendix C

RESOLVED To approve recommendation 3.1.

Meeting Closed at 20.08pm

Signed:

Dated:

Chair of the Parish Council