

South Swindon Parish Council
Finance & Staffing Council Meeting

Minutes of the meeting held on 29th July 2025 at 7.15pm
In the, Parish Council Office, Gladstone Street, SN1 2AU

Present:	Cllr Neil Hopkins (Chair) Cllr Junab Ali Cllr John Firmin Cllr Patrick Herring	Cllr Sam James Cllr Jamal Miah Cllr Nadine Watts
Attendees:	Cllr Tom Silberberg	
Apologies:	Cllr R Banwell-Moore	
Substitutes:	Cllr Abdul Hamid for Cllr R Banwell Moore	
Absent:	Cllr Steve Allsopp	
Officers:	Jake Mee Max Tanner	Chief Executive Officer Committee Officer
Public:	None	
Public Questions:	None	

2526 – 75 Declarations of Interest & Applications for Dispensation
None

2526 – 76 Accounts – June 2025
The Chief Executive Officer submitted the Parish Council's Accounts for June 2025, a copy of which appears as Appendix A in the Minute Book.
RESOLVED: That the Accounts for June 2025 be approved.

2526 – 77 Payment Schedule – June 2025
The Chief Executive Officer submitted the Payment Schedule for June 2025, a copy of which appears as Appendix B in the Minute Book.
RESOLVED: That the Payment Schedule for June 2025 be approved.

2526 – 78 Budget Monitoring Report – Quarter One
The Chief Executive Officer submitted the quarterly budget monitoring report for quarter one 2025-26. A copy of which appears as Appendix C in the Minute Book.
RESOLVED: That the quarterly budget monitoring report for quarter one 2025-26 be noted.

2526 – 79 Grants
The committee was presented with a report detailing the latest grant applications. A copy of which appears as Appendix D in the Minute Book.

The Roxi Foundation - £1,000 Grant Application

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

Artsite - £2,000 Grant Application

RESOLVED: To approve the grant application for £2,000.

Richard Jefferies Museum Trust - £2,000 Grant Application

RESOLVED: To approve the grant application of £2,000.

Out of the Can - £2,000 Grant Application

RESOLVED: To approve a grant award of £200.

DiveInclusive - £2,000 Grant Application

RESOLVED: To reject the grant application of £2,000.

Holy Rood Catholic Primary School - £1,000 Grant Application

RESOLVED: To reject the grant application of £1,000.

Kolo Seniorow Swindon - £2,000 Grant Application

RESOLVED: To reject the grant application of £2,000.

2526 – 80

Grounds and Street Cleaning Recruitment

The committee received a report regarding the recruitment of additional grounds and street cleaning staff. A copy of which appears as Appendix E in the Minute Book.

Recommendations

3.1 Recruit a Grounds and Street Cleaning Operative as proposed in Point 2.4.

3.2 Support the use of the Oakfield Open Space Maintenance S.106 funding as proposed in Point 2.5.

RESOLVED: Use Oakfield Open Space Maintenance S.106 funding to initially recruit an agency staff to cover the grounds maintenance area proposed in Point 2.4.

RESOLVED: A decision on whether to recruit a permanent member of staff for this role to be delayed until the completion of the Parish Council's Grounds and Street Cleaning Review.

RESOLVED: To approve recommendations 3.2.

2526 – 81

Recruitment of Apprentices and T-Level placements

Councillors were presented with a report regarding the recruitment of a Business Administrator apprentice and T-Level Placement. A copy of which appears as Appendix F in the Minute Book.

Recommendations

3.1 Recruit a Business Administration Apprentice for 30 hours per week and one T-Level Administration Assistant Placement. A copy of which appears as Appendix

RESOLVED: To approve recommendation 3.1.

2526 – 82

Admission of Public and Press

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.

2526 – 83

Staffing Update

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

Recommendations

3.1 To recruit a full-time ground and street cleaning operative with the capability of driving street sweepers as detailed in Point 2.1.

3.2 To create a new Community Gardener position with Charlottee Jones being recruited to this position.

3.3 To reprofile the Assistant Clerk role, commensurate with a salary uplift as detailed in Point 2.3.

3.4 To reprofile the Committee Officer and Administration Assistant role to a new role titled “Governance & Support Lead” with new tasks, responsibilities and salary regrade as proposed in Point 2.4.

3.5 A report be brought to the next Finance & Staffing Committee setting out how Parish Council project work can be redeployed to directly employed staff without effecting the Parish Council’s capacity to deliver projects.

RESOLVED: To approve recommendation 3.1, 3.3, and 3.4.

RESOLVED: To defer a decision on the Community Gardener position.

Meeting Closed at 20:18pm

Signed:

Dated:

Chair of the Parish Council