

SOUTH SWINDON PARISH COUNCIL

23 October 2025

Notice of a meeting of the
FINANCE & STAFFING COMMITTEE
to be held on **TUESDAY 28 October 2025 at 7.15pm**
in the **Council Chamber, Parish Offices, Gladstone Street, Swindon SN1 2AU**



Jake Mee
Chief Executive Officer

AGENDA

Public Questions, Comments or Representations (**maximum of 10 minutes**)

1. **Apologies**
2. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 20 May 2025.
3. **Accounts – September 2025**
To receive the accounts for September 2025.
4. **Payment Schedule – July, August & September 2025**
To receive the Payment Schedule for July, August and September 2025.
5. **Budget Monitoring Report – Quarter Two**
To receive a budget monitoring report for quarter two 2025-26.
6. **Grants**
To consider the following grants which have been scrutinised by the Grants Working Party –
 - 19th Scouts Group – £1,000
 - Wiltshire Treehouse – £1,000
 - Step – £2,000
7. **Flexible Working Policy**
To consider a draft policy for flexible working requests.
8. **Staff Survey**
To receive a report from the Deputy CEO on commissioning a staff survey to provide staff insight on the organisation.
9. **Investment Monitoring**
To receive a report from the CEO regarding historical investment performance.
10. **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'. **Reasons:** Staffing
11. **Future Direction of Parish Council**
To receive a presentation by the CEO on potential changes to the Parish Council's operating model.
12. **Draft Staffing Budget - 2026-27**
To consider a draft staffing budget for 2026-27.
13. **Staff Contracts**
To adopt new staff contracts and related documents.

14. Staffing Review

To receive an update regarding staffing.

Members of Committee

Neil Hopkins (Chair)

Junab Ali

Steve Allsopp

John Firmin

Patrick Herring

Rebecca Banwell Moore (Vice-Chair)

Sam James

Jamal Miah

Nadine Watts

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.