



**WEST SWINDON PARISH COUNCIL**

Dear Councillors

11 December 2024

You are formally summoned to attend a meeting of the  
**FULL COUNCIL**  
to be held on **MONDAY 16 DECEMBER 2024** at **6.30 pm**  
at: **Unit 25 Westmead Ind Estate, Westlea, SN5 7YT**  
**Online via Teams – see details below**

**AGENDA**

**Public Questions, Comments or Representations (20 mins)**

If you are unable to attend the meeting in person or online, you can ask for a question to be raised on your behalf

**1. Apologies & Declarations of Interest/Applications for Dispensation**

To receive any Apologies and Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 20 May 2024.

**2. Minutes of the last Meeting**

To receive Minutes from the last meeting, the Parish Council meeting held on Monday 18 November 2024 for approval and adoption.

**3. Minutes of the Finance & Staffing Committee**

To receive Recommendation (Minute 142) that the Council approves 57 payments retrospectively totalling **£80,886.51** for October 2024

To receive Minutes from the last Finance & Staffing Committee meeting, held on Monday 18 November 2024 for approval and adoption.

**4. Services Report**

For information: to receive an update on Parish Council services for December 2024 (copy attached).

**5. Emergency Contact Hubs**

For consideration: to receive a report regarding Emergency Contact Hubs for information and consideration (report attached)

**6. Newsletter**

For consideration and feedback: To receive a draft newsletter (copy attached)

## 7. **Admission of Public and Press**

To resolve 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 and Recruitment*

## 8. **Staffing and Recruitment**

For consideration: to receive a report regarding future staffing and recruitment (report to follow)

Date of next meeting: **Monday 27<sup>th</sup> January 6.30 pm**, West Swindon Parish Office

### ***Council Members:***

- Cllr Junab Ali
- Cllr Peter Bates
- Cllr Mustafa Dayan
- Cllr Mustafa Ertas
- Cllr Suresh Gattapur
- Cllr Leon Grother
- Cllr Tim Makofu
- Cllr Graham Philpot
- Cllr Trish Philpot
- Cllr Nandini Singh
- Cllr Andrew Swinyard
- Cllr Caryl Sydney Smith
- Cllr Keith Williams
- Cllr Sean Wilson
- **Cllr Rose Llewellyn (Chair)**

### **Access Instructions:**

**The Parish Committee meetings are open to the public at the address above. Please use what.3.words to locate us – follow.good.soak as the postcode is generic with other addresses.**

**Each meeting includes public question time at the start of the meeting. For most meetings, there is the option to attend or observe a meeting virtually. Please let us know if you would like to use this option so that we can check and advise you accordingly. If you are unable to attend the meeting in person or online, you can ask for a question to be raised on your behalf. Please contact the clerk before midday on the meeting date: [clerk@westswindon-pc.gov.uk](mailto:clerk@westswindon-pc.gov.uk)**

*For online access, you need to open the link below to access a Microsoft Teams invitation: You may need to download Teams – there is a link below to do this.*

**Microsoft Teams [Need help?](#)**

**[Join the meeting now](#)**

**Meeting ID: 385 126 753 877**

**Passcode: yuPxmY**

**West Swindon Parish Office: [office@westswindon-pc.gov.uk](mailto:office@westswindon-pc.gov.uk) Tel: 01793 299399**