

South Swindon Parish Council
Finance & Staffing Council Meeting

Minutes of the meeting held on 28 April 2026 at 7.15pm
In the, Parish Council Office, Gladstone Street, SN1 2AU

Present:

Cllr N Hopkins (Chair)	Cllr Rebecca Banwell-Moore (Vice-Chair)
Cllr John Firmin	Cllr Jamal Miah
Cllr Patrick Herring	Cllr Nadine Watts
Cllr Sam James	

Apologies:

Cllr Junab Ali	Cllr Jamal Miah
Cllr Rebecca Banwell-Moore	

Officers:

Jake Mee	CEO
Matt leather	Deputy CEO
Max Tanner	Governance & Support Lead

Public: None

Public Questions: The Council thanked Cllr Nadine Watts for their service as they are not standing for election again for South Swindon Parish Council.

2526 – 357 **Apologies**

The Committee accepted apologies from Cllr J Ali, Cllr R Banwell-Moore, Cllr J Miah.

2526 – 358 **Declarations of Interest & Applications for Dispensation**

None

2526 – 359 **Accounts – March 2026**

The CEO and Finance Manager submitted the Parish Council's Accounts for March 2026, a copy of which appears as Appendix A in the Minute Book.

RESOLVED: To note the accounts for March 2026.

2526 – 360 **Payment Schedule – January, February and March 2026**

The CEO and Finance Manager submitted the Payment Schedule for January, February and March 2026, a copy of which appears as Appendix B in the Minute Book.

RESOLVED: To adopt the payment schedule for January, February & March 2026.

2526 – 361 **Budget Monitoring Report – Quarter Four**

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

RESOLVED: To note the Budget Monitoring Report for Quarter Four.

2526 – 362 **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.

RESOLVED: To note the automatic rejection of the ineligible grant applications.

Christ Church – £1,000

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

Prospect Place Conservation Area Trust - £984.00

RESOLVED: To approve the grant application for £984.00

Robins FC - £1,000

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

Swindon Sporting FC - £1,000

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

2526 – 363

Investment Monitoring

The CEO submitted a report regarding investment performance. A copy of which appears as Appendix E in the Minute Book.

RESOLVED: To note the contents of the report.

2526 – 364

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 – 365

Staff Survey

The Deputy CEO submitted a verbal update regarding further work following the staff survey.

RESOLVED: To note the contents of the verbal update.

2526 – 366

Staffing

The Deputy CEO submitted a report regarding staffing updates. A copy of which appears as Appendix A in the Confidential Minute Book.

Recommendations

3.1 To note the contents of the report.

RESOLVED: To note the contents of the report.

2526 – 367

Staffing Structure

The CEO submitted a copy of the updated Parish Council Staffing Structure. A copy of which appears as Appendix B in the Confidential Minute Book.

RESOLVED: To note the updated staffing structure.

2526 – 368

Flexible Leave Requests

The Staffing Working Party submitted a report regarding Flexible Leave requests received. A copy of which appears as Appendix C in the Confidential Minute Book.

Recommendations

- 3.1** To approve Magdalena Kunda's flexible working request as detailed in Point 2.2.
3.2 To approve a 3-month trial of David Johnson's flexible retirement request as detailed in Point 2.3.
3.3 To approve a 3-month trial of Dan Fishlock's flexible working request as detailed in Point 2.4.

RESOLVED: To approve Magdalena Kunda's flexible working request as detailed in Point 2.2 of the accompanying report.

RESOLVED: To approve a 3-month trial of David Johnson's flexible retirement request as detailed in Point 2.3 of the accompanying report.

RESOLVED: To approve a 3-month trial of Dan Fishlock's flexible working request as detailed in Point 2.4 of the accompanying report.

2526 – 369

HR Provision

The Committee received and were asked to consider a scope for HR provision. A copy of which appears as Appendix D in the Confidential Minute Book.

RESOLVED: To approve the scope for HR provision.

Meeting Closed at 20:22pm

Signed:

Dated:

Chair of the Parish Council