



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

**FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES**

**Tuesday 1st July 2025 19.15**

**Present:**

**Councillors:**

Cllr Dave Patey (Chair)  
Cllr Mick Lucas (Vice Chair)  
Cllr Paul Exell  
Cllr Muhammad Khan  
Cllr Paul Park (virtually)  
Cllr Javes Rodrigues  
Cllr James Yeowell

**Clerk:**

Mr Andy Reeves

**Officers:**

Mr Aaron Webb (virtually)  
Mrs Emma Till

**Member of the Public Present:** Mr Mike Ware (Idverde)

Apologies

Cllr Kevin Small

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| FGP417 | <p><b>Declarations of Interest</b><br/>Cllr Mick Lucas declared an interest in the Library &amp; Leisure Trust.</p> <p><b>RESOLVED to NOTE</b> the Declarations of Interest.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                             |
| FGP418 | <p><b>Public Questions &amp; Public Correspondence</b><br/>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                             |
| FGP419 | <p><b>Request to Join Committee</b><br/>To <b>APPROVE</b> Cllr Muhammad Khan request to join the Finance &amp; General Purposes Committee.</p> <p><b>RESOLVED to APPROVE</b> Cllr Muhammad Khan request to join the Finance &amp; General Purposes Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     | Ratify Cllr Muhammad Khan request to become a member of the FGP at July 2025 FC.            |
| FGP420 | <p><b>Minutes of the Previous Meeting</b><br/>The Chair presented the minutes of the meeting held on the 3<sup>rd</sup> June 2025 to be approved as a true and accurate record.</p> <p><b>RESOLVED to APPROVE</b> the minutes of the meeting held on the 3<sup>rd</sup> June 2025 as a true and accurate record.</p>                                                                                                                                                                                                                                                                                                                                                                  |                                                                                             |
| FGP421 | <p><b>Grounds Maintenance Update</b><br/>Mr M Ware presented a verbal update from a written report.</p> <p>See Appendix 1.</p> <p>Cllr M Lucas asked about the hedge at Northern Road.</p> <p>Mr M Ware explained that as it is bird nesting season it could receive a light trim, but nothing harder until the end of the bird nesting season.</p> <p>Cllr P Exell explained the issues with litter in Rodbourne Cheney.</p> <p>Cllr D Patey asked if the shops could be made to place bins outside their shops.</p> <p>Mr A Reeves explained that the shops have been contacted but residents don't use them.</p> <p>Cllr J Yeowell thanked Mr M Ware for the amazing planters.</p> | Mr A Reeves to communicate to SBC about the problem litter and rubbish areas in the Parish. |

Cllr J Rodrigues asked about the overflowing litter bins and co-ordinating people to manage it.

Mr A Reeves explained that this is a HMO and business issue and CSNPC is struggling to manage it without Swindon Borough Council support as the Parish does not have the enforcement right.

Cllr J Rodrigues recommended sending SBC regularly pictures and emails to show them what the Parish is dealing with.

Mr A Reeves explained the Parish does this, but SBC have been slow to manage it. They are implementing initiatives which include enforcement along certain roads across Swindon, and the Parish is waiting to hear which one's these are.

Cllr P Exell asked that Mr A Reeves communicate with Swindon Borough Council about the problem areas around the Parish.

Cllr J Rodrigues asked about the open area at Pinehurst Road. He thanked Idverde for the good grass cutting recently but asked why the hedges are being allowed to overgrow.

Mr M Ware said he would look to knock them back harder when the bird nesting time was over.

Cllr P Exell asked about lane encroachment by grass along Akers Way.

Mr M Ware said he would pass this to the sparkle team.

Cllr M Lucas mentioned the overhanging trees along pavements.

Mr M Ware noted he would deal with them.

**RESOLVED to NOTE** the Grounds Maintenance Update.

Mr M Ware left the meeting.

Cllr Muhammad Khan joins the meeting.



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| FGP422 | <p><b>Transaction Logs</b><br/>Cllr M Lucas to confirm review of May 2025 (£9,896.92) transaction logs.</p> <p><b>RESOLVED:</b> Cllr M Lucas confirmed the GPC transaction logs for May 2025 (£9,896.92)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                               |
| FGP423 | <p><b>Budget Report &amp; Forecast</b><br/>To <b>NOTE</b> the summary of income and expenditure and Forecast against the budget report for May 2025.</p> <p>Cllr D Patey asked about the extra £70,000 assigned to L&amp;R code 200.</p> <p>Mrs E Till explained that it was the Idverde contract which is being moved to code 100.</p> <p>Cllr D Patey reminded Councillors that it is now included in the Financial Regulations Policy that a running percentage is kept for all committees, and if they want to spend over their budget it needs to come to FGP first for approval. This note to be raised at FC for all committee chairs.</p> <p><b>RESOLVED to NOTE</b> the summary of income and expenditure and Forecast against the budget report for May 2025.</p> | <p>Reminder to committees to be raised at FC about committee budget spending.</p>                                                             |
| FGP424 | <p><b>Payments List</b><br/>To <b>REVIEW</b> and <b>APPROVE</b> May 2025 Payments List.</p> <p>Cllr D Patey asked if WALC had been contacted about why Parish Councils needed to review payments lists.</p> <p>Mr A Reeves said yes, and they had informed him that this was a fifty year old law. He noted that the time it takes to review them is actually quite short.</p> <p>Cllr J Yeowell asked what the £8,937.17 SBC spend for benches was for.</p> <p>Cllr D Patey asked Finance Officers to find out and provide information at the next FGP meeting.</p> <p>Cllr D Patey asked about the £180.00 for equipment hire that has no name attached to it.</p> <p><b>RESOLVED to APPROVE</b> May 2025 Payments List.</p>                                              | <p>Finance Officers inform councillors at the next FGP what the £8,937.17 SBC spend for benches was for and the £180.00 unnamed supplier.</p> |



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| FGP425 | <p><b>Debtor List</b><br/>To <b>REVIEW</b> the Debtor lists for May 2025.</p> <p>Mr A Reeves explained that Tessa and himself have reviewed and chased those that are in arrears, setting up payment plans with most and not accepting any more bookings until debts are cleared.</p> <p>Councillors reviewed the Allotment debtors list.</p> <p><b>RESOLVED</b> to <b>NOTE</b> the Debtor lists for May 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                  |
| FGP426 | <p><b>Ear Marked Reserves</b><br/>To <b>NOTE</b> the balances of Ear Marked Reserves as of 31<sup>st</sup> May 2025.</p> <p>Cllr D Patey asked that L&amp;R be reminded that EMP409 needs spending within a time limit.</p> <p>Mr A Reeves mentioned EMR339 being used to fund a flag pole at Penhill due to them receiving Green Flag status. He said he would ask Cllr J Ballman and bring it to a future FGP meeting.</p> <p>Cllr D Patey proposed renaming EMR339 to Green Flag.</p> <p><b>RESOLVED</b> to <b>APPROVE</b> renaming EMR339 to Green Flag.</p> <p>Cllr P Exell proposed £1,500 be allocated from EMR339 to purchase a flagpole for Penhill Park.</p> <p><b>RESOLVED</b> to <b>APPROVE</b> £1,500 be allocated from EMR339 to purchase a flagpole for Penhill Park.</p> <p><b>RESOLVED</b> to <b>NOTE</b> the balances of Ear Marked Reserves as at 31<sup>st</sup> May 2025.</p> | EMR339 to be renamed Green Flag. |
| FGP427 | <p><b>Ward Allowance Update</b><br/>To <b>NOTE</b> the current balances of Ward Allowances.</p> <p><b>RESOLVED</b> Councillors <b>NOTED</b> the Ward Allowance balances.</p> <p>Cllr Paul Park requests £2,000.00 to till the grass and level it at Parkside Hub, with any unused funds to be returned to his Ward Allowance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                  |

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|        | <p><b>RESOLVED</b> to <b>APPROVE</b> Cllr Paul Park request for £2,000.00 to till the grass and level it at Parkside Hub, with any unused funds to be returned to his Ward Allowance.</p> <p>Cllr P Park and Mr Aaron Webb left the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                              |
| FGP428 | <p><b>Grant Requests</b><br/>Balance of Grant Fund £12,000.00</p> <p><b>RESOLVED</b> Balance of Grant Fund <b>NOTED</b>.</p> <p>The Open Door Centre requests £10,000 towards the cost of an Activity Co-ordinator.</p> <p>Cllr D Patey mentioned that the policy only allows the Parish to provide £1,000 in funding, or £2,000 if match-funded.</p> <p>Cllr P Exell was concerned about approving £1,000 without knowing where they would receive the extra £9,000. He recommended that the Parish go back to the charity and ask them to return when they have acquired more of the funding, and return to request the £1,000 at a later date.</p> <p>Councillors agreed.</p> <p><b>RESOLVED</b> to <b>DECLINE</b> The Open Door Centre request for £10,000, with the caveat they can apply again once they have secured more funding for the project.</p> |                                                                                              |
| FGP429 | <p><b>Policy Review</b><br/>None to be reviewed.</p> <p><b>RESOLVED</b> to <b>NOTE</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                              |
| FGP430 | <p><b>Ops Update</b><br/>Mr A Reeves presented an update from a written report.</p> <p>See Appendix 2.</p> <p>Cllr D Patey mentioned he would be using his Ward Allowance to hire a cherry picker for Christmas lights, and would it be able to be used for Pinetrees at the same time.</p> <p>Mr A Reeves said Officers would look into it,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Officers to look into hiring a cherry picker for multiple locations at the same time.</p> |



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|        | <p>Due to vandalism at Parkside Hub the Parish is going to need to close the asset up in the evening going forward. This is a shame as it means residents will be unable to access the skatepark out of hours going forward. The cost to repair vandalism continuously would make the Parkside Hub too costly to continue otherwise.</p> <p><b>RESOLVED</b> to <b>NOTE</b> the update.</p>                                                                                                                                                                                                                                |  |
| FGP431 | <p><b>Airconditioning For The MSH Back Office</b><br/>To <b>REVIEW</b> and <b>APPROVE</b> the quote for air-conditioning in MSH back office.</p> <p>Mr A Reeves explained the issue with overheating in the back office.</p> <p>Councillors discussed the situation and options.</p> <p>Cllr D Patey proposed that councillors decline the request and encouraged staff to mitigate the heat with fans.</p> <p><b>RESOLVED</b> to <b>DECLINE</b> the request for air-conditioning in MSH back office.</p>                                                                                                                 |  |
| FGP432 | <p><b>PWLB Working Group Note 16/06/2025</b><br/>To <b>NOTE</b> PWLB Working Group Note 16/06/2025.</p> <p><b>RESOLVED</b> to <b>NOTE</b> the PWLB Working Group Note 16/06/2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| FGP433 | <p><b>Ground Maintenance &amp; Street Cleaning Enhancements</b><br/>To <b>REVIEW</b> and <b>APPROVE</b> additional enhancement options.</p> <p>Mr A Reeves presented the choices available for additional enhancement options in respect of the Ground Maintenance contract.</p> <p>Cllr P Exell queried why such a large amount was being spent on a barrow operative which would only cover two Wards. He would prefer to see a barrow operative that covered the whole Parish.</p> <p>Cllr J Rodrigues asked if it would be possible to work with other Parishes to reduce the cost of Ground Maintenance overall.</p> |  |

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|        | <p>Cllr P Exell noted the concern that other Parishes are struggling at present and making a situation like that work could be challenging.</p> <p>Cllr P Exell said he did not believe the Parish has enough information to decide at this time.</p> <p>Cllr D Patey was concerned about creating services that cannot be afforded next year.</p> <p>Mr A Reeves mentioned that an option is to have no enhancements and to use the funding to cover ad hoc needs.</p> <p>Cllr D Patey proposed that Councillors don't make a decision at this time and leave the money there in case it is needed for ad hoc works that may be needed at a later date. He also requested that Officers review the street cleaning route to see if it needs adjusting to include roads that are not covered at present.</p> <p>Cllr J Rodrigues noted how important it was to use the resident's precept wisely, and for the Parish to justify why it uses it for certain assets. He asked can the assets be made self-sufficient.</p> <p>Mr A Reeves explained that best value is the Governments overarching policy designed to make sure Government bodies provide everything they do in the most cost-effective way. The Procurement Policy, implemented last year, was created to guarantee all purchases over £30,000 be subjected to a rigorous scrutiny process ensuring every penny spent was justified. Councillors and resident's need to understand that the assets managed by the Parish are unlikely to be self sufficient and will always require funding to manage them, this is why they were handed to Parishes and not handed to the private sector. These assets may not create a large income but the Parish can manage them cost effectively.</p> <p><b>RESOLVED to APPROVE</b> not allocating funds to Ground Maintenance &amp; Street Cleaning Enhancements and to use the budget for ad hoc needs as required.</p> |  |
| FGP434 | <p><b>Ravenseft Fence Line Clearance</b></p> <p>To <b>REVIEW</b> and <b>APPROVE</b> tree clearance coded to tree works.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |



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|                             | <p>Mr A Reeves explained that a tree of the Parishes property at MSH is damaging a residents fence and needs removing. The work would come from the tree works budget line.</p> <p>Cllr D Patey proposed that Councillors approve the quote and request, funding from the tree works budget line.</p> <p><b>RESOLVED</b> to <b>APPROVE</b> the tree clearance quote and to fund from the tree works budget line.</p>                                                                                                                                                                                                                                                                                                                        |  |
| FGP435                      | <p><b>Door Servicing Quotes</b><br/>To <b>REVIEW</b> and <b>APPROVE</b> door servicing quotes to be coded to General Maintenance.</p> <p>Mr A Reeves explained that servicing repairs are required to several doors to comply with regulations.</p> <p>Cllr D Patey asked if this was General Maintenance or General Compliance.</p> <p>Cllr P Exell said General Compliance as it is required by regulation.</p> <p>Cllr D Patey proposed the four quotes, totalling £4,172.40 (net £3,477.00), be approved and funded from the Maintenance Compliance budget line.</p> <p><b>RESOLVED</b> to <b>APPROVE</b> the four quotes, totalling £4,172.40 (net £3,477.00), be approved and funded from the Maintenance Compliance budget line.</p> |  |
| FGP436                      | <p><b>Actions Noted</b><br/>To <b>NOTE</b> actions.</p> <p>Mr A Reeves explained that SBC has been contacted, and negotiations are underway.</p> <p>Cllr J Yeowell asked for his to be removed as no longer relevant.</p> <p><b>RESOLVED</b> Councillors <b>NOTED</b> the Actions Noted list.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Meeting Closed 20:47</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

Signed.....

Date.....