

## **WEST SWINDON PARISH COUNCIL**

### Minutes of the **FULL COUNCIL**

held on **Monday 16<sup>th</sup> December 2024 at 18.30 pm**  
**Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT**

#### **Present:**

Cllr Peter Bates  
Cllr Mustafa Dayan  
Cllr Leon Grother  
Cllr Rose Llewellyn (Chair)  
Cllr Graham Philpot  
Cllr Trish Philpot  
Cllr Nandini Singh  
Cllr Caryl Sydney Smith  
Cllr Andrew Swinyard  
Cllr Keith Williams

**Officers:** Paula Harrison (Clerk)

**Public:** Two

#### **Public Questions:**

A resident indicated huge disappointment that the Council had agreed to increase the Councillors allowances to 50% of that paid to the Chair of the Council. His comments were noted.

A resident had submitted a question, asking if the Council would consider a no flytipping garden waste campaign in the Spring. Councillors agreed that this would make a good campaign and to be considered in the future.

Meeting start 6.50 pm

#### **161. Apologies & Applications for Dispensation**

Apologies: Cllrs Ali, Ertas, Gattapur, Makofu, Wilson  
Applications for dispensation: None

#### **162. Minutes of the Last Meeting**

**RESOLVED** that the minutes of the Full Council held on Monday 18 November 2024 be approved and adopted.

#### **163. Minutes of the Finance & Staffing Committee**

**RESOLVED** that Recommendation (Minute 142) that 57 payments totalling £80,886.51 for October 2024 are approved.

**RESOLVED** that the minutes of the Finance & Staffing Committee held on Monday 18 November 2024 be approved and adopted.

**164. Services Report**

Councillors received a report summarising the services delivered over the last four weeks, a copy of which appears as **Appendix A** in the Minute Book.

**165. Emergency Contact Hubs**

Councillors received a report setting out information relating to emergency contact hubs with a leaflet, both of which appear as **Appendix B** in the Minute Book. Councillors debated the information. It was noted that there were many community buildings in West Swindon including schools, community centres and churches, none of which were currently run by the Parish Council, but would serve as appropriate venues.

**RESOLVED** that this initiative is paused until such time as the Parish Council acquiring community building spaces.

**166. Newsletter**

Councillors received a draft newsletter summarising the year, a copy of which appears as **Appendix C** in the Minute Book. Feedback included reducing the volume of text, ensuring it is RNIB suitable. Suggest links to the website for more information.

**RESOLVED** that a revised newsletter is drafted taking into account the feedback.

7.15 pm

**167. Admission of the Public and Press**

It was resolved in accordance with Standing Order 3 (d) that the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw, for the purpose of consideration of the staffing review.

The Parish Manager shared a confidential summary from the review and advised that it had been helpful to engage an external opinion on the current structure. Councillors discussed the initial findings. The Parish Manager was asked to look at salary sacrifice for increased pension contributions, seek clarification on the legal position and non contractual benefit status. The Parish Manager was asked to look at an incentivised scheme linked to appraisal of contributions/performance.

**RESOLVED** that

- a) The Parish Manager begins recruitment to the RFO/Deputy Clerk role and existing operations vacancy in the New Year
- b) The Parish Manager begins to implement recommendations from the review and brings a report to a future meeting in relation to Nest Pension changes for consideration
- c) The Parish Manager begins to implement recommendations from the

report in relation to the staff structure and a review of job descriptions

A discussion on the engagement role took place. The Parish Manager was advised to proceed with the planning part of a new Events/engagement role and seek a decision in two months time.

**RESOLVED** that

- d) The Parish Manager continues to prepare for the Engagement role and bring back to a future meeting for a decision in two months' time.

Cllrs, Grother, Singh, Sydney Smith, and Swinyard voted against the recommendation above.

Meeting closed 8.17 pm

Signed: .....

Chair, Full Council

Date: .....