

South Swindon Parish Council

Full Council Meeting

Minutes of the meeting held on 2nd June 2026 at 6.30pm

In the Parish Council Office, Gladstone Street, SN1 2AU

Present:	Cllr Neil Hopkins (Chair) Cllr Saleh Ahmed Cllr Steve Allsopp Cllr Zohaib Ali Khan Cllr Vince Ayris Cllr John Firmin Cllr Gyan Gurung Cllr Sally Hawson Cllr Patrick Herring Cllr Janine Howarth	Cllr Sam James Cllr Linda Kasmaty Cllr Albano Lourenco Cllr Jamal Miah Cllr Jane Milner-Barry Cllr Anabelle Pegado Cllr Tomas Silberberg Cllr Savio Telles Cllr Danial Vales
Apologies:	Cllr Paul Williams Cllr Jocelina D'Souza	Cllr Marianne Le Coyte Grinney Cllr Christine Hardisty
Absent:	None	
Officers:	Matt Leather Max Tanner	Deputy CEO Governance & Support Lead
Public:	2	
Public Questions:	A resident attended the meeting and welcomed both new and returning Councillors. They expressed interest in seeing what the Council will achieve in the next four years.	

- 2627 – 28** **Apologies**
The Council accepted apologies from Cllr P Williams, Cllr J D'Souza, Cllr M Le Coyte Grinney, Cllr C Hardisty.
- 2627 – 29** **Declaration of interest & Applications for dispensation**
Cllr V Aryis declared a non-pecuniary interest for Item 5. Representatives on Outside Bodies.
Cllr P Herring declared a non-pecuniary interest for Item 5. Representatives on Outside Bodies.
- 2627 – 30** **Chair's Report**
None.
- 2627 – 31** **Minutes – Annual Council Meeting**
The Council were presented with the draft minutes for the Annual Council Meeting held on the 19 May 2026 for approval, a copy of which appears in the Minute Book as Appendix A.

RESOLVED: That the minutes of the Annual Council Meeting held on the 19 May 2026 are approved as a true record.
- 2627 – 32** **Representatives on Outside Bodies**

RESOLVED: To appoint the Council's Representatives on Outside Bodies for the 2026/27 municipal year:
- TheWorks – Cllr J Milner-Barry

- Old Town Business Association – Cllr L Kasmaty, Cllr J Firmin
- Swindon Local Council Forum – Cllr N Hopkins, Cllr J Firmin
- The Gap – Cllr S Allsopp
- Brighter Broadgreen – Cllr J Firmin
- Wiltshire Association of Local Councils – Cllr J Milner-Barry (Cllr N Hopkins reserve)
- Get Swindon Moving Community Group – Cllr P Herring, Cllr C Hardisty
- Shadow BID – Cllr J Firmin (Cllr P Herring reserve)
- Place Partnership – Cllr N Hopkins, Cllr J Firmin
- SBC Communications Forum – Cllr C Hardisty

RESOLVED: To formally request one member on the Pride in Place Steering Board.

2627 – 33

Appointment of Working Parties

The CEO submitted a copy of the Appointment of Working Parties and to appoint Chairs, and members to serve on the Working Parties for 2026/27. A copy of which appears in the minute book as Appendix B.

RESOLVED: To appoint the Chairs and members to serve on the Working Parties as outlined in Appendix B.

RESOLVED: To defer the further appointment of Working Parties to a future Full Council Meeting.

2627 – 34

Committee Structures 2026/27

The CEO submitted a copy of the Committee Structures and to appoint Chairs, Vice-Chairs, and members to serve on the following Committees for 2025/26. A copy of which appears in the minute book as Appendix C.

- Finance & Staffing
- Leisure, Environment & Amenities
- Planning
- Executive Sub-Committee

RESOLVED: To approve the Committee Structures as they appear in the supporting documents.

RESOLVED: To defer the further appointment of Committee structures to a future Full Council Meeting.

2627 – 35

Terms of Reference and Delegation Scheme

The CEO submitted a copy of the draft Terms of Reference to be reviewed. A copy of which appears in the Minute Book as Appendix D.

RESOLVED: To adopt the Terms of Reference and Delegation Scheme for 2026/27.

2627 – 36

Calendar of Meetings 2026/27

The CEO submitted the Calendar of Meetings for the 2026/27 year to be approved. A copy of which appears in the minute book as Appendix E.

RESOLVED: To approve the Calendar of Meetings for the 2026/27 year.

2627 – 37

Allowances

The CEO submitted a report regarding Councillors allowances and asked the Council to review and approve the allowances. A copy of the report appears in the Minute Book as Appendix F.

Recommendations

3.1 That the Parish Council agree the payment of Councillor Allowance for 2026/27.

3.2 That the amount of the allowance for Councillors be decided.

3.3 That expenses only be paid to Councillors when representing South Swindon Parish Council outside of the parish.

RESOLVED: To approve an increase of 3.2% to Councillor allowances, £6,516 per annum for Chair £1,302 per annum for other Councillors.

RESOLVED: To approve recommendation 3.3.

2627 – 38

Review of Other Policies

The CEO submitted Parish Council Policies for Review:

- 21.Privacy Notice – GDPR
- 22.Privacy Notice – Employee
- 23.Publication Scheme
- 24.Recording & Reporting
- 25.Safeguarding
- 26.Training
- 27.Vehicle Tracking
- 28.Press & Media Policy
- 29.Bereavement
- 30.Records Management
- 31.Recruitment & Selection
- 32.Wesbite Accessibility Statement
- 34.Employing People with Convictions
- 35.Artificial Intelligence (AI)
- 36.IT
- 37.Lone Working
- 38.Tree Management

RESOLVED: To approve and adopt the above policies as from 2 June 2026.

RESOLVED: To defer approval of 33. Casual Councillor Vacancy to a future Full Council Meeting.

2627 – 39

Iran Conflict Impact on Budget

The CEO submitted a report regarding the impact of the Iran conflict on the Parish Council's budget. A copy of which appears in the Minute Book as Appendix G.

Recommendations

5.1 Note the potential budgetary pressures as detailed above.

RESOLVED: To note the potential budgetary pressures as detailed above.

2627 – 40

Green Flag and the Tobacco Manufacturers Association

The CEO submitted a report regarding Keep Britain Tidy and the Tobacco Manufacturers Association. A copy of which appears in the Minute Book as Appendix H.

Recommendations

3.1 Note the content of this report and the background to the concerns raised by ASH and communicated via the LGA and SBC.

3.2 Approve Option 2: that the Chief Executive Officer writes to Keep Britain Tidy formally requesting full disclosure of its funding arrangements and confirmation of the steps being taken to address Article 5.3 compliance.

RESOLVED: To note the content of this report and the background to the concerns raised by ASH and communicated via the LGA and SBC.

RESOLVED: That the Chief Executive Officer writes to Keep Britain Tidy formally requesting full disclosure of its funding arrangements and confirmation of the steps being taken to address Article 5.3 compliance.

2627 – 41

Project Tracker

The Councillors received an update on current major projects. A copy of which appears in the Minute Book as Appendix I.

RESOLVED: To note the contents of the update.

2627 – 42

Emergency Decision

The Deputy CEO submitted a report regarding an emergency decision taken by the CEO regarding Councillor newsletters. A copy of which appears in the Minute Book as Appendix J.

Recommendations

3.1 To note the report and decision made.

RESOLVED: To note the report and decision made.

Meeting Closes at 19:51

Signed.....

Date.....

Chair of the Parish Council