

**South Swindon Parish Council**  
**Finance & Staffing Council Meeting**

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

|                          |                                                                                                                             |                                                                                                                                          |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present:</b>          | Cllr N Hopkins (Chair)<br>Cllr John Firmin<br>Cllr Patrick Herring (substitute<br>for Cllr Steve Allsopp)<br>Cllr Sam James | Cllr Marianne Le Coyte Grinney (Vice-<br>Chair)<br>Cllr Jane Milner-Barry (substitute for Cllr<br>Paul Williams)<br>Cllr Anabelle Pegado |
| <b>Apologies:</b>        | Cllr Steve Allsopp<br>Cllr Paul Williams                                                                                    | Cllr Christine Hardisty                                                                                                                  |
| <b>Absent:</b>           | Cllr Sally Hawson                                                                                                           |                                                                                                                                          |
| <b>Officers:</b>         | Jake Mee<br>Matt leather                                                                                                    | CEO<br>Deputy CEO                                                                                                                        |
| <b>Public:</b>           | None                                                                                                                        |                                                                                                                                          |
| <b>Public Questions:</b> | None                                                                                                                        |                                                                                                                                          |

**2526 – 106**      **Apologies**  
The Committee accepted apologies from Cllr S Allsopp, Cllr C Hardisty, Cllr P Williams.

**2526 – 107**      **Declarations of Interest & Applications for Dispensation**  
None

**2526 – 108**      **Accounts**  
The CEO and Finance Manager submitted the Parish Council's Accounts for April, May and June 2026, a copy of which appears as Appendix A in the Minute Book.  
  
**RESOLVED:** To note the accounts for April, May and June 2026.

**2526 – 109**      **Payment Schedule – April, May and June 2026**  
The CEO submitted the Payment Schedule for April, May and June 2026, a copy of which appears as Appendix B in the Minute Book.  
  
**RESOLVED:** To adopt the payment schedule for April, May & June 2026.  
**RESOLVED:** To convene a Staffing Working Party to review the cost of the council's Project Management fees.

**2526 – 110**      **Budget Monitoring Report – Quarter One**  
The CEO and Finance Manager submitted the quarterly budget monitoring report for quarter one 2026-27. A copy of which appears as Appendix C in the Minute Book.  
  
**RESOLVED:** To note the Budget Monitoring Report for quarter one.

**2526 – 111**      **Grants**  
The committee was presented with a report detailing the latest grant applications, as well as all supplementary information that accompanied the applications. A copy of which appears as Appendix D in the Minute Book.

**Recommendations**

3.1 To note the automatic rejection of the ineligible applications.

3.2 To approve the Grants Working Party recommendations for grant applications detailed in Points 2.1.

**RESOLVED:** To approve recommendations 3.1 and 3.2.

**2526 – 112**

**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 – 113**

**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 – 114**

**Staffing**

The CEO presented a report regarding upcoming staffing matters. A copy of which appears in the Confidential Minute Book as Appendix F.

**RESOLVED:** To approve recommendations 3.1, 3.2 and 3.3 as detailed in the report.

**RESOLVED:** To immediately begin recruitment of the permanent Communications Officer and Youth Engagement Officer positions.

**2526 – 115**

**Complaint**

The CEO submitted a report regarding a recent formal complaint that needs to be processed under the council's Complaints Procedure. A copy of which appears in the Confidential Minute Book as Appendix G.

**RESOLVED:** To approve recommendations 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 and 3.7 as detailed in the report.

**2526 – 116**

**Staffing Workshops**

**RESOLVED:** To note the contents of the report.

Meeting Closed at 20:58pm

Signed:

Dated:

Chair of the Parish Council