



Parish Council

Central Swindon North Parish Council

Pinetrees Community Centre,

The Circle,

SWINDON SN2 1QR

FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES

Tuesday 4th June 2024 19.00

Present:

Councillors:

Cllr Dave Patey (Chair)
Cllr Mick Lucas (Vice Chair)
Cllr Javes Rodrigues

Clerk:

Mr Emma Till
Mr Andrew Briggs (virtually)
Mr Aaron Cripps

Member of the Public Present: Mr John Stooke

Apologies

None

		Action
FGP237	Declarations of Interest None.	
FGP238	Public Questions & Public Correspondence None	
FGP239	Minutes of the Previous Meeting The Chair presented the minutes of the meeting held on the 2nd April 2024 to be approved as a true and accurate record.	Officers to research whether it would be

	RESOLVED to APPROVE the minutes of the meeting held on the 2nd April 2024 as a true and accurate record. Cllr D Patey asked about FGP231 and the Finance Manager producing a breakdown of the cost difference between Agency and Contract Staff. Cllr J Rodrigues confirmed he had received the report, and would not be pursuing it any further. Cllr M Lucas asked about FGP236 and the moving of the FGP meeting date from the 1st Tuesday of the month to the 3rd Tuesday of the month. Cllr D Patey proposed that Officers researched if it would be viable to move the FGP meeting from the 1st week of the month to the 3rd week of the month. RESOLVED and APPROVED that Officers researched if it would be possible to move the FGP meeting from the 1st week of the month to the 3rd week of the month.	viable to move the FGP meeting from the 1st week of the month to the 3rd week of the month.
FGP240	Transaction Logs Cllr M Lucas to confirm review of March 2024 (£8,091.27) Transaction logs. RESOLVED: Cllr M Lucas confirmed the GPC transaction logs for March 2024. Cllr D Patey asked Cllr M Lucas if he was happy to continue being the Transaction Log Reviewer for 2024/25. Cllr M Lucas confirmed he was happy to continue being the Transaction Log Reviewer for 2024/25.	
FGP241	Budget Report & Forecast To NOTE the summary of income and expenditure and Forecast against the budget report for March 2024. Cllr D Patey asked about the overspend from 2023/24. Mrs E Till explained this was from a last minute £50,000 SBC Street Master contract agreed two years ago from and other expenses that had budget overspends. Cllr D Patey proposed that the Officers create a report to assess the general reserve and it's situation.	Officers to create a report about the general reserve and it's situation. Does it need increasing.

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	RESOLVED to APPROVE the Officers creating a report to assess the general reserve and it's situation. RESOLVED to NOTE the summary of income and expenditure and Forecast against the budget report for March 2024.	
FGP242	Debtor List To REVIEW the Debtor list for March 2024. Cllr D Patey asked the finance team to investigate the £1,901 debt owed to us and that didn't have a payment plan, and to report back at the FGP in July 2024. RESOLVED to NOTE the Debtor list for March 2024.	Finance team to investigate the £1,901 debt with no payment plan.
FGP243	Ear Marked Reserves To NOTE the balances of Ear Marked Reserves as at 31st March 2024. Cllr D Patey asked about EMR 351. Is this balance for more planters? Cllr M Lucas explained it would be used to purchase plants and bedding materials for the planters already purchased. Cllr D Patey asked that EMR 359 be transferred to the PWLB once we receive it. Cllr D Patey asked to confirm if EMR365 and EMR379 are still needed. RESOLVED to NOTE the balances of Ear Marked Reserves as at 31st March 2024.	
FGP244	Ward Allowance Update To NOTE the current balances of Ward Allowances. RESOLVED to NOTE the current balances of Ward Allowances. Cllr Tom Smith requests £1,200 of his Ward Allowance be used towards 2nd Swindon Penhill Scouts to make their minibus roadworthy. RESOLVED Councillors APPROVED Cllr Tom Smith request that £1,200 of his Ward Allowance be used	Officers to clean up the Ward Allowance balance sheet.

	towards 2nd Swindon Penhill Scouts to make their minibus roadworthy. Cllr D Patey asked Officers to see if there was any way that we could help them reduce the cost. Cllr Mick Lucas requests £5,000 of his Ward Allowance be added to EMR343-Rodbourn Cheney Play Area. RESOLVED Councillors APPROVED Cllr Mick Lucas request that £5,000 of his Ward Allowance be added to EMR343-Rodbourn Cheney Play Area.	
FGP245	Grant Requests Balance of Grant Fund £14,368.00 Balance of Grant Fund NOTED. SMASH requested £1,000.00 towards a new kitchen. Councillors RESOLVED and APPROVED SMASH request for £1,000.00 towards a new kitchen. The Kelly Foundation have requested £7,500.00 over three years towards rent increases and running costs. Mr John Stooke spoke about the charity and what the grant request would be used for. Councillors held a discussion on the request. Councillors RESOLVED and APPROVED to allow The Kelly Foundation to rent the downstairs room for the same cost as they have been renting the upstairs room for two years, no Grant Fund money was allocated.	
FGP246	Policy Review To REVIEW and APPROVE the following policies and procedures; a) Training Policy b) Records Management Policy a) Cllr D Patey proposed the Training Policy be adjusted to contain a provision for Councillor Training, to be brought to the FGP in September 2024. RESOLVED to APPROVED the adjustment of the Training Policy to contain a provision for	Officers to adjust Training Policy to contain a provision for Councillors Training.

	Councillor Training, to be brought to the FGP in September 2024. b) Councillors RESOLVED to ADOPT the Records Management Policy.	
FGP247	MSH – IT Works and Mobile Broadband To APPROVE IT infrastructure spending for MSH. Mr A Cripps presented a verbal report. Cllr J Rodrigues asked if there were any other quotes. Mr A Cripps explained that the service costs were comparable with other companies, and that any extra delay in seeking additional quotes could delay the opening of MSH. Cllr J Rodrigues stated he was happy to support this request at this time, but that further requests be presented with at least three different quotes. RESOLVED to APPROVE IT infrastructure spending for MSH in relation to Financial Regulations 11.1.a.iv.	
FGP248	Grounds & Street Cleansing Ops Revision To NOTE and REVIEW the report. Mr A Briggs presented a verbal report. See Appendix 1. Cllr D Patey asked if there would be any additional costs. Mr A Briggs responded no. Cllr J Rodrigues asked if this about The Parish being penalised because Idverde haven't provided the service they agreed at the start of the contract. Mr A Briggs explained that this is a small adjustment to what was originally agreed, which now includes extra street litter picking for roads not at the moment done on a regular basis. RESOLVED to NOTE the Grounds & Street Cleansing Ops Revision recommendations. Cllr J Rodrigues left the meeting.	

FGP249	Property & Assets Management To AGREE an outline of the new responsibilities for Properties & Asset Management. RESOLVED to AGREE to transfer the services of the Property & Assets Management Committee as it is already managed to the Finance & General Purposes Committee meetings.	
FGP250	Bank Review To NOTE update on the transfer of banks. Mrs E Till presented a verbal update on the bank transfer situation. RESOLVED to NOTE the bank transfer situation. To AGREE procedure for adding Cllr Ian Edwards to the bank. RESOLVED to APPROVE the transfer of Bank access from Cllr M Lucas to Cllr I Edwards once the new bank is active.	
	Meeting Closed 20:34	

Signed.....

Date.....