

SWINDON PARISH COUNCIL

NOTICE OF MEETING

Councillors ARE HEREBY SUMMONED to attend the MEETING of SWINDON PARISH COUNCIL in SWINDON VILLAGE HALL on **Monday 17th August 2026 at 7:30pm.**

The public and press are invited to attend. The public may participate during the public session of the meeting.



Meg Humphries
Proper Officer of the Council
11th August 2026

AGENDA

- 1 To receive apologies
- 2 To receive Declarations of Interest
- 3 Adjournment for the Public Session (*Members of the public are welcome to attend meetings of the Council. Questions may be put to the Council during the Public Session.*)
- 4 To receive reports from County and Borough Councillors
- 5 To approve and sign the minutes of the Full Council Meeting held on Monday 20th July 2026
- 6 To consider matters arising
- 7 To consider the co-option of a councillor to fill a vacancy on the council
- 8 To consider planning and licensing matters
- 9 To note the Gloucestershire Fire and Rescue Service consultation and consider a response
- 10 To consider appointing a consultant to develop a masterplan for improvements to the park
- 11 To adopt the updated asset register
- 12 To review and approve the council's annual insurance policy renewal terms
- 13 To consider designating the post of Clerk as eligible for membership of the Local Government Pension Scheme and to agree any actions
- 14 To consider SLCC membership for the Clerk
- 15 To approve the bank reconciliation to 31 July 2026
- 16 To note the Income Statement and Balance Sheet to 31 July 2026
- 17 To consider options for the fixed-term savings account maturing on 14 August 2026
- 18 To consider and approve accounts payable (see appendix 1)
- 19 To note and ratify the bank mandate and updated user access to banking
- 20 To note completion of VAT return 1 June 2024 to 31st July 2026 (total £7,402.43)
- 21 To approve the setting up of a direct debit for Scribe subscription payments
- 22 To note the audit recommendations action list and progress to date
- 23 To receive councillor and Clerk reports
- 24 To note the dates of the next three meetings

APPENDIX 1 – ACCOUNTS PAYABLE

Description	Amount
Reimbursement to Clerk – dedicated mobile phone for Clerk (ref 2627-028)	£459.99
GALC – internal audit 25/26 (ref 2627-029)	£280.00
Clerk salary mid-June to end of July (MH) (ref 2627-030)	£1,382.46
HMRC PAYE and NI mid-June to end of July (MH) (ref 2627-031)	£487.49
Clerk salary and expenses July (SC) (ref 2627-032)	£578.22
HMRC PAYE and NI July (SC) (ref 2627-033)	£165.24
Scribe Accounting – monthly subscription (ref 2627-034)	£30.00
Scribe Accounting – one-off setup fee (ref 2627-035)	£238.80
Reimbursement to G Bull – allotment shed materials (ref 2627-036)	£40.65

APPENDIX 2 – RECEIPTS

Description	Amount
Save the Countryside donation (as previously noted and agreed)	£596.54
Village News advertising	£18.00
Village News advertising	£72.00
July savings acc interest	£6.59
August savings acc interest	£7.03