Parish Council

**Central Swindon North Parish Council**

**Pinetrees Community Centre,**

**The Circle,**

**SWINDON SN2 1QR**

# FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES

**Tuesday 6th May 2025 19.15**

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| **Present:** | |
| **Councillors:** | Cllr Dave Patey (Chair)<br>Cllr Mick Lucas (Vice Chair)<br>Cllr Paul Exell<br>Cllr James Yeowell |
| **Clerk:** | Mr Andy Reeves |
| **Officers:** | Mr Andrew Briggs<br>Mrs Emma Till (virtually) |
| **Member of the Public Present:** None | |
| Apologies | Cllr John Ballman<br>Cllr Javes Rodrigues<br>Cllr Muhammad Khan<br>Cllr Kevin Small |

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| FGP386 | **Declarations of Interest**<br>None. | |

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| FGP387 | **Public Questions & Public Correspondence**<br>None | |
| FGP388 | **Minutes of the Previous Meeting**<br>The Chair presented the minutes of the meeting held on the 1st April 2025 to be approved as a true and accurate record.<br><br>**RESOLVED** to **APPROVE** the minutes of the meeting held on the 1st April 2025 as a true and accurate record.<br><br>Cllr J Yeowell asked if Mr A Reeves passed on the CSNPC fly tipping information to PCC.<br><br>Mr A Reeves replied yes. | |
| FGP389 | **Grounds Maintenance Update**<br>Mr A Briggs presented a verbal update from a written report provided by Mr M Ware.<br><br>See Appendix 1.<br><br>Mr A Briggs explained that he had been doing regular inspections with Mr M Ware checking the area for litter and fly tipping.<br><br>Cllr J Yeowell asked how the dry weather effects grounds maintenance.<br><br>Mr A Briggs explained that dry weather helps with grass cutting but makes jobs like pitch aeration more challenging.<br><br>Cllr D Patey asked about Cllr J Yeowells planters.<br><br>Mr A Briggs explained the new planters will be going in soon and the bedding plants are at the nursery being prepared.<br><br>Cllr D Patey noted how useful having Idverde to move larger items around was as if the costs were in house it could be quite expensive.<br><br>Cllr D Patey asked if fly tipping was happening around the same time in the same location could this be passed on to the police for them to monitor. | Mr A Briggs to email SSPC about road sweeper hire. |

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| | Cllr D Patey asked if the Parish has had any progression in hiring a street sweeper for alleyways etc.<br><br>Mr A Briggs has emailed South Swindon Parish Council about two weeks ago and they said they would create a proposal. He said he would contact them again to chase them up.<br><br>Cllr D Patey asked if Idverde had a member of staff working in the place of the staff member on long term sick.<br><br>Cllr P Exell said he thought that Idverde were fully staffed, including cover for the staff member on long term sick.<br><br>**RESOLVED** Councillor **NOTED** the Grounds Maintenance Update. | |
| FGP390 | **Transaction Logs**<br>Cllr M Lucas to confirm review of March 2025 (£8,777.57) transaction logs.<br><br>**RESOLVED:** Cllr M Lucas confirmed the GPC transaction logs for March 2025 (£8,777.57) | |
| FGP391 | **Budget Report & Forecast**<br>To **NOTE** the summary of income and expenditure and Forecast against the budget report for March 2025.<br><br>Mr A Reeves explained that overall, the Parish overspent against the budget by £20,000, equating to 1.6% overspend. The majority of this overspend is being attributed to losses incurred by MSH opening, with £20,000 lost on car charging alone. The new financial year will present more accurate figures, now that the actual MSH costs and income have been solidified.<br><br>Cllr J Yeowell asked what the £500 income for play areas was.<br><br>Mr A Briggs explained it was a grant received.<br><br>**RESOLVED** to **NOTE** the summary of income and expenditure and Forecast against the budget report for March 2025. | |

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| FGP392 | **Payments List**<br>To **REVIEW** and **APPROVE** March 2025 Payments List.<br><br>Mr A Reeves asked about the GPC payments being listed twice.<br><br>Mrs E Till explained that was just a duplicate payment and to disregard the extra set.<br><br>Mr A Reeves explained that the Auditor had requested that Payment Approval be returned to Finance & General Purposes Committee for approval as a statutory requirement under the local government act.<br><br>Mrs E Till noted that previous Payments lists that have been missed will be brought to May 2025 Finance & General Purposes Committee meeting.<br><br>Cllr D Patey asked about the payment that was on there multiple times.<br><br>Mrs E Till explained that it would be an error that had been corrected.<br><br>**RESOLVED** Councillors **APPROVED** March 2025 Payments List. | |
| FGP393 | **Debtor List**<br>To **REVIEW** the Debtor lists for March 2025.<br><br>Cllr D Patey asked about the Castle Water debt.<br><br>Mr A Briggs explained that the Parish is chasing them but not getting very far at present.<br><br>Cllr P Exell noted that on the pay monthly tenants it could be useful to have a breakdown of their balance, monthly payment and that they are keeping up with the payments as they are not really debtors unless they don't keep up their regular payments.<br><br>Mr A Reeves was concerned about the Andrew Brockway debt.<br><br>Cllr D Patey asked that Andrew Brockway be contacted, and the resolution brought back to the Finance & General Purposes Committee meeting in June 2025. | Mr A Reeves to contact Andrew Brockway in connection with his unpaid debt.<br><br>Debtors list to include those who are charged yearly and pay monthly and if they are up to date with payments. |

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| | Cllr D Patey requested that in future debtors lists a Councillors be informed who are charged yearly and pay monthly, and that they are up to date with payments.<br><br>**RESOLVED** to **NOTE** the Debtor lists for March 2025. | |
| FGP394 | **Ear Marked Reserves**<br>To **NOTE** the balances of Ear Marked Reserves as of 31st March 2025.<br><br>Cllr D Patey asked about the Rodbourne Cheney Play Area and how it was progressing.<br><br>Cllr P Exell explained that it is progressing well. There was a good meeting on Friday.<br><br>Cllr P Exell noted EMR333 – Pembroke Youth Hub. He explained the money could go towards the refurbishment of the changing rooms at Pembroke Gardens, as discussed at a previous meeting, in providing youth facilities it would be in keeping with what Steph Exell originally wanted the money to be used for.<br><br>Cllr D Patey asked about the Ferndale Gym.<br><br>Mr A Reeves explained Cllr A Fernandes had been emailed and would be coming in to complete the paperwork.<br><br>**RESOLVED** to **NOTE** the balances of Ear Marked Reserves as at 31st March 2025. | |
| FGP395 | **Ward Allowance Update**<br>To **NOTE** the current balances of Ward Allowances.<br><br>**RESOLVED** Councillors **NOTED** the Ward Allowance balances.<br><br>Cllr Paul Exell requests £5,000.00 of his Ward Allowance be placed in EMR343 – Rodbourne Cheney Play Area.<br><br>**RESOLVED** Councillors **APPROVED** Cllr Paul Exell request for £5,000.00 of his Ward Allowance be placed in EMR343 – Rodbourne Cheney Play Area. | |

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| | Cllr Mick Lucas requests £5,000.00 of his Ward Allowance be placed in EMR343 – Rodbourne Cheney Play Area.<br><br>**RESOLVED** Councillors **APPROVED** Cllr Mick Lucas request for £5,000.00 of his Ward Allowance be placed in EMR343 – Rodbourne Cheney Play Area.<br><br>Cllr Muhammad Khan request is no longer required. | |
| FGP396 | **Grant Requests**<br>Balance of Grant Fund £14,000.00<br><br>**RESOLVED** Balance of Grant Fund **NOTED**. | |
| FGP397 | **Policy Review**<br>To **REVIEW** and **ADOPT** the following policies and procedures,<br>a) Financial Regulations<br>b) Waste Separation Policy<br><br>a) **RESOLVED** Councillors **APPROVED** the Financial Regulations and to send to Full Council for ratification.<br><br>b) Cllr P Exell suggested the Parish include a sentence explaining the policy is for onsite Parish buildings, not across the whole Parish to avoid confusion.<br><br>**RESOLVED** Councillors **APPROVED** the Waste Separation Policy with amendment suggested by Cllr P Exell and to send to Full Council for ratification. | |
| FGP398 | **Ops Update**<br>Mr A Briggs presented an update from a written report.<br><br>See Appendix 2.<br><br>**RESOLVED** Councillors **NOTED** the update.<br><br>Walker Fire have provided a quote for repairs to a faulty screen and fire alarms over 10 years old at JMH for £4,302.40.<br><br>Councillors discussed whether to complete the works now or later. | |

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| | Cllr D Patey proposed using the maintenance budget 5515/200 to complete the repairs using Walker Fire.<br><br>**RESOLVED** Councillors **APPROVED** the Walker Fire quote and using budget line 5515/200. | |
| FGP399 | **Salix Grant Approval**<br>To **APPROVE** the Salix Grant offer.<br><br>**RESOLVED** Councillors **APPROVED** the Salix Grant offer. | |
| FGP400 | **PWLB 817525 £1,250,000**<br>Councillors to **NOTE** transfer of loan 817525 on 16th April 2025 and the appropriate repayment schedule.<br><br>**RESOLVED** Councillors **NOTED** transfer of loan 817525 on 16th April 2025 and the appropriate repayment schedule. | |
| | **Meeting Closed 20:03** | |

Signed............................................ Date. 28/5/25........................