South Swindon Parish Council
Annual Council Meeting
Minutes of the meeting held on 19th May 2026 at 6.30pm
In the Parish Council Office, Gladstone Street, SN1 2AU

Present:	Cllr Saleh Ahmed	Cllr Linda Kasmaty
	Cllr Steve Allsopp	Cllr Marianne Le Coyte Grinney
	Cllr Zohaib Ali Khan	Cllr Albano Lourenco
	Cllr Vince Ayris	Cllr Jamal Miah
	Cllr Jocelina D'Souza	Cllr Anabelle Pegado
	Cllr John Firmin	Cllr Tomas Silberberg
	Cllr Gyan Gurung	Cllr Savio Telles
	Cllr Sally Hawson	Cllr Danial Vales
	Cllr Christine Hardisty	Cllr Paul Williams
	Cllr Patrick Herring	
	Cllr Neil Hopkins	
	Cllr Janine Howarth	
Apologies:	Cllr Sam James	Cllr Jane Milner-Barry
Absent:		
Officers:	Jake Mee	CEO
	Max Tanner	Governance & Support Lead
Public:	1	
Public Questions:	None	

2627 – 1 **Election of Chair for 2026/27**
Cllr N Hopkins was proposed and seconded.

RESOLVED: That Cllr N Hopkins be elected as Chair for the 2026/27 municipal year.

2627 – 2 **Election of Vice-Chair for 2026/27**
Cllr M Le Coyte Grinney was proposed and seconded.

RESOLVED: That Cllr M Le Coyte Grinney be elected as Vice Chair for the 2026/27 municipal year.

2627 – 3 **Apologies**
The committee accepted apologies from Cllr S James & Cllr J Milner-Barry.

2627 – 4 **Declaration of interest & Applications for dispensation**
None.

2627 – 5 **Business Deferred from the Annual Council Meeting**
RESOLVED: To note the deferral of the following Annual Council Meeting business to an additional Council meeting:

• Representatives on Outside Bodies
• Appointment of Working Parties
• Committee Structures 2026/27
• Calendar of Meetings 2026/27

• Allowances
• Review of Other Policies

2627 – 6 **Chair's Report**

The Hot House area in Queen's Park has now been opened up, so we are in a position to plan its future use. One option under consideration is a café offer, but no decisions have been made. Over the coming months councillors will be asked to discuss the principle of redevelopment, possible uses for the space, and a supporting business case.

For several months we have been implementing a new services programme. Many of the systems we inherited were paper-based and inefficient, and a review last year identified clear opportunities to modernise. Trials in Old Town are under way, and we are also planning for a CRM system so residents can report issues directly to the parish and have them routed straight to the relevant team, speeding up responses.

A key ambition has been to repair and fully bring back into use the 1936 Art Deco Bowl in Town Gardens, a rare heritage structure. Since taking it on, we have grown a summer events programme of around 30 events a year, but the building now needs significant structural repair. Working with heritage specialists, we have developed a repair and improvement scheme and submitted an expression of interest to the National Lottery Heritage Fund, with an estimated cost of around £1.4 million for the Bowl itself. Officers, supported by experienced consultants, are preparing a full funding bid for submission around August.

Finally, work is progressing on securing new depot premises. The current depot has been too small for some time. A larger site has been identified in Westlea, and an offer has been made. The building would be shared with Swindon School of Gymnastics on a commercial rental basis, with each occupying part of the warehouse. Legal work is under way, backed by an approved Public Works Loan, and completion is expected within six to eight weeks. The new depot will bring staff, vehicles, equipment and repair operations together on one site, replacing the current arrangement where people and assets are dispersed across several less suitable locations.

2627 – 7 **Minutes – Full Council**

The Council were presented with the draft minutes for the Full Council Meeting held on the 17th March 2026 for approval, a copy of which appears in the Minute Book as Appendix A.

RESOLVED: That the minutes of the Full Council Meeting held on the 17th March 2026 are approved as a true record.

2627 – 8 **Minutes – Planning**

The council were presented with the draft minutes for the Planning Meeting held on the 24th March 2026 for approval, a copy of which appears in the Minute Book as Appendix B.

RESOLVED: That the minutes of the Planning Meeting held on the 24th March 2026 are adopted and approved as a true record.

2627 – 9 **Minutes – Leisure, Environment and Amenities**

The council were presented with the draft minutes for the Leisure, Environment and Amenities held on the 7th April 2026 for approval, a copy of which appears in the Minute Book as Appendix C.

RESOLVED: That the minutes of the Leisure, Environment and Amenities Meeting held on the 7th April 2026 are adopted and approved as a true record.

2627 – 10 **Minutes – Planning**

The council were presented with the draft minutes for the Planning Meeting held on the 28th April 2026 for approval, a copy of which appears in the Minute Book as Appendix D.

RESOLVED: That the minutes of the Planning Meeting held on the 28th April 2026 are adopted and approved as a true record.

2627 – 11 **<u>Minutes – Finance & Staffing</u>**

The council were presented with the draft minutes for the Finance & Staffing held on 28th April 2026 for approval, a copy of which appears in the Minute Book as Appendix E.

RESOLVED: That the minutes of the Finance & Staffing Meeting held on 28th April 2026 are adopted and approved as a true record.

2627 – 12 **<u>Minutes – Executive Sub-Committee</u>**

The council were presented with the draft minutes for the Executive Sub-Committee held on 5th May 2026 for approval, a copy of which appears in the Minute Book as Appendix F.

RESOLVED: That the minutes of the Executive Sub-Committee held on 5th May 2026 are adopted and approved as a true record.

2627 – 13 **<u>Payment Schedule – April 2026</u>**

The CEO submitted a copy of the Payment Schedule for April 2026, a copy of which appears in the Minute Book as Appendix G.

RESOLVED: That the payment schedule for April 2026 be approved.

2627 – 14 **<u>Year End 2025/26 – Annual Governance Statement</u>**

The CEO submitted a copy of the Annual Governance Statement 2025/26 as part of the 2025/26 Annual Return, a copy of which appears in the Minute Book as Appendix H.

RESOLVED: That the Year End 2025/26 – Annual Governance Statement be approved.

2627 – 15 **<u>Year End 2025/26 – Accounting Statements</u>**

The CEO submitted to approve the Year End Accounts and a copy of the Accounting Statements 2025/26 as part of the 2025/26 Annual Return, a copy of which appears in the Minute Book as Appendix I.

RESOLVED: That the Year End 2025/26 – Annual Governance Statement be approved.

2627 – 16 **<u>Review of Standing Orders</u>**

The CEO submitted to review and adopt the standing orders for 2026/27, a copy of which appears in the Minute Book as Appendix J.

RESOLVED: That the standing orders be approved and adopted.

2627 – 17 **<u>Review of Financial Regulations</u>**

The CEO and Deputy CEO submitted the Financial Regulations for 2026/27 to review and adopt, a copy of which appears in the Minute Book as Appendix K.

RESOLVED: That the Financial Regulations be approved and adopted.

2627 – 18 **<u>Membership of Other Bodies</u>**

The CEO submitted the following verbal list of Memberships of Other Bodies for the year 2026/27:

- Wiltshire Association of Local Councils
- National Association of Local Councils
- Swindon Local Council Forum

RESOLVED: To approve the membership of Wiltshire Association of Local Councils. National Association of Local Councils & Swindon Local Council Forum.

2627 – 19 **Appointment of Internal Auditor**

The Chief Executive Officer submitted a report for review and appointment of the internal auditor for 2026/27, a copy of which appears in the Minute Book as Appendix L.

Recommendations

3.1 That the Council commission a tender exercise to consider its internal audit provision for 2026-27. This should be in line with the guidance in the SAPPP Practitioners Guide in relation to Assertion 6 of Section 1 – Annual Governance Statement within the Annual Governance and Accountability Return.

RESOLVED: To approve recommendation 3.1.

2526 – 20 **Review of Property and Assets**

The CEO submitted a report regarding the review of Property and Assets. A copy of which appears in the Minute Book as Appendix M.

RESOLVED: To adopt the review of the Parish Council's property & assets.

2526 – 21 **Review of Insurance**

The CEO submitted a report regarding insurance affected on the 1st April 2026. Copies of which appear in the Minute Book as Appendix N.

RESOLVED: To approve the insurance affected on the 1st April 2026.

2526 – 22 **Review of Risk Register**

The Assistant Clerk submitted a copy of the Risk Register. A copy of which appears in the Minute Book as Appendix O.

RESOLVED: To adopt the Risk Register.

2526 – 23 **Review of other Policies**

The CEO submitted Parish Council Policies for Review:

1.Allowances
2.Code of Conduct
3.Complaints Procedure
4.Data Protection
5.Employer Discretions
6.Equality & Diversity
7.Freedom of Information
8.Health & Safety
9.Habitual & Vexatious Complainant
10.Grants Policy
11.Health, Wellbeing & Attendance
12.Internal Controls
13.Internal Audit - Terms of Reference
14.Investment Strategy
15.Services Transfer
16.Memorial
17.Member-Officer Relationship Protocol
18.Notice Board
19.Whistleblowing
20. Flexible Working

RESOLVED: To approve and adopt the above policies.

2526 – 24 **Emergency Decision**

Councilors received a report regarding an emergency decision to. A copy of which appears in the Minute Book as Appendix P.

Recommendations

3.1 To note the report and decision made.

RESOLVED: To approve recommendation 3.1.

2526 – 25 **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'. Reason: **Staffing &**

Commercial Sensitivity

2526 – 26 **Depot Lease**

The CEO submitted the Heads of Terms for a Sub-Lease for approval, a copy of which appears in the Confidential Minute Book as Appendix A.

RESOLVED: To approve the Heads of Terms for the Sub-Lease.

2526 – 27 **Staffing**

The council were presented with a report regarding staffing matters, a copy of which appears in the Confidential Minute Book as Appendix B.

Recommendations

3.1 That the Council approves the termination of employment of the employee on the grounds of Tier 1 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 1 ill health criteria
• Execute the termination of employment in accordance with proper HR procedures

RESOLVED: To approve recommendation 3.1.

Meeting Closes at 20:09

Signed………………………

Date…………………………

Chair of the Parish Council