



## Parish Council

**Central Swindon North Parish Council**

**Pinetrees Community Centre,**

**The Circle,**

**SWINDON SN2 1QR**

### FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES

**Tuesday 7<sup>th</sup> October 2025 19.15**

**Present:**

**Councillors:**

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

**Clerk:**

Mr Andy Reeves

**Officers:**

Mr Andrew Briggs  
Mrs Emma Till

**Member of the Public Present:** Mr Mike Ware - virtually

**Apologies**

Cllr Kevin Small

|        |                                                                                                         | Action |
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| FGP474 | <b>Declarations of Interest</b><br>Cllr Mick Lucas declared an interest in the Library & Leisure Trust. |        |

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|        | <p>Cllr Paul Exell declared a personal interest in the Swindon Softball League Community Grant request.</p> <p><b>RESOLVED to NOTE</b> the Declarations of Interest.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| FGP475 | <p><b>Public Questions &amp; Public Correspondence</b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| FGP476 | <p><b>Minutes of the Previous Meeting</b></p> <p>The Chair presented the minutes of the meeting held on the 2<sup>nd</sup> September 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 2<sup>nd</sup> September 2025 as a true and accurate record.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| FGP477 | <p><b>Grounds Maintenance Update</b></p> <p>Mr M Ware presented and update from a written report.</p> <p>See Appendix 1.</p> <p>Cllr M Lucas noted the gutters in his ward have been filling with detritus and the grass has started to grow.</p> <p>Mr M Wares responded that his team will take a look at them.</p> <p>Cllr J Yeowell asked about the whips planted in his ward and how they are managing.</p> <p>Mr M Ware explained that the dry weather has impacted the whips, and some have failed. He will be talking to the Ops Managers about this in the future.</p> <p>Cllr J Yeowell noted the bins in his ward with large amounts of tagging, and requested the tagging be cleaned off.</p> <p>Mr M Ware responded they would check the bins and clean where necessary.</p> <p>Cllr D Patey asked if the rubbish outside the charity shop were donations to the charity shop or general rubbish.</p> <p>Mr M Ware explained it could be both, but the charity shops prefer donators not to leave bags outside their shops, and we usually have to clear them.</p> |  |

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|        | <p>Councillors discussed the issues with fly tipping.</p> <p>Cllr D Patey asked if the app with resident's views something was the Parish could have access to.</p> <p>Mr M Ware responded that as far as he was aware that would not be possible.</p> <p>Cllr J Yeowell asked about the new monitoring system.</p> <p>Mr M Ware explained it was about monitoring the drivers and how well they drive. This will reward drivers who, for example, don't allow their vehicles to sit in idle, which can be damaging to the environment.</p> <p><b>RESOLVED to NOTE</b> the Grounds Maintenance Update.</p>                                                                                                                                                                                                                                                                                                                                                         |  |
| FGP478 | <p><b>Transaction Logs</b></p> <p>Cllr M Lucas and Cllr D Patey to confirm review of September 2025 transaction logs. (£5,135.78)</p> <p><b>RESOLVED:</b> Cllr M Lucas and Cllr D Patey confirmed the GPC transaction logs for September 2025. (£5,135.78)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| FGP479 | <p><b>Budget Report &amp; Forecast</b></p> <p>To <b>NOTE</b> the summary of income and expenditure and Forecast against the budget report for August 2025.</p> <p>Mr A Reeves requested that the Parkside Hub spend be separated in the report and asked Mrs E Till if this is possible.</p> <p>Mr E Till explained that to separate the Parkside Hub figures out the report would need to be transferred to an excel and adjusted manually.</p> <p>Mr A Reeves explained that the grant figures are more challenging to adjust and that with Ms G Barr taking a leave of absence for six months there is a possibility to employ someone to put some systems in place to monitor grants separately. The Parish has been very successful in acquiring grants, but the Parish has not always been able to manage them as smoothly.</p> <p><b>RESOLVED to NOTE</b> the summary of income and expenditure and Forecast against the budget report for August 2025.</p> |  |



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| FGP480 | <p><b>Payments List</b><br/>To <b>REVIEW</b> and <b>APPROVE</b> August 2025 Payments List.</p> <p>Cllr P Exell asked about the payment system at Moredon Sporting Hub and if it was now in place.</p> <p>Mr A Reeves explained the infrastructure was now in place, the Parish is just waiting on the tech team to install the right items to bring it active.</p> <p>Cllr M Lucas asked about the agency staff costs which still seem high.</p> <p>Mr A Reeves responded that this is being managed, and he will be taking this back from the Autumn as it is a lot higher than it should be. He would like to see the payee staff hours being used more wisely so that the need for agency staff is reduced.</p> <p><b>RESOLVED</b> to <b>APPROVE</b> August 2025 Payments List.</p> |                                                                                                                                    |
| FGP481 | <p><b>Debtor List</b><br/>To <b>REVIEW</b> the Debtor lists for August 2025.</p> <p>Mr A Reeves explained that a county court judgement has been sent to the largest debt, and the Parish is awaiting a response.</p> <p>Cllr P Exell queried the Discovery Church and if they have been making their payments.</p> <p>Mr A Reeves requested that Mrs E Till investigate this.</p> <p>Cllr P Exell requested that the report show balances from the previous month, then any payments and a closing balance.</p> <p><b>RESOLVED</b> to <b>NOTE</b> the Debtor lists for August 2025.</p>                                                                                                                                                                                               | <p>Officers to investigate if Discovery Church are paying monthly.</p> <p>Debtors list to contain payments for previous month.</p> |
| FGP482 | <p><b>Ear Marked Reserves</b><br/>To <b>NOTE</b> the balances of Ear Marked Reserves as of 31st August 2025.</p> <p><b>RESOLVED</b> to <b>NOTE</b> the balances of Ear Marked Reserves as of 31st August 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                    |
| FGP483 | <p><b>Ward Allowance Update</b><br/>To <b>NOTE</b> the current balances of Ward Allowances.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                    |

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|        | <b>RESOLVED</b> Councillors <b>NOTED</b> the Ward Allowance balances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| FGP484 | <p><b>Grant Requests</b><br/>Balance of Grant Fund £11,000.00</p> <p><b>RESOLVED</b> Balance of Grant Fund <b>NOTED</b>.</p> <p>Swindon Softball League request £1,997.00 towards equipment.</p> <p>Three Councillors voted for and one Councillor abstention due to conflict of interest.</p> <p><b>RESOLVED</b> to <b>APPROVE</b> £1,997.00 to Swindon Softball League for sports equipment.</p>                                                                                                                                                                                                                                                                                                  |  |
| FGP485 | <p><b>Policy Review</b><br/>To <b>REVIEW</b> and <b>ADOPT</b> the following policies and procedures.</p> <ul style="list-style-type: none"> <li>• Employees Handbook – SSP &amp; NJC adjustment</li> </ul> <p>Cllr D Patey explained the changes requested in respect of the SSP &amp; NJC.</p> <p><b>RESOLVED</b> to <b>APPROVE</b> updating the Employees Handbook in respect of the SSP &amp; NJC adjustment.</p> <ul style="list-style-type: none"> <li>• Lone Workers Policy</li> </ul> <p><b>RESOLVED</b> to <b>ADOPT</b> the Lone Workers Policy</p> <ul style="list-style-type: none"> <li>• Environment Policy</li> </ul> <p><b>RESOLVED</b> to <b>ADOPT</b> the Environmental Policy.</p> |  |
| FGP486 | <p><b>Ops Update</b><br/>Mr A Briggs presented an update from a written report.</p> <p>See Appendix 2.</p> <p><b>RESOLVED</b> to <b>NOTE</b> the update.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| FGP487 | <p><b>PWLB Working Group Notes 16/09/2025</b><br/>To <b>NOTE</b> PWLB Working Group Notes 16/09/2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

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|        | <p>Mr A Briggs explained that progress is being made on the floor plan review and headway is being made.</p> <p>Cllr D Patey asked about the PWLB Play Area working group.</p> <p>Mr A Briggs explained that the first working group will be in November 2025 to start making decisions on how the money will be spent.</p> <p><b>RESOLVED</b> to <b>NOTE</b> the PWLB Working Group Notes 16/09/2025 and <b>APPROVE</b> the recommendations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| FGP488 | <p><b>External Auditors Report</b></p> <p>Mr A Reeves presented a verbal update from the External Auditor report.</p> <p>Mrs E Till explained that evidence in respect of salaries was sent but not reflected in the report.</p> <p><b>RESOLVED</b> to <b>NOTE</b> External Auditors report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| FGP489 | <p><b>Budget Analysis Review</b></p> <p>Mr A Briggs presented an update from a written report.</p> <p>See Appendix 3.</p> <p>Cllr J Yeowell asked about the PWLB loan repayment.</p> <p>Mr A Reeves explained this was a fixed cost and would not change with inflation.</p> <p>Cllr J Yeowell asked if the vehicle rentals included the minibus.</p> <p>Mr A Briggs responded no, the Parish owns the minibus.</p> <p>Cllr P Exell recommended that cost lines be adequately provided for in budget setting.</p> <p>Cllr D Patey explained that the maintenance budgets were kept lower as it was expected that the PWLB loan works would have been completed and the maintenance costs would be lower. This however has not occurred and providing a suitable budget going forward will be essential.</p> <p>Mr A Reeves noted that the Parish has received several unexpected costs from acquiring Moredon</p> |  |



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|        | <p>Community Centre and the need to bring the building up to code, and the rates cost for Moredon Sporting hub which was a lot higher than expected. There is a possibility that money will be needed from the reserves, which will need to be replaced in the following years budget.</p> <p>Cllr D Patey asked about agency staff for Moredon Sporting Hub and whether Officers have time to manage this.</p> <p>Mr A Reeves explained it is about managing the payee staff's hours better to reduce the need for agency staff as much.</p> <p>Councillors discussed the different staffing needs for Moredon Sporting Hub.</p> <p><b>RESOLVED to APPROVE</b> the recommendations in the report.</p> |                                   |
| FGP490 | <p><b>Budget Setting Timeline</b></p> <p>Cllr D Patey updated Councillors on the 26/27 Budget setting timeline and requested Committee Chairs provide their budget requests by November 2025.</p> <p><b>RESOLVED to NOTE</b> 26/27 budget timeline.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |
| FGP491 | <p><b>The Over 60's Program</b></p> <p>Cllr P Exell proposed to approve the request to set up an EMR to hold the grant funds received from the Croquet Club.</p> <p><b>RESOLVED to APPROVE</b> the request to set up an EMR to hold the grant funds received from the Croquet Club.</p>                                                                                                                                                                                                                                                                                                                                                                                                                | Create EMR for Over 60's Program. |
| FGP492 | <p><b>Community First Responder Appeal</b></p> <p>Cllr D Patey presented the request from the Community First Responders to help contribute towards a new vehicle.</p> <p>Councillors discussed the proposal.</p> <p>Cllr D Patey proposed that the Parish contribute the £300 from the Community Grant fund.</p> <p><b>RESOLVED to APPROVE</b> contributing £300 towards a Community First Responders vehicle from the Community Grant fund.</p>                                                                                                                                                                                                                                                      |                                   |

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| FGP493 | <p><b>Actions Noted</b></p> <p>To <b>NOTE</b> the Actions Noted list.</p> <ul style="list-style-type: none"> <li>- <b>FGP415</b> = SBC Permitted Development required. Cllr J Yeowell asked to contact Cllr A Fernandes and Cllr J Rodrigues to finalise equipment.</li> <li>- <b>FGP421</b> = To be kept on Actions Noted to be monitored.</li> <li>- <b>FGP456</b> = Mr A Reeves communicated on social media platforms to thank litter picking groups and remind them to communicate in advance about bag collection.</li> <li>- <b>FGP458</b> = In Process</li> <li>- <b>FGP462</b> = Mr A Briggs emailed SBC, awaiting response.</li> <li>- <b>FGP464</b> = Completed.</li> <li>- <b>FGP465</b> = Completed.</li> <li>- <b>FGP467</b> = Completed.</li> <li>- <b>FGP467(2)</b> = Completed.</li> <li>- <b>FGP472</b> = Completed.</li> </ul> <p><b>RESOLVED</b> to <b>NOTE</b> the Actions Noted.</p> <p><b>Exclusion of Press and Public to RESOLVE</b> 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.</p> |  |
| FGP494 | <p><b>Allotment Tenancy Decision</b></p> <p>The Head of Operations presented a confidential report outlining ongoing behavioural issues relating to a long-standing tenant at Pickards Field Allotments.</p> <p>The report summarised the chronology of complaints received, previous informal and formal interventions, including the issue of a formal written warning on 30 June 2025, and the outcome of a recent monitoring period. The report also detailed the condition and complexity of the plots held by the tenant, potential costs and risks associated with clearance, and the Council's statutory powers under the Allotments Act 1922 and its Allotment Terms &amp; Conditions.</p> <p>Following discussion, Members acknowledged the sensitivity of the matter, the impact on staff and other tenants, and the steps already taken to resolve the</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |  |



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|  | <p>situation. After careful consideration of the available options, Members resolved to terminate the tenancy, in accordance with Section 1(1)(c) of the Allotments Act 1922 and Clause 6 of the Council's Allotment Terms &amp; Conditions.</p> <p>It was further agreed that:</p> <p>One month's written notice be issued to the tenant;<br/>Access during the notice period is to be limited to the removal of personal items, with the tenant required to advise the Council of intended attendance times;<br/>Any further incidents of aggression, nuisance, or antisocial behaviour during the notice period will result in immediate eviction and withdrawal of access;<br/>The Council will arrange clearance of remaining items after the notice period and seek to recover reasonable costs; and<br/>A communications plan be prepared to manage any public or media interest.</p> <p><b>RESOLVED to APPROVE</b> that the Council proceed with termination of tenancy as set out above and delegate authority to the Clerk and Head of Operations to implement the decision, manage site safety, and coordinate follow up actions.</p> |  |
|  | <b>Meeting Closed 21:05</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

Signed.....Date 26/11/25