

South Swindon Parish Council
Executive Sub-Committee

Minutes of the meeting held on 11 August 2026 at 6.00pm
In the Parish Council Office, Gladstone Street, SN1 2AU

Present:	Cllr Neil Hopkins (Chair) Cllr John Firmin Cllr Linda Kasmaty	
Apologies:	Cllr Marianne Le Coyte Grinney (Vice-Chair)	
Absent:	Cllr Sally Hawson	
Officers:	Matt Leather Steve Hills	Deputy CEO Services Manager
Public:	None	
Public Questions:	None.	

2627- 128

Apologies

The Committee received apologies from Cllr Marianne Le Coyte Grinney.

2627- 129

Declaration of interest & Applications for dispensation

None declared.

2627- 130

Minutes of Executive Sub-Committee

The Sub-Committee was presented with the draft minutes for the Executive Sub-Committee meeting held on 16 June 2026 for noting. A copy of which appears in the Minute Book as Appendix A.

RESOLVED: To note the minutes of the Executive Sub-Committee Meeting held on Tuesday 16 June 2026.

RESOLVED: That an agenda item be included for the next Executive Sub-Committee Meeting regarding Executive Team Appraisals and Pay Progression.

2627- 131

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.

2627- 132

Executive Oversight

The Sub-Committee was presented with an Executive Oversight report including Executive Team sickness, annual leave and TOIL. A copy of which appears in the Confidential Minute Book as Appendix B.

RESOLVED: To note the Executive Oversight report and approve annual leave requests detailed in the report.

2627- 133

Sub-Committee Work Plan

The CEO presented a report for the Sub-Committee to consider. A copy of which appears in the Confidential Minute Book as Appendix C.

RESOLVED: The Deputy CEO to organise a meeting between the Sub-Committee and the Council's HR consultant regarding an action plan for the sub-committee.

National Conference

The CEO tabled a report regarding the executive team's attendance at the upcoming SLCC national conference. A copy of which appears as Appendix D in the Confidential Minute Book.

RESOLVED: The Sub-Committee approve the attendance of the Chief Executive Officer, the Deputy Chief Executive Officer (Matt Leather) and the Assistant Clerk (Carol Clark) at the SLCC National Conference 2026 (12 to 14 October 2026), and the associated costs of delegate fees, accommodation, travel and subsistence, to be met from the staff training and development budget.

Meeting Closes at 6.35pm

Signed.....

Date.....

Chair of the Executive Sub-Committee