



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

FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES

Tuesday 2nd July 2024 19.00

Present:	
Councillors:	Cllr Dave Patey (Chair) Cllr Mick Lucas (Vice Chair) Cllr Kevin Small Cllr James Yeowell
Clerk:	Mr Andy Reeves Mr Emma Till
Member of the Public Present: None	
Apologies	None

		Action
FGP251	Declarations of Interest None.	
FGP252	Public Questions & Public Correspondence None	
FGP253	Minutes of the Previous Meeting The Chair presented the minutes of the meeting held on the 4th June 2024 to be approved as a true and accurate record.	

	RESOLVED to APPROVE the minutes of the meeting held on the 4th June 2024 as a true and accurate record.	
FGP254	Transaction Logs Cllr M Lucas to confirm review of April 2024 (£9,380.19) Transaction logs. RESOLVED: Cllr M Lucas confirmed the GPC transaction logs for April 2024.	
FGP255	Budget Report & Forecast To NOTE the summary of income and expenditure and Forecast against the budget report for April 2024. Cllr K Small asked about the new budget layout. Cllr D Patey confirmed a new councillor would be joining us soon who could help with the presentation of budget reports. He asked that Officers organise a meeting with him to discuss the issue further once he was sworn in. RESOLVED to NOTE the summary of income and expenditure and Forecast against the budget report for April 2024.	Officers to coordinate with the new Councillor to create a new budget report layout.
FGP256	Debtor List To REVIEW the Debtor list for April 2024. Cllr K Small asked that only debtors over a certain amount and with no resolution should be brought to the meeting. RESOLVED to NOTE the Debtor list for April 2024.	
FGP257	Ear Marked Reserves To NOTE the balances of Ear Marked Reserves as at 30th June 2024. Cllr D Patey suggested FGP members, Clerk and Finance Manager take a look at the EMR list about making recommendations for alternative uses of unused EMR's. RESOLVED to NOTE the balances of Ear Marked Reserves as at 30 th June 2024.	The EMR list be inspected by RFO, Finance Manager and FGP members to make recommendations for alternative uses of unused EMR's.
FGP258	Ward Allowance Update To NOTE the current balances of Ward Allowances. Cllr D Patey asked that unused ward allowances awaiting new councillors to show on the list. RESOLVED to NOTE the current balances of Ward Allowances. Cllr D Patey requests £1140.00 of his Ward Allowance be used towards white washing the wall for the mural.	Ward Allowance unused balances to be added to the ward allowance list.

	RESOLVED to APPROVE Cllr Dave Patey request of £1140.00 of his ward allowance be used towards white washing the wall for the mural, with any unused funds being returned to his Ward Allowance.	
FGP259	Grant Requests Balance of Grant Fund £13,368.00 Balance of Grant Fund NOTED .	
FGP260	Policy Review To REVIEW and APPROVE the following policies and procedures; a) Tree Planting Policy b) Internal Controls Policy c) Grants Policy d) Habitual Vexatious Complainant Policy a) Councillors proposed to amend the Tree Planting Policy to include a provision to seek alternative funding where possible. Councillors RESOLVED to amend the Tree Planting Policy to include provision to seek alternative funding where possible and return to Full Council for ratification. b) Cllr K Small queried whether the expansion in size of the Parish Council created a need to change payment authorisations going forward. Mr A Reeves suggested that it would be prudent to increase the limit for payments needing Councillor authorisation to £25,000.00. A discussion was held on who should be checking what type of payments. Cllr K Small proposed that the Internal Controls Policy be amended to state that only transactions over £25,000.00, and the Clerk and Deputy Clerks pay needed authorising by Councillors. All other payments under £25,000.00 could be authorised by the RFO. RESOLVED to amend the Internal Controls Policy to state that only transactions over £25,000.00, and the Clerk and Deputy Clerks pay needed authorising by Councillors. All other payments under £25,000.00 could be authorised by the RFO. Once amended the Internal Controls Policy would be taken to Full Council for ratification. c) Councillors RESOLVED to ADOPT the Grants Policy.	Tree Planting Policy and Internal Controls Policy to be amended.

	d) Councillors RESOLVED to ADOPT the Habitual Vexatious Complainant Policy.	
FGP261	Property & Assets Management Mr A Reeves gave a verbal update on the proposed Property & Assets Management Terms of Reference as an outline of what FGP will be required to do. RESOLVED to APPROVE the Property & Assets Management Terms of Reference.	
FGP262	Bank Review Mrs E Till gave a verbal update on the bank transfer. Cllr D Patey asked if it would be the same as a private bank transfer. Would all the funds and direct debits be transferred also. Mrs E Till confirmed this to be true. RESOLVED Councillors NOTED the update. Cllr D Patey PROPOSED that Cllr Ian Edwards be added to the bank account. RESOLVED to APPROVE Cllr Ian Edwards being added to the bank account.	
FGP263	Idverde Contract Report Cllr K Small queried the quality of the provision and whether we were getting what we have paid for. Cllr D Patey asked why grass was not being cut as much as it should be. Mr A Reeves explained about the visits from Stratton Council to check our scoring system, and the visit to Wiltshire Council to look at their systems. Cllr K Small asked why the barrel cleaner in Rodbourne had been removed. Cllr D Patey explained that the sparkle team was meant to be on top of the existing provision, not instead of. Cllr K Small mentioned the contract coming up for renewal soon and the need to look into all options available to us. RESOLVED Councillors NOTED the report.	
FGP264	Ops Update Mr A Reeves gave a verbal update on a written report.	All spending on Maintenance General and

	See Appendix 1. Cllr D Patey asked about Maintenance and General Compliance budgets as they were already almost spent. Mr A Reeves suggest a moratorium on spending until the project is complete, unless it is something to do with fire exits or absolutely critical repairs. Cllr K Small proposed that all spending on Maintenance and Maintenance Compliance must come to FGP for approval before work is initiated. RESOLVED to APPROVE that all spending on Maintenance and Maintenance Compliance must come to FGP for approval before work is initiated. RESOLVED Councillors NOTED the update.	Maintenance Compliance budget lines to be brought for approval to FGP before initiating.
FGP265	23/24 AGAR and Unaudited Accounts The Year End Accounts Report for 2023/24 was presented to councillors to be APPROVED. i: RESOLVED to APPROVE the Annual Governance Statement 2023/24. ii: RESOLVED to APPROVE the Accounting Statements for 2023/24. iii: RESOLVED to APPROVE the Year End Report for 2023/24 as a true and correct record.	
FGP266	Capital Loan – DLUHC Public Consultation Work Mr A Reeves asked Councillors to APPROVE The Parish to do an online consultation with residents in connection with the PWLB maintenance loan. RESOLVED to APPROVE The Parish to begin the process of a resident's consultation around the PWLB maintenance loan.	
Meeting Closed 20:01		

Signed.....

Date.....5/11/24