



Parish Council

Central Swindon North Parish Council

Pinetrees Community Centre,

The Circle,

SWINDON SN2 1QR

FINANCIAL & GENERAL PURPOSES COMMITTEE MEETING MINUTES

Tuesday 3rd October 2023 19.00

Present:	
Councillors:	Cllr Dave Patey (Chair) Cllr Kevin Small Cllr Mick Lucas Cllr James Yeowell
Clerk:	Mr Andy Reeves (Clerk)
Officers:	Mr Andrew Briggs (Estate Manager) Mrs Emma Till (Finance Manager)
Member of the Public Present:	Neil (Thamesdown Hydrotherapy Pool Association)
Apologies	Cllr Paul Exell

		Action
FGP157	Declarations of Interest None.	
FGP158	Public Questions & Public Correspondence None	
FGP159	Minutes of the Previous Meeting	

	The Chair presented the minutes of the meeting held on the 5th September 2023 to be approved as a true and correct record. RESOLVED to approve the minutes of the meeting held on the 5th September 2023 as a true and accurate record.	
FGP160	Transaction Logs Cllr P Exell to confirm review of April 2023, May 2023, June 2023 and July 2023 transaction logs. RESOLVED: Cllr P Exell confirmed the GPC transaction logs for April 2023, May 2023, June 2023 and July 2023. Cllr M Lucas to confirm review of August 2023 transaction logs. RESOLVED: Cllr M Lucas confirmed the GPC transaction logs for August 2023.	
FGP161	Budget Report To NOTE the summary of income and expenditure against the budget report for August 2023. RESOLVED to NOTE the summary of income and expenditure against the budget report for August 2023.	
FGP162	Payments Lists To APPROVE the payments lists for August 2023. RESOLVED to APPROVE the payments lists for August 2023. Cllr K Small requested a table to be created showing actual and forecast spend for each code/heading.	The Finance Manager to create a table listing actual spend and forecast spend for each code.
FGP163	Ear Marked Reserves To NOTE the balances of Ear Marked Reserves as at 31st August 2023. RESOLVED to NOTE the balances of Ear Marked Reserves as at 31st August 2023. Cllr K Small requested that the Officers clean up the EMR list to check that all money has been spent by end of this tax year where possible.	The Officers to clean up EMR list.

FGP164	Ward Allowance Update To NOTE the current balances of Ward Allowances. RESOLVED to NOTE the current balances of Ward Allowances. Cllr Will Stone requests £858 from his Ward Allowance to be used for the Pinehurst Initiative Forum (PIF). Members RESOLVED and APPROVED Cllr Will Stone's request for £858 of his Ward Allowance to be used towards the Pinehurst Initiative Forum (PIF). Cllr Kevin Small requests £4,000 of his Ward Allowance be moved to EMR 361 for Xmas lights, and that EMR 384 and 361 be merged. Members RESOLVED and APPROVED Cllr Kevin Small's request for £4,000 of his Ward Allowance to be moved to EMR 361 for Xmas lights and EMR 361 and 384 should be merged. Cllr Paul Exell requests £4,000 of his Ward Allowance be moved to EMR 343 – Moredon/RC Play area at Pembroke Gardens. Members RESOLVED and APPROVED Cllr Paul Exell's request for £4,000 of his Ward Allowance to be moved to EMR 343 – Moredon/RC Play area at Pembroke Gardens. Cllr Mick Lucas requests £4,000 of his Ward Allowance be moved to EMR 343 – Moredon/RC Pay area at Pembroke Gardens. Members RESOLVED and APPROVED Cllr Mick Lucas's request for £4,000 of his Ward Allowance to be moved to EMR 343 – Moredon/RC Play area at Pembroke Gardens. Cllr Ian Edwards requests £4,000 of his Ward Allowance be moved to EMR 343 – Moredon/RC Play area at Pembroke Gardens. Members RESOLVED and APPROVED Cllr Ian Edwards' request for £4,000 of his Ward Allowance to be moved to EMR 343 – Moredon/RC Play area at Pembroke Gardens.	EMR 361 and 384 to be merged.
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FGP165	Grant Requests Councillors NOTED the adjustment to Balance of the Grant Fund. Cllr K Small requested we use the £500 not used for the Walking Group be used to buy a defibrillator somewhere else. Councillors voted and RESOLVED to move the £500 into an EMR to purchase a defibrillator for somewhere in our community. Thamesdown Hydrotherapy Pool Association have applied for £1,000 towards solar panels. Members RESOLVED and APPROVED Thamesdown Hydrotherapy Pool Association request for a £1,000 grant towards solar panels. Penhill Scouts have applied for £1,000 towards the cost of restarting. Members RESOLVED and APPROVED Penhill Scouts request for a £1,000 grant towards the cost of restarting. Forest Upcycling Project have applied for £1,000 towards tools and safety equipment. Members RESOLVED and APPROVED Forest Upcycling Project request for a £1,000 grant towards the cost of tools and safety equipment.	£500 moved from the Grants Fund to a separate EMR.
FGP166	Policy Review To REVIEW the following policies and procedures; a) Internal Controls Policy b) Health & Safety Policy Procedures c) Equality & Diversity Policy a) Cllr D Patey noted that it should be 'Chair' not 'Chairman', and it should say 'The Finance & General Purpose Committee' not 'The Finance & Staffing Committee'. Also the 'Payments' section should be reworded to; 'All payments are reported to the Finance & General Purpose Committee. Two members of the Council must authorise every cheque and the Parish Manager and one member every electronic payment' The Internal Controls Policy to be amended and taken to Full Council.	Internal Controls Policy to be taken to Full Council once adjusted. Equality & Diversity Policy to be taken to Full Council once adjusted.

	b) Members RESOLVED to ADOPT the Health & Safety Policy Procedures. c) Cllr K Small queried the dates on the Acts listed on the back page and requested a review of any more recent ones.	
	Meeting Closed 19:39	

Signed.....

Date.....*26/10/23*

