

Parish & Town Clerks Operational Meeting - Agenda

Date: Monday 7th July 2025

Time: 10.30 – 12.00

Venue: Microsoft Teams

Roles & Responsibilities:

Chair: Kirston Nelson

Agenda Setting: Helena Robinson

Minutes: Karolina Urban

Attendees:

Role	Name	Attendance (Y/ Apologies)
SBC Corporate Director of Safer Stronger Communities	Kirston Nelson	
SBC Director of Integrated Communities & Partnerships	Helena Robinson	
SBC Communications Lead - Campaigns	Samuel Boyle-Bowles	Apologies
SBC Director of Operations	Simon Anthony	
SBC Chief Planning Officer	Richard Bell	
SBC Interim Head of Highways and Transportation	Cris Butler	
SBC Head of Customer Strategy and Operations	Christine Power	
SBC Senior Business Analyst	Brooke Bindon	
Blunsdon Clerk	Debbie Braiden	Apologies
Stratton St Margaret Clerk	Amy Loxton	
West Swindon Clerk	Paula Harrison	
Central Swindon North Clerk	Andy Reeves	
South Swindon Clerk	Jake Mee	
Castle Eaton Clerk	Theresa Wyborn	
Haydon Wick Clerk	Georgina Morgan-Dunn	
Highworth Clerk	Deanne Rose	
South Marston Clerk	Kevin Morgan	
Stanton Fitzwarren Ward	Trish White	
Chiseldon Parish	Clair Wilkinson	
Bishopstone	Jaine Blackman	
Hannington Clerk	Karen Clay	
Wroughton Parish Clerk	Emma Freemantle	
SBC Leadership Support Officer		

Agenda Items

<i>Agenda Item/Purpose</i>	<i>Owner</i>	<i>Documents / Links</i>	<i>Minutes</i>	<i>Actions</i>
Welcome & Introductions	KN/All			
Notes and Action Tracker from last meeting	All			
Any agenda items to cover from the floor • Draycott Close Parking MEM009193 • SBC Department charges – why are Parishes being charged for installing benches, licences for events etc when previously they weren't? • Highlighting an issue within SBC's departments - SBC silo departments are blaming each other and there is no collective responsibility •	All			
Shared Comms Forum – next meeting 31/07/2025 at the New College Swindon	KN/SBB			
Updates from Parish Councils	All			
Council Updates • conversation about JADU: previous work undertaken and checking whether the ask remains the same	KN			
Date of Next meeting			06/10/2025	
AOB/ Items for next time				