



Parish Council

Central Swindon North Parish Council

Pinetrees Community Centre,

The Circle,

SWINDON SN2 1QR

COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES

Wednesday 2nd July 2025 19.00

Present:

Councillors:

Cllr James Yeowell (Chair)
Cllr Vanessa Bentley (Vice Chair)
Cllr Paul Exell
Cllr Ana Fernandes
Cllr Joy Grotzinger
Cllr Paul Park
Cllr Dave Patey

Clerk:

Mr Aaron Webb, Community Youth Manager

Officers:

Mr Andy Reeves, Parish Clerk
Mrs Louise Whatley Community Centre Manager
(virtually)
Mr Aaron Cripps, Marketing, Literacy and Digital
Services Manager (virtually)
Miss Gladys Barr, Grants Manager

Member of the Public Present: none

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Apologies	none
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		Action
CD216	Declarations of Interest None	
CD217	Public Questions & Public Correspondence None.	
CD218	Community Calendar Update Mr A Cripps presented an update about VAS about the Community Calendar. See Appendix 1. Cllr P Exell noted that Mr A Cripps had mentioned that the calendar would be primarily focusing on events booked at the Parishes assets, would the Parish consider adding activities outside the Parish assets but within the Parish itself. Mr A Cripps said yes, the scope is there to add any event taking place within the Parish whether at Parish Council assets or not. There would need to be parameters in place as to what type of events are added, and this is something the Councillors and Officers can decide at a later date. Mr A Cripps presented the calendar and how it would be used to Councillors. He explained that admin time would be quite extensive and organisers wishing to have their event included would need to provide all the information to the Parish so it would be a copy and paste exercise to reduce admin time. Cllr P Exell recommended having a core selection of images related to a small selection of types of events to define what area the event pertains to, Cllr D Patey believes the £72.00 annual fee seems very cost effective. Mr A Cripps agreed it was, and mentioned he hoped in the future to be able to connect bookly so all event bookings would automatically import into the calendar. Cllr D Patey asked how much money is available in licenses to cover the fee.	

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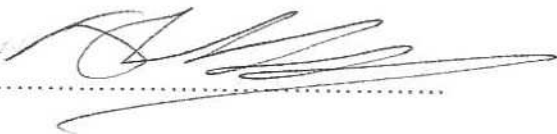
	Mr A Cripps said he was still waiting to hear back from XN then he would know how much is available. Cllr J Yeowell asked if this would work with the green card. Mr A Cripps said he did not know at this time and would have to look into it. Cllr J Yeowell proposed to approve recommendations 14, 15 and 16 from the report. Cllr D Patey proposed that the licensing budget be used if there were funds available, if not the events budget. RESOLVED Councillors APPROVED recommendations 14, 15 and 16 from the report and the licensing budget be used if there were funds available, if not the events budget.	
CD219	Sport England Update Cllr J Yeowell presented an update on the Sport England grant funding. Mr A Reeves explained about the test and learn forms and how they work. Cllr D Patey asked which FGP would be processing it. Mr A Reeves said August 2025 if the forms are ready by then. Miss Gladys Barr asked if any community group could apply. Mr A Reeves said yes as long as they are operating in Penhill and Moredon but not football related. Mr A Webb explained that the outdoor green space activities and mountain bike group are the Parishes options so far. Mr A Reeves explained that the funding would be to cover all costs and Officers would not be managing any of the groups or activities. RESOLVED Councillors NOTED the update.	
CD220	Events Protocol Mr A Webb presented an update in respect of how events are run in future. He felt that going forward either the	Mr A Webb to create an Events

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Parish Officers run the event and manage all the aspects of it, or the events organisers run the event, and the Parish Officers are there to support on the sidelines. Parish events have grown massively and the logistics need to be managed in a more cohesive way. Cllr P Exell noted that there will always be things to learn. He believes it is time to create an Events Policy specifically to manage events going forward. Councillors agreed. Cllr J Yeowell asked if there should be feedback that occurs about events at the Community Development Committee meetings. Mr A Webb said that was up to Councillors to decide, but he felt the Events Working Group would be a good place for feedback to be discussed. Cllr P Exell recommended a smaller group made up of people involved who could then bring feedback to the main Working Group after. Cllr J Yeowell asked about public feedback. Cllr P Exell explained that mostly the feedback the Parish needed was around how the Parish managed the event and what lessons could be learnt to help events run more smoothly each time. Councillors discussed event feedback and how to manage it going forward. Cllr P Exell explained that each event could have a small working group made up of those involved, and decisions were made around who is responsible for what part. Is the Parish running the event and a list of what is needed is provided and the Parish organises it or does the event organiser organise everything and the Parish just provide the location and bodies on the day to help. This will streamline the processes and help them run more smoothly if everyone knows what is expected of them. Mr A Reeves explained that there are several aspects to running an event. There is the safety aspect, the legal aspect and the budget aspect. Better communication, role allocation and planning will improve all events going forward for both the Parish Officers and Councillors.	Policy and bring to a future meeting.
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	Cllr P Exell proposed that Mr A Webb create an Events Policy to be brought to a future meeting to be approved. RESOLVED Councillors APPROVED the creation of an Events Policy and NOTED the update.	
CD221	Community Centre Manager Update Mrs L Whatley presented an update. See Appendix 2. Mrs L Whatley explained that the Pop-Up Shop funding is nearly depleted and would there be any way to renew it's funding. Cllr P Exell noted the funding had previously been provided from Cllr Will Stone's Ward Allowance. Mr A Webb explained that residents from all over the Parish use the provision. Cllr P Park proposed that the £5,000 Ward Allowance connected to the unused Councillor position be used to fund the Pop-Up Shop. Mr A Reeves explained that any request for use of those funds would need to go to FGP for approval as other Councillors have ideas on how to use the available funds. Cllr P Exell reminded Councillors that the Policies state that any unused Ward Allowance funds be returned to general reserve at year end. He wondered if it would be possible to open the funding up to other Councillors as the Pop-Up shop is used by residents from across the Parish. Cllr P Exell asked Mrs L Whatley what her budget needed was. Mrs L Whatley said about £150.00 per month, so around £1,200.00 is needed to fund until 31st March 2025. Cllr J Yeowell proposed that any Councillors wishing to contribute to the Pop-Up Shop should put their requests in by the 30th July 2025 to be added to the August FGP for approval. He asked Miss G Barr if there was any funding that could be obtained for this next year. Miss G Barr replied that she would have to investigate it. RESOLVED Councillors NOTED the update.	Councillors to be asked to put in any Ward Allowance requests for funding towards the Pop-Up Shop.

CD222	Community Youth Manager Update Mr A Webb presented an update. See Appendix 3. Mr A Webb informed the Councillors of his funded University Degree and how it will effect his work schedule. Councillors congratulated Mr A Webb. RESOLVED Councillors NOTED the update.	
CD223	Community Diversity and Representation Cllr V Bentley presented an update. She explained about uniting community groups across the Parish to work together and create a more visible and user-friendly service. She explained about creating a translation service to help reach people with English as a second language. Mr A Webb suggested a Multi-Cultural Event for next year covering as many cultures as possible, using an area in the Parish not always used for events. Councillors discussed ideas. RESOLVED Councillors NOTED the update.	Officers to add Events Budget to the October Agenda.
CD224	Funding Manager Update Miss G Barr presented an update. See Appendix 4. Cllr J Yeowell asked about the Swindon Sports Forum. Miss G Barr explained her history with the charity and her support in helping organise funding for the organisation. RESOLVED Councillors NOTED the update. Cllr J Yeowell asked for an Actions Noted to be created to monitor them and make sure they are completed. Also, a budget report to be provided so the Committee can manage their budget and make sure they stay within allowed spending. RESOLVED Councillors APPROVED to adding an Actions Noted and Budget items to future agendas.	Officers to add an Actions Noted and Budget item to future agenda.
Meeting Closed 20:22		

Signed.....

Date.....7/08/2025