



Parish Council

Central Swindon North Parish Council

Pinetrees Community Centre,

The Circle,

SWINDON SN2 1QR

FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES

Tuesday 2nd September 2025 19.15

Present:

Councillors:

Cllr Dave Patey (Chair)
Cllr Mick Lucas (Vice Chair) - virtually
Cllr Paul Exell
Cllr Javes Rodrigues
Cllr Kevin Small
Cllr James Yeowell

Clerk:

Mr Andy Reeves

Officers:

Mr Andrew Briggs
Mr Aaron Webb - virtually
Miss Rachel Westcott

Member of the Public Present: Mr Mike Ware - virtually

Apologies

Cllr John Ballman
Cllr Muhammad Khan

		Action
FGP453	Declarations of Interest Cllr Mick Lucas declared an interest in the Library & Leisure Trust. Cllr Dave Patey declared a non-pecuniary interest in Moredon Community Centre. RESOLVED to NOTE the Declarations of Interest.	
FGP454	Public Questions & Public Correspondence None	
FGP455	Minutes of the Previous Meeting The Chair presented the minutes of the meeting held on the 5th August 2025 to be approved as a true and accurate record. RESOLVED to APPROVE the minutes of the meeting held on the 5th August 2025 as a true and accurate record.	
FGP456	Grounds Maintenance Update Mr M Ware presented and update from a written report. See Appendix 1. Cllr J Rodrigues asked about the bin data. Mr M Ware responded that that was for the Parish to decide. Cllr P Exell explained that Environment & Planning Committee were using the data to discuss. Cllr K Small thanked them for the excellent work. He asked about the Kemble Drive/Hawking Street weed spraying as that area needed some work. Mr M Ware responded that they would keep an eye on the area and if they do not turn another application of spray or a manual cut will be provided. Cllr J Yeowell noted the weeds at Summer Street need looking at also. Mr M Ware explained that this had been done recently and will need a couple of weeks to take effect.	Officers to communicate with external litter picking groups thanking them for their contribution and ask them to pre-arrange a location for collection of the bags in advance.

	Cllr D Patey asked Mr M Ware to check on Ferndale Road/Bradley Corner/North Star Road areas as well. Cllr D Patey suggested signs be put up to inform residents when litter picks had been completed in their areas. Cllr P Exell recommended that the litter pick groups be required to inform the Parish Council when they do litter picks and a location to deposit the bags for collection be agreed in advance. Mr A Reeves explained that some litter picks are well organised, and the Parish is informed in advance, which means the Parish is able to contact Idverde and arrange collection. It would be useful if all groups did this and also placed the bags in an easy to collect place, rather than right in the middle of a park. Councillors requested that Officers communicate with external litter picking groups to thank them for their contribution, but to ask them to pre-arrange a collection location prior to the event. Mr A Briggs explained that he has had communication with Plastic Free Swindon before and they have dumped large amounts of rubbish on either private land or in hard-to-reach locations. Mr M Ware noted that he agrees that they do an amazing job but that they collect off private land sometimes, and previous collections have included things like asbestos which is dangerous. Cllr K Small asked if the amount of waste affects the costs. Mr A Reeves explained that the contract is by job not weight. RESOLVED to NOTE the Grounds Maintenance Update.	
FGP457	Transaction Logs Cllr M Lucas and Cllr D Patey to confirm review of July 2025 transaction logs. (£9,340.64) Cllr D Patey requested that officers make sure to provide VAT invoices and receipts.	

	RESOLVED: Cllr M Lucas and Cllr D Patey confirmed the GPC transaction logs for July 2025. (£9,340.64)	
FGP458	Budget Report & Forecast To NOTE the summary of income and expenditure and Forecast against the budget report for July 2025. Cllr D Patey requests that officers investigate if it would be possible to separate the Capital and Revenue income and expenditure on the budget reports, so that grants, loans etc are shown separately. Cllr J Rodrigues noted that the report looks like an accounting generated report that covers a specified time period. Miss R Westcott explained that there is not a way to separate the Capital and Revenue income at present, and all coding for Capital costs would need to be moved to alternate nominal and cost centre codes to be able to separate them. Cllr M Lucas mentioned the importance of separating the Revenue and Capital income and expenditure so anyone looking at the figures can see and understand what is being used for each. Cllr K Small requested that from 26/27 he would like to see the income and expenditure from both permanently separated, even if this means moving items from their codes at present to improve reporting. This way all loans and grants are kept separate from the precept and rental income. Mr A Reeves explained the importance of numbers being accurate so residents can see why their precept may increase, because at present they may see a balance of £1,000,000.00 due to the PWLB, without understanding that this is for Capital expenditure not Revenue expenditure. RESOLVED to NOTE the summary of income and expenditure and Forecast against the budget report for July 2025.	Officers to investigate separating Capital and Revenue income and expenditure for future reports.
FGP459	Payments List To REVIEW and APPROVE July 2025 Payments List.	

	Miss R Westcott explained the missing company names have been investigated and the error corrected, which should show up in future reports. Cllr P Exell queried the high electricity costs at Moredon Sporting Hub. Mr A Reeves explained this includes some back payment. There will also be a business license amount of about £27,000.00 which will need to be approved at a future meeting. RESOLVED to APPROVE July 2025 Payments List.	
FGP460	Debtor List To REVIEW the Debtor lists for June 2025. Cllr K Small queried the debt with Carol Shelly, he presumed over a room hire could this be investigated. Mr A Reeves explained that the worst debtor was SBC at present. He also explained about the disputed invoice around the Reading Rooms. Cllr K Small requested a briefing on the issue so he could investigate the issue. Cllr P Exell asked about the monthly payment plan debtors. Miss R Westcott explained anyone on a monthly payment plan who does not keep up with their payments is managed. Mr A Briggs mentioned that the football ones may be connected to repairs. Cllr D Patey explained the Allotment Debtors list is being cleared in small sections as the process of terminating and replacing an allotment tenant takes some time and can only be done a few at a time. RESOLVED to NOTE the Debtor lists for July 2025.	
FGP461	Ear Marked Reserves To NOTE the balances of Ear Marked Reserves as of 31st July 2025.	

	Cllr D Patey requested the EMR's be presented in a report in future separated between Ward Allowance and non-Ward Allowance. Mr A Reeves asked why the specific EMR's connected to Ward Allowance were labelled with Councillors initials. Cllr P Exell explained it was so that any remaining funds from the EMR can be reallocated by the Councillor who originally requested it. Cllr K Small noted the amazing work accomplished from Councillors Ward Allowances for various works across the Parish. He requested that the residents be made aware that their local Ward Councillors have given their personal Ward Allowance year on year to accomplish goals like the creation of a new park, which would not have been possible otherwise. RESOLVED to NOTE the balances of Ear Marked Reserves as of 31st July 2025.	
FGP462	Ward Allowance Update To NOTE the current balances of Ward Allowances. RESOLVED Councillors NOTED the Ward Allowance balances. Cllr Dave Patey requests £750.00 from his Ward Allowance towards the Baptist Church Christmas lights Cllr K Small said he supported this request but would like to see long term regular yearly lights being put up around Christmas. Mr A Briggs explained that when asked SBC have in the past said the light posts are not strong enough to hold lights safely. Mr A Reeves responded that he believes an up-to-date load test need completing along the area and the Parish can then cherry pick the one's that could be used. Cllr D Patey requested officers investigate options for putting up lights at Gorse Hill shopping parade. Councillors discussed the situation around Christmas lights at Gorse Hill shopping parade.	Officers to investigate Christmas lights at Gorse Hill shopping parade.



	RESOLVED to APPROVE Cllr Dave Patey request of £750.00 from his Ward Allowance towards the Baptist Church Christmas lights. Cllr J Yeowell asked about his Ward Allowance for the Gym at Ferndale Rec and whether there was any progression with this. Mr A Reeves explained that the Councillors involved had been emailed on the 30th June and the 5th July asking for the specific pieces of equipment required, and there have been no replies at present. Once the Councillors involved inform the Officers about how they want the money to be spent the Officers can progress with the project. Cllr Kevin Small and Cllr Muhammad Khan request £2,600.00 (£3,120.00 Gross) to be split 50/50 from their Ward Allowance for Christmas lights. RESOLVED to APPROVE Cllr Kevin Small and Cllr Muhammad Khan request of £2,600.00 (£3,120.00 Gross) to be split 50/50 from their Ward Allowance for Christmas lights. Cllr Muhammad Khan requests £200.00 from his Ward Allowance towards chairs at Even Swindon Community Centre which will be combined with his approved £1,100.00 from his 24/25 Ward Allowance. RESOLVED to APPROVE Cllr Muhammad Khan requests £200.00 from his Ward Allowance towards chairs at Even Swindon Community Centre which will be combined with his approved £1,00.00 from his 24/25 Ward Allowance. Cllr Kevin Small requests £491.63 from his Ward Allowance to fix damage to Mannington cricket strip with a proviso that future repairs be met by the council Rec budget. RESOLVED to APPROVE Cllr Kevin Small requests £491.63 from his Ward Allowance to fix damage to Mannington cricket strip with a proviso that future repairs be met by the council Rec budget.	
FGP463	Grant Requests Balance of Grant Fund £12,000.00	

	RESOLVED Balance of Grant Fund NOTED. The Phoenix Enterprise request £1,235.00 to purchase a defibrillator and provide training for two members of staff. Cllr P Exell noted the limit the Parish can award is £1,000.00 Cllr K Small asked where the nearest defibrillator is located. Cllr P Exell responded that there is one quite close. Cllr K Small explained he was wary of funding defibrillators as it could open the floodgates. Cllr P Exell noted the training would be a yearly requirement, and the wall mounted machine will have a five-year battery life. Cllr K Small understands the importance of having them available but wonders if they have applied for funding elsewhere first. Mr A Reeves explained the BHF (British Heart Foundation) and London Hearts provide funding for defibrillators. He proposed the funding could be approved with a caveat that they have applied from these sources first. Councillors discussed the subject. Cllr P Exell proposed that Councillor's approve £945 for the cost of the defibrillator if they could provide proof they have applied to the BHF and London Hearts first and have been refused. Cllr K Small also added a proposal that the Parish will fund up to £945 to supplement any funding they may receive from BHF or London Hearts if there is a shortfall. RESOLVED to APPROVE The Phoenix Enterprise request for £945 for a defibrillator if they can prove they have applied to BHF and London Hearts first and been declined. The Parish will top up any shortfall from the two charities mentioned, up to £945 for the defibrillator, but will not pay for any training.	
--	---	--

	Voluntary Action Swindon requests £1,190.00 to create a central database. Cllr M Lucas noted they are based in South Swindon who have already approved a £1,000.00 contribution and our Parish has a £1,000.00 limit also. Cllr K Small supports Voluntary Action Swindon, especially as for every £1 contributed to the voluntary sector saves £10 in Council service provision. He wanted noting that this would be a one-off grant, not a continuous payment and that as usual only the two big councils are contributing, while the other Parish councils are not supporting this action. He would like to see the other Parish Councils contributing RESOLVED to APPROVE £1,000.00 to support Voluntary Action Swindon in the creation of a central volunteer database.	
FGP464	Policy Review To REVIEW and ADOPT the following policies and procedures. Cllr D Patey requested that all policies have a page added that shows the date, action and by whom for all policies going forward. • Memorial Policy Mr A Briggs explained the Memorial Policy and why the Parish requires one. Cllr K Small agreed with the policy and proposed that a register of possible bench locations be created that can be made available to residents. It is important the costs are covered by the applicant not the Parish. Cllr P Exell noted that current requests already stipulate that the applicant will cover all costs involved. Cllr K Small explained that there should be three bench types offered at specific locations and at a specific cost. Cllr P Exell reminded Councillors the importance of working with the Police and residents to make sure that ASBO issues will not be a problem.	Environment & Planning Committee to create a bench location map and an approved bench list. Health & Safety Policy smoking section to be updated and returned to FC for adoption.

	Mr A Reeves noted the importance of making sure the right bench and location is used and that there can be some issues when benches are placed on memorial locations. Cllr K Small proposed the Memorial Policy be approved with a list of bench locations be created and approved at Environment & Planning Committee as well as the type of benches that are acceptable. RESOLVED to APPROVE the Memorial Policy with a list of bench locations to be created and approved at Environment & Planning Committee as well as the type of benches that are acceptable. • Discretions Policy RESOLVED to APPROVE the Discretions Policy. • Health & Safety Policy Cllr K Small requests that the designated smoking areas be reinstated at Parish properties where appropriate. Cllr P Exell is ok with the adjustment as long as they are only allowed to smoke in the designated smoking area. Cllr J Yeowell asked if this would be for vapers too. Cllr D Patey explained that both smokers and vapers would be expected to use the designated smoking area. Cllr K Small proposed the reinstating of designated smoking areas away from public areas at certain Parish locations. RESOLVED to APPROVE amendment to the Health & Safety Policy smoking section by the reinstating of designated smoking areas away from public areas at certain Parish locations.	
FGP465	Ops Update Mr A Briggs presented an update from a written report. See Appendix 2.	Mr A Briggs to present a maintenance budget breakdown to October 25 FGP. 

	Mr A Briggs requested an offline meeting to discuss the projected budget overspend on the maintenance budget and how the Councillors would like to manage this over the coming 5-6 months. Cllr K Small requested a breakdown for the maintenance budget to be brought to October 2025 FGP so Councillors can assess the situation and needs and provide funding in some way to support until year end. RESOLVED to NOTE the update.	
FGP466	PWLB Working Group Notes 19/08/2025 To NOTE PWLB Working Group Notes 19/08/2025. Cllr J Yeowell asked how much of the PWLB loan had been spent so far. Cllr K Small explained that none so far, the PWLB Working Group are assessing all the work that needs doing and deciding which areas to focus on. RESOLVED to NOTE the PWLB Working Group Notes 19/08/2025. Mr A Briggs presented an update from a written report. See Appendix 3. Cllr K Small explained that the PWLB would usually recommend a contractor, but as a third quote was being sourced the FGP is being asked to make the decision. Cllr K Small asked if Contractor C is the same contractor that was asked to advise the Parish on the Idverde contract. He voiced concerns around this contractor and will not be opposing or supporting Contractor C. Councillors discussed the contractors. Mr A Reeves explained that originally the Parish agreed to fund an Officer to manage the spend, but as the Parish is no longer going to fund an Officer, there are certain legal obligations required with the contract and tender process of which Officers already here do not have the time to manage it.	Officers to bring the PWLB Capital Programme Delivery Report to the next PWLB Working Group.

Cllr K Small noted that this is about making sure the Parish employ the correct contractors to complete the £1,000,000 worth of Capital refurbishment to assets funded by the PWLB loan. The Parish has a due diligence to make sure the money is spent wisely. Cllr P Exell reiterated the importance of protecting the Parish during what will be a challenging and competitive tender process. Cllr D Patey proposed the Parish go ahead with Contractor C at £7,500.00. RESOLVED to APPROVE Contractor C at £7,500.00. Mr A Briggs presented an update from a written report. See Appendix 4. Cllr K Small responded that he felt four years is too long and that this report should be brought to the next working group for discussion and approval. A recommendation can be brought to October 2025 FGP. Cllr D Patey asked if that would delay the process. Mr A Briggs replied no, there is a PWLB Working Group meeting next week and the recommendations can be brought to October FGP. Cllr J Rodrigues asked if the contractor from the previous discussion will be made aware of what the Parish are requiring from a works contractor to make sure we get what we ask for. Mr A Reeves explained that the consultant will be made aware of the Parishes requirements and have a proven competence and skill set in this area that the Parish has experienced from working with them on a previous project. Once they have completed their role their job is done and the works contractors will take over. Cllr J Rodrigues noted the importance of the consultant providing exactly what the Parish require. Councillors discussed the consultant contractor acquisition.	
---	--

	Cllr K Small proposed the report is taken to the next PWLB Working Group and the recommendations are brought to October 2025 FGP. RESOLVED to AGREE the report is taken to the next PWLB Working Group and the recommendations are brought to October 2025 FGP.	
FGP467	Ian Irwin Memorial Donation To REVIEW and ACCEPT the memorial donation from Mr Ian Irwin and to approve creation of an EMR and usage of funds. RESOLVED to ACCEPT Mr Ian Irwin memorial donation and the creation of an EMR for the funds. Cllr K Small requested Officers create an appropriate thank you letter to supply to the family.	Officers to create a thank you letter for the family. Officers to create an EMR for the funds.
FGP468	Internal Auditor Appointment Mr A Reeves presented an update from a written report. See Appendix 5. Councillors discussed the options. Cllr D Patey proposed Contractor B be appointed as the new Internal Auditor. RESOLVED to APPROVE Contractor B be appointed as the new Internal Auditor.	
FGP469	Upgrade to Pinetrees IT Infrastructure To REVIEW and APPROVE the upgrade to Pinetrees IT infrastructure. Mr A Reeves requested this request be deferred to October 2025 FGP. RESOLVED to APPROVE deferring to October 2025 FGP.	Deferred to October 2025 FGP.
FGP470	Parkside Hub Mr A Webb presented an update from a written report. See Appendix 6. Mr A Webb requested that the income be ringfenced to manage the Parkside Hub running costs and	

	improvements. The rental fee is commercial and in line with market rate. Cllr J Yeowell asked about the community café, who would run this at weekends and provide the food. Mr A Webb explained that the Parish would continue to run the café at the weekend, and all produce would be provided by the Parish. All income from the café would also return to the Parish. Mr A Reeves explained that the Swindon Tuition Centre are only interested in the work experience possible from staffing the café themselves. Cllr J Yeowell requested a Councillors be present at the quarterly review meetings. Mr A Webb noted the request. Cllr K Small asked if the rental fee was fixed monthly or pro-rata. Mr A Webb replied fixed monthly, and they will request permission from the Parish if they would like access during school holidays. Cllr D Patey proposed to approve the rental contract and rental fee of £1,200 for the Swindon Tuition Centre to use the Parkside Hub. RESOLVED to APPROVE the rental contract and rental fee of £1,200 for the Swindon Tuition Centre to use the Parkside Hub.	
FGP471	Actions Noted To NOTE actions. RESOLVED Councillors NOTED the Actions Noted list.	
FGP472	Moredon Community Centre Mr A Briggs presented an update from a written report. See Appendix 7. Cllr K Small suggested £20,000 budget costs for capital work be assigned to Moredon Community Centre (MCC) and a cost centre be created with and income and expenditure line.	Officers to create a cost centre code for MCC and transfer £20,000.00 budget from general reserve to it. 

	Mr A Reeves explained that the Parish cannot guarantee a rental income from presented information. It is estimated that the Parish should receive around £23,000.00 per year at present and higher if further rentals can be arranged. Cllr J Rodrigues asked about staff costs. Mr A Reeves noted that there are none as existing Parish staff are managing and maintaining the asset. Cllr K Small proposed a cost centre code be created for MCC and £20,000.00 capital works budget, with a report provided next month on where it will be funded from, be applied, with income and expenditure monitored to help Councillors ascertain the projected budget requirement for next year. RESOLVED to APPROVE a cost centre code be created for MCC and £20,000.00 capital works budget, with a report provided next month on where it will be funded from, be applied, with income and expenditure monitored to help Councillors ascertain the projected budget requirement for next year. 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. Cllr D Patey left the meeting.	
FGP473	MCC Financial Update Mr A Reeves presented an update from a written report provided to Councillors. Councillors discussed the recommendations. RESOLVED to APPROVE recommendations within the report.	
Meeting Closed 21:48		

Signed.....

Date.....