

South Swindon Parish Council
Finance & Staffing Council Meeting

Minutes of the meeting held on 27 January 2026 at 7.15pm
In the, Parish Council Office, Gladstone Street, SN1 2AU

Present: Cllr John Firmin Cllr Rebecca Banwell-Moore (Vice-Chair)
Cllr Patrick Herring Cllr Jamal Miah
Cllr Sam James

Apologies: Cllr Junab Ali Cllr Nadine Watts
Cllr N Hopkins (Chair)

Absent: Cllr Steve Allsopp

Officers: Jake Mee CEO
Matt Leather Deputy CEO
Max Tanner Governance & Support Lead

Public: None

Public Questions: None

2526 – 250 **Apologies**

The Committee accepted apologies from Cllr J Ali, Cllr, N Hopkins, Cllr N Watts.

2526 – 251 **Declarations of Interest & Applications for Dispensation**

Cllrs R Banwell-Moore & P Herring declared a non-pecuniary interest for item 10, being employed by the office of Heidi Alexander MP, which is involved in the Pride in Place Funding deployment.

2526 – 252 **Accounts – December 2025**

The CEO and Finance Manager submitted the Parish Council's Accounts for December 2025, a copy of which appears as Appendix A in the Minute Book.

RESOLVED: That the Accounts for December 2025 be approved.

2526 – 253 **Payment Schedule – October, November and December 2025**

The CEO and Finance Manager submitted the Payment Schedule for October, November and December 2025, a copy of which appears as Appendix B in the Minute Book.

RESOLVED: That the Payment Schedule for October, November and December 2025 be approved.

2526 – 254 **Budget Monitoring Report – Quarter Three**

The CEO and Finance Manager submitted the quarterly budget monitoring report for quarter three 2025-26. A copy of which appears as Appendix C in the Minute Book.

RESOLVED: That the quarterly budget monitoring report for quarter three 2025-26 be noted.

2526 – 255

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.

Brunel Knights – £1,000

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

Young Swindon & Wiltshire - £1,000

RESOLVED: To approve the grant application for £1,000.

19th Swindon Scouts – £1,000

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

2526 – 256

Investment Monitoring

To receive a report from the CEO regarding historical investment performance. A copy of which appears as Appendix G in the Minute Book.

RESOLVED: To note the contents of the report.

2526 – 257

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 – 258

Staff Survey

The committee received a presentation from the Director of EAP Research Consultancy on the results of the staff survey. A copy of which appears as Appendix A in the Confidential Minute Book.

RESOLVED: To note the contents of the presentation.

RESOLVED: To release the presentation to all Council staff, following necessary amendments from the senior leadership team.

2526 – 259

Management of Community Development Activities

The Deputy CEO submitted regarding the management of future Parish Council Community Development and Place Partnership activities. A copy of which appears as Appendix B in the Confidential Minute Book.

Recommendation

3.1 To create a new Community Development Manager position for a 2-year fixed term period, starting from April 1st 2026.

3.2 To recruit for the new position of Community Development Manager.

3.3 That after the initial 2-year period the employee can move to the Community Development Officer role, should the Parish Council decide not to offer them the Community Development Manager position on a permanent basis.

RESOLVED: To approve recommendations 3.1, 3.2 & 3.3.

2526 – 260

Events Manager- Job Description Reprofile

Councillors were presented with a report and asked to consider a change to the Events Manager Job Description. A copy of which appears as Appendix C in the Confidential Minute Book.

Recommendation

3.1 To change the job title of the Events Manager to Events & Venues Manager and reprofiling of the job description as proposed in Point 2.3.

3.2 To agree to the Events and Venues Manager progressing up to scale point range 29-32 once they reach the top of their current range (SCP 24-28), subject to successful performance reviews.

RESOLVED: To approve recommendation 3.1 & 3.2.

2526 – 261

Ill Health Retirement

The CEO submitted a report regarding Ill Health Retirement. A copy of which appears as Appendix D in the Confidential Minute Book.

Recommendation

3.1 That the Council approves the termination of employment of the employee on the grounds of Tier 2 Ill Health Retirement, subject to:

- Confirmation that all reasonable adjustments and alternative employment options have been properly explored (COMPLETED)

That the Chief Executive Officer be delegated authority to:

- Complete and submit all necessary documentation to the Wiltshire Pension Fund
- Certify that the employer is satisfied the member meets the Tier 2 ill health criteria (COMPLETED)
- Execute the termination of employment in accordance with proper HR procedures

RESOLVED: To approve recommendation 3.1.

Meeting Closed at 20:21pm

Signed:

Dated:

Chair of the Parish Council