Parish Council

Central Swindon North Parish Council

Pinetrees Community Centre,

The Circle,

SWINDON SN2 1QR

FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES

Tuesday 4th November 2025 19.15

Present:	
Councillors:	Cllr Dave Patey (Chair) Cllr Mick Lucas (Vice Chair) Cllr Paul Exell Cllr Kevin Small Cllr James Yeowell
Clerk:	Mr Andy Reeves
Officers:	Mr Andrew Briggs
Member of the Public Present: none	
Apologies	Cllr Muhammad Khan

		Action
FGP495	**Declarations of Interest** Cllr Mick Lucas declared an interest in the Library & Leisure Trust.	

DB

	Cllr P Exell declared a non-pecuniary interest is Penhill Scouts. **RESOLVED** to **NOTE** the Declarations of Interest.	
FGP496	**Public Questions & Public Correspondence** None	
FGP497	**Minutes of the Previous Meeting** The Chair presented the minutes of the meeting held on the 7th October 2025 to be approved as a true and accurate record. **RESOLVED** to **APPROVE** the minutes of the meeting held on the 7th October 2025 as a true and accurate record.	
FGP498	**Grounds Maintenance Update** Mr A Briggs presented an update from a written report provided by Mr Mike Ware from Idverde. See Appendix 1. Cllr K Small requested a timescale for the planting of shrubs from his Ward Allowance approved funds. Cllr D Patey asked if any football matches have had to be cancelled due to the state of the pitches. Cllr P Exell explained that Abbey Meads had to move three of their teams to Seven Fields due to Moredon Sporting Hub fields were still recovering from re-topsoiling. Mr A Briggs noted that there were some delays at the start due to the weather in the summer but at present all pitches are available for use. **RESOLVED** to **NOTE** the Grounds Maintenance Update.	
FGP499	**Transaction Logs** Cllr M Lucas and Cllr D Patey to confirm review of August 2025 transaction logs. (£7,203.20) Cllr D Patey asked Mr A Reeves if there could be savings made by paying for subscriptions annually instead of monthly.	

	Mr A Reeves responded that the costs are about the same. Cllr D Patey mentioned that there are free software's available that allow consumers to do the same things as Adobe do. **RESOLVED:** Cllr M Lucas and Cllr D Patey confirmed the GPC transaction logs for August 2025. (£7,203.20)	
FGP500	**Budget Report & Forecast** To **NOTE** the summary of income and expenditure and Forecast against the budget report for September 2025. Cllr D Patey asked about the £70,000 overspend within the 200 cost centre code. Mr A Briggs explained that there has been a considerable under budget and overspend for the last few years within this cost centre, and reports have been provided around this to other committees. It is reflected in the 26/27 budget recommendation for cost centre 200. Mr A Reeves noted that there had been a hope the PWLB Loan Capital would repair a lot of the issues and reduce the maintenance budget requirements. This has taken longer than expected facilitate and the overall costs to maintain all the Parish assets has continued to rise, and the budgets unfortunately have not risen alongside the needs. Mr A Reeves explained the issues with the Moredon Sporting Hub budget and how the knowledge gained from the last years figures have provided great information to help the Parish set running costs for the next financial year. Cllr K Small requested officers provide a predicted year end total to help support Councillors in the budget decision making. Councillors discussed what they required and why. Cllr D Patey requested that officers provide a predicted year end total for each cost centre be added to the budget report.	Officers to add a predicted year end total to the budget report.

	RESOLVED to **NOTE** the summary of income and expenditure and Forecast against the budget report for September 2025.	
FGP501	**Payments List** To **REVIEW** and **APPROVE** September 2025 Payments List. **RESOLVED** to **APPROVE** September 2025 Payments List.	
FGP502	**Debtor List** To **REVIEW** the Debtor lists for September 2025. Cllr D Patey mentioned it would be good to see the payments actually on the report. Mr A Reeves updated on the debtors that are legally being chased for payment. Cllr K Small asked about the money owed from Wims and that until their debt is paid no further requests for usage should be agreed. Mr A Reeves provided an update that until the debt is cleared they would not be allowed to return. Cllr M Lucas asked about Tidmarsh and whether the £80 per month payment would be enough to cover their debt. Mr A Reeves explained that where possible clients are supported to set up payment plans to clear debts when payment issues occur. **RESOLVED** to **NOTE** the Debtor lists for September 2025.	
FGP503	**Ear Marked Reserves** To **NOTE** the balances of Ear Marked Reserves as of 30th September 2025. Cllr K Small noted the importance of keeping the election costs funds available as they will be needed regularly. Mr A Reeves proposed creating a breakdown of the actually costs for elections.	

	RESOLVED to **NOTE** the balances of Ear Marked Reserves as of 30th September 2025.	
FGP504	**Ward Allowance Update** To **NOTE** the current balances of Ward Allowances. **RESOLVED** Councillors **NOTED** the Ward Allowance balances. Cllr Paul Park requests £2,000.00 for Penhill Scouts to help cover costs of badges and to keep membership fees low. **RESOLVED** to **APPROVE** Cllr Paul Park request of £2,000.00 for Penhill Scouts to help cover costs of badges and to keep membership fees low. Cllr Dave Patey, Cllr Vanessa Bentley and Cllr James Yeowell request £1,000.00 each for the Christmas hampers. Cllr K Small agreed with the request but suggested that to be in line with the Ward Allowance Policy it is important that a substantial amount of the recipients be in the areas connected with the Ward Allowance contributors. **RESOLVED** to **APPROVE** Cllr Dave Patey, Cllr Vanessa Bentley and Cllr James Yeowell request £1,000.00 each for the Christmas hampers. Cllr James Yeowell requests £300.00 for Christmas meals. **RESOLVED** to **APPROVE** Cllr James Yeowell requests £300.00 for Christmas meals. Cllr James Yeowell requests up to £3,000.00 for a mural. **RESOLVED** to **APPROVE** Cllr James Yeowell requests up to £3,000.00 for a mural.	
FGP505	**Grant Requests** Balance of Grant Fund £9,003.00 **RESOLVED** Balance of Grant Fund **NOTED**. FC Abbey Meads request £1,750.00 (total request £2,500.00) towards a project to provide young adults	Officers to communicate with Abbey Meads to correct address and bring to FC.

	and teenagers the opportunity to volunteer and gain experience as a football coach and refereeing. (£750 match funding) Cllr K Small noted that they have used Moredon Sporting Hub as their address which is inaccurate, and he proposes that until the address is corrected the request be postponed and be brought to Full Council, to speed up approval once corrected. **RESOLVED** to **AGREE** moving the application to Full Council once address is corrected.	
FGP506	**Policy Review** To **REVIEW** and **ADOPT** the following policies and procedures. • Parish Minibus Policy **RESOLVED** to **ADOPT** the Parish Minibus Policy. • Training Policy **RESOLVED** to **ADOPT** the Training Policy	
FGP507	**Redundancy Policy** Mr A Briggs presented an update from a written report. See Appendix 2. **RESOLVED** to **ADOPT** the Redundancy Policy.	
FGP508	**Ops Compliance Report** Mr A Briggs presented an update from a written report. See Appendix 3. *'11. Recommendations* *1. Note the operational and compliance position as of 31 October 2025.* *2. Note the Fire Door Replacement status.* *3. Note in progress Corporate Risk Profile and MAPP.* *4. Approve in principle the implementation of PeopleCloud for HR, H&S, and compliance management; request a Q2 2026 update.* *5. Note the ongoing integration of accessibility, sustainability, and equality objectives into operational planning.*	

	6. Request the development of a cyclical compliance review timetable for FGP approval by April 2026. *7. Note preparations for Martyn's Law and associated obligations.'* Cllr D Patey asked if any of the Parish's assets hold over 800 people. Mr A Briggs responded no, although some open-air events may reach those numbers. Cllr D Patey queried if Councillors are required to approve the movement to alternate IT software. Mr A Briggs replied not specifically, but it was to inform Councillors of what is happening. Cllr J Yeowell asked if the Parish was looking to have a local server or continue to use the Cloud. Mr A Reeves responded that the Cloud is the most secure option for the Parish to store information at present. Mr A Briggs explained to avoid unnecessary duplication of work in relation to the transferring of data. Cllr J Yeowell asked if the company storing the data was safe. Mr A Briggs responded yes. Cllr K Small queried if all officers were using the shared drive correctly and inputting all relevant data onto it. Mr A Reeves replied yes, officers are using the shared drive appropriately when necessary. Cllr J Yeowell asked if the Martyn's Law reporting would be necessary for all the Parish's assets. Mr A Reeves explained that this would only be needed for assets with a capacity over 100 or 800. This legislation is important to help provide Parish Councils with the information and expectations so they can prepare correctly and be aware of their responsibilities.	

	RESOLVED to **NOTE** and **APPROVE** recommendations 11.1, 11.2, 11.3, 11.4, 11.5, 11.6 & 11.7.	
FGP509	**Contractor Project Update** Mr A Briggs presented an update from a written report. See Appendix 4. Cllr D Patey enquired how the pavilion tender was progressing and when the build would start. Mr A Briggs responded that hopefully the tender approvals would be all in by January 2026. Cllr K Small proposed bringing them to Full Council in January 2026 if necessary to speed up the approval process. **RESOLVED** to **NOTE**	
FGP510	**Agency & Temporary Staffing Report** Mr A Briggs presented an update from a written report. See Appendix 5. Cllr K Small noted that he believes that staff who are permanently employed by the Parish Council should be provided with a permanent contract not be employed through an agency. Cllr D Patey explained the reasons that agency staff are used so much across the Parish is explained very well within the report. Mr A Briggs responded that he agreed, and that certain posts are long term and should be considered for a contract role. Mr A Reeves explained that some of those roles have historically had issues with attendance from staff and that increased the overall cost dramatically due to the need to bring agency staff to cover them. By using agency staff on a permanent basis, it creates a continuous ability to fill those roles without the excess costs of sick pay etc. *'17. Recommendations* *1. Agency budget lines are split into defined categories within each cost centre, such as:*	

	o Operational Cover (sickness / leave) *o Vacancy or Interim Cover* *o Facility Support / Cleaning Services* *o Programme or Project-Based Agency Staff* *2. Spend is tracked proportionally across these categories throughout the financial year to highlight trends, overspend risk, and opportunities where permanent recruitment may offer better value.* *3. Quarterly financial reporting should be introduced, showing agency expenditure by department, cost centre, and category against prior-year comparatives.* *4. Finance and service managers should jointly review agency expenditure and coding accuracy to ensure alignment between financial monitoring and operational activity.* *5. A full staffing structure and agency review should be undertaken across the Council and Moredon Sports Hub.* *o This review should assess staffing levels, role duplication, agency dependency, and cost effectiveness.* *o It should make recommendations on where agency arrangements should be converted to permanent or fixed term posts, where further flexibility is needed, and how the organisation's workforce can best support operational delivery and financial sustainability.'* Cllr D Patey proposed to approve the recommendations with the amendments suggested by Cllr K Small. **RESOLVED** to **APPROVE** recommendations 17.1, 17.2, 17.3, 17.4 & 17.5.	
FGP511	**Lone Worker Safety** Mr A Briggs presented an update from a written report. See Appendix 6. Cllr J Yeowell asked about outdoor employees, how do they protect themselves. Mr A Briggs explained outdoor staff are always trained and carry mobile phones. Mr A Reeves mentioned that at present the Parish uses a buddy system where those covering out of	

	hours call outs will either take a friend or family member out with them or inform someone of where they are going and when they are expected to return to protect themselves. Cllr K Small suggested that the officers check to see if there are possibly other people/members of staff that are in the buildings at the time who can back up, or support lone workers to mitigate this issue. Cllr K Small recommended going forward with the recommendations as long as appropriate funding can be acquired. He also suggested communicating with Councillors who have unspent Ward Allowances to see if they would consider contributing towards the assets in their Wards. Cllr D Patey asked what the response time from the police would be. Mr A Reeves said his is unsure, and if you have more than two in a year they will take you off. Cllr D Patey wondered if the employee cleaning Chapel Street toilets could lock themselves in while they are cleaning. Mr A Reeves responded yes, this would be possible. *'9. Recommendations* *The Committee is asked to:* *1. Note the increased risk to lone workers and recent incidents at parish facilities.* *2. Approve a review of the Lone Working Policy and associated risk assessment.* *3. Support in principle the introduction of personal panic alarm systems at key sites, with a specific review of Chapel Street Toilets.* *4. Endorse a phased approach to implementation, prioritising high risk sites first and subject to available funding.* *5. Request officers to identify potential funding sources and bring a costed implementation plan to the next meeting.'* **RESOLVED** to **NOTE** and **APPROVE**	
FGP512	**Actions Noted** To **NOTE** the Actions Noted list.	

	- FGP415 – done - FGP456 – completed - FGP464 – discussed - FGP466 – completed - FGP481 – completed - FGP481 – completed - FGP491 – completed **RESOLVED** to **NOTE** the Actions Noted.	
	Meeting Closed 21:00	

Signed.. Date 26/11/25