



Parish Council
Central Swindon North Parish Council
Pinetrees Community Centre,
The Circle,
SWINDON SN2 1QR

FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES
Tuesday 1st October 2024 19.00

Present:	
Councillors:	Cllr Dave Patey (Chair) Cllr Mick Lucas (Vice Chair) Cllr John Ballman Cllr Muhammad Khan (virtually) Cllr Javes Rodrigues Cllr Kevin Small Cllr James Yeowell (virtually)
Clerk:	Mr Andrew Briggs Mr Emma Till
Member of the Public Present: None	
Apologies	None

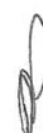
		Action
FGP284	Declarations of Interest Cllr John Ballman declared and interest in HBuF, RSPB and Swindon Borough Council. Councillors NOTED the declarations of interest.	
FGP285	Public Questions & Public Correspondence None	

FGP286	Minutes of the Previous Meeting The Chair presented the minutes of the meeting held on the 3rd September 2024 to be approved as a true and accurate record. RESOLVED to APPROVE the minutes of the meeting held on the 3rd September 2024 as a true and accurate record.	
FGP287	Grounds Maintenance Update Mr A Briggs presented a report provided by Mike Ware from Idverde. See Appendix 1. Cllr D Patey asked Cllr K Small if the litter issues in Rodbourne that have been missed before. Cllr K Small explained that it is getting better but not completely solved. Cllr J Ballman asked about fly tipping and who is responsible between The Parish and SBC. He queried whether we needed more regular monitoring by us as some areas are looking amazing, while others still need work. Cllr J Rodrigues noted that some bins are overflowing each day and others look hardly used. Do we need to look at where we have them positioned and how often they are emptied. Cllr K Small agreed with Cllr J Rodrigues re bins. He thanked M Ware for his report and asked about pitches, grass cutting and the state of pitches during the wet weather. He stated how he is worried about the state of the litter picking around the area. Cllr D Patey queried if the reporting system for fly tipping on SBC website had been corrected as it used to direct to The Parish. Mr A Briggs confirmed it has been corrected as far as he is aware. RESOLVED Councillor NOTED the Grounds Maintenance Update. Cllr J Yeowell left the nmeeting.	
FGP288	Transaction Logs	

	Cllr M Lucas to confirm review of July 2024 (£6,357.37) Transaction logs. Cllr M Lucas explained that he could not confirm Mr M Gleed GPC as there were not enough receipts available to match to his bank statement. Mrs E Till explained that most of the receipts had been found now and were being processed. Cllr J Ballman asked why it is in a mess. Mrs E Till explained that several people had used the card and this had lead to a bit of confusion, but it was being monitored and organised now. RESOLVED: Cllr M Lucas confirmed the GPC transaction logs for July 2024 except for M Gleed.	
FGP289	Budget Report & Forecast To NOTE the summary of income and expenditure and Forecast against the budget report for August 2024. Cllr D Patey asked whether we are where we expect to be at this time of year and how are we looking for year end. Councillors asked about the new template and when it would be available. Mrs E Till explained that it is about transferring the data from Rialtas to the new template. Cllr D Patey mentioned he was hoping our new Councillor Muhammad Khan may be able to help with this as he works in this area for Swindon Borough Council, even though their systems are different. RESOLVED to NOTE the summary of income and expenditure and Forecast against the budget report for August 2024.	
FGP290	Debtor List To REVIEW the Debtor list for August 2024. RESOLVED to NOTE the Debtor list for August 2024.	
FGP291	Ear Marked Reserves To NOTE the balances of Ear Marked Reserves as at 30th September 2024. RESOLVED to NOTE the balances of Ear Marked Reserves as at 30th September 2024.	



FGP292	Ward Allowance Update To NOTE the current balances of Ward Allowances. Cllr K Small asked that Councillors be informed that they need to request the use of their Ward Allowance through FGP before year end. RESOLVED to NOTE the current balances of Ward Allowances. Cllr D Patey requests £650.00 of his Ward Allowance be used towards Christmas lights. RESOLVED to APPROVE Cllr Dave Patey request of £650.00 of his ward allowance be used towards Christmas lights.	Officers to write to Councillors about the Ward Allowance process and timeframe.
FGP293	Grant Requests Balance of Grant Fund £11,268.00 Balance of Grant Fund NOTED. Swindon Croquet Club request £1,000.00 towards equipment. Councillors RESOLVED to APPROVE Swindon Croquet Club request for £1,000.00 towards equipment.	
FGP294	Joint Procurement Mr A Briggs presented a report provided by Mr A Reeves. See Appendix 2. Cllr K Small stated he felt this would be very cost effective for The Parish. Cllr J Rodrigues queried if this may initially create savings but could in future lead to our needs being over-ruled by larger councils. Cllr J Ballman agreed with Cllr J Rodrigues that we need to maintain actual savings and not relinquish our rights as a Parish to determine spends. Cllr K Small expanded that this is about joining forces with other Parish Councils to provide possible increased savings going forward. A discussion was held. RESOLVED Councillors NOTED the report.	



FGP295	Policy Review To REVIEW and APPROVE the following policies and procedures; a) Health & Safety Policy b) Financial Regulation c) CIL Expenditure Policy a) Cllr K Small suggested that all names be removed from the policies and positions be used instead in case staff members move on for any reason. RESOLVED to amend the Health & Safety Policy to replace individual names with their position within the Parish. Once amended the Health & Safety Policy would be taken to Full Council for ratification. b) Financial Regulations Government Card Procurement to be adjusted and brought back to the next meeting. c) Councillors RESOLVED to ADOPT the CIL Expenditure Policy.	Officers to amend Health & Safety Policy. Financial Regulations Government Card Procurement amounts to be investigated.
FGP296	Ops Update Mr A Briggs presented a report. See Appendix 3. RESOLVED Councillors NOTED the update. Exclusion of Press and Public to RESOLVE that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following item due to confidentiality reasons. Councillors RESOLVED to APPROVE the Exclusion of Press and Public to RESOLVE that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following item due to confidentiality reasons.	
FGP297	Grounds Options Appraisal Mr A Briggs presented the options available for grounds maintenance. Councillors discussed the issues and costs.	



	RESOLVED Councillors AGREED to discuss the options again.	
	Meeting Closed 20:20	

Signed.....

Date 5/10/24