Parish Council

Central Swindon North Parish Council

Moredon Sporting Hub,

Cheney Manor Industrial Estate,

SWINDON SN2 1QR

EXTRAORDINARY FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES

Wednesday 18th March 2026 19.00

Present:	
Councillors:	Cllr Dave Patey (Chair) Cllr Mick Lucas (Vice Chair) Cllr John Ballman Cllr Paul Exell Cllr Paul Park Cllr Raj Patel Cllr Kevin Small Cllr James Yeowell - virtually
Clerk:	Mr Andrew Briggs (Ops Manager)
Officers:	Mr Aaron Cripps (Marketing, Literacy and Digital Services Manager) - virtually Miss Rachel Westcott (Finance Administrator) - virtually
Member of the Public Present:	Mr Mike Ware (Idverde) – virtually Mr Sanjay Sharma (Blue Brigade) Mr Sumit Mehrotra (Blue Brigade)
Apologies	Cllr Javes Rodrigues

		Action
FGP570	**Declarations of Interest** Cllr Mick Lucas declared an interest in the Library & Leisure Trust. Cllr Paul Park declared an interest in the Library & Leisure Trust. Cllr John Ballman declared a non-pecuniary interest in The Library & Leisure Trust, HBuF and RSPB. **RESOLVED** to **NOTE** the Declarations of Interest.	
FGP571	**Public Questions & Public Correspondence** None Cllr D Patey requested to include an additional confidential agenda item after agenda item 22. **RESOLVED** to **APPROVE** an additional confidential agenda item after agenda item 22.	
FGP572	**Minutes of the Meeting** To **NOTE** the minutes of the previous meetings held on Tuesday 3rd February 2026 and the Extraordinary Finance & General Purposes Committee meeting held on Wednesday 18th February 2026. **RESOLVED** to **NOTE** minutes of the previous meetings held on Tuesday 3rd February 2026 and the Extraordinary Finance & General Purposes Committee meeting held on Wednesday 18th February 2026.	
FGP573	**Grounds Maintenance Update** Mr M Ware presented an update from a written report. See Appendix 1 Cllr J Yeowell enquired about the staffing member on long term sick. Mr M Ware explained that he couldn't go into details but that the situation was still ongoing. He noted he would include an update on staffing for the next meeting. Cllr K Small mentioned the street cleaning process use of a sparkle team he feels is not effective, and	Officers to provide a street cleaning review for June 2026 FGP.

	residents have noted a deterioration across the Parish since changing form a dedicated street cleaner. He requested this be reviewed and that a costing be prepared for review by Councillors. Cllr J Ballman noted that the mechanical equipment that has been used by Swindon Borough Council (SBC) did not work, but that there are other mechanical devices on that market that could be more reliable. Cllr D Patey requested Officers include a review on the June 2026 FGP. Mr A Briggs explained that the street contract renewal is in 2027 so the process of review will commence from June 2026. Cllr D Patey enquired about bin usage data, has the information around the usage of Parish bins for household waste been provided in the bin usage data reports. Mr M Ware responded that he thought the data was only for one year. Cllr P Exell noted that the Parish has only received a few reports so far. **RESOLVED** to **NOTE** update.	
FGP574	**Transaction Logs** Cllr M Lucas and Cllr D Patey to confirm **REVIEW** of January 2026 (£7,229.67) and February 2026 (£3,241.89) transaction logs. **RESOLVED:** Cllr M Lucas and Cllr D Patey confirmed the GPC transaction logs for January 2026 (£7,229.67) and February 2026 (£3,241.89).	
FGP575	**Budget Report** To **NOTE** the income and expenditure and forecast reports for January 2026 and February 2026. • Revenue • PWLB Cllr D Patey requested breakdown reports for both for April 2026 meeting.	

	RESOLVED to **NOTE** the income and expenditure and forecast reports for January 2026 and February 2026.	
FGP576	**Payments List** To **REVIEW** and **APPROVE** January 2026 and February 2026 Payments Lists. **RESOLVED** to **APPROVE** January 2026 and February 2026 Payments Lists.	
FGP577	**Debtors Lists** To **REVIEW** Debtors Lists for January 2026 and February 2026. • Sales Ledger • Allotment Mr A Briggs mentioned an outstanding debt from the Discovery Church which they have been informed about, and as in previous years, are expected to clear it shortly. Mr A Briggs mentioned that the allotment rents will be going out to all the tenants in April so the debtors list for allotments will be affected for a few months until they are all paid off. **RESOLVED** to **NOTE** Debtors Lists for January 2026 and February 2026.	
FGP578	**Ear Marked Reserves** To **NOTE** the balances of the Ear Marked Reserves as at the 28th February 2026. Cllr K Small enquired about the shortfall in the election budget. He explained to Councillors that this would be used to pay for the elections this year and the Parish would begin saving around £15,000 per year to build up a pot ready for a future election. Cllr K Small requested the PWLB EMR and MSH Admin staff EMR be transferred to the relevant budget lines. **RESOLVED** to **NOTE** the Ear Marked Reserves as at the 28th February 2026.	Officers to investigate EMR election budget shortfall, and the movement of the two EMR's to relevant budget lines.
FGP579	**Ward Allowance** To **NOTE** the current balances of Ward Allowances. **RESOLVED** to **NOTE** the Ward Allowance balances.	

	Cllr Raj Patel requests £4,000.00 and Cllr James Yeowell requests £588.28 from their Ward Allowance to purchase a coffee machine for Moredon Sporting Hub. Cllr J Yeowell explained that the cost had slightly increased and his contribution was now £888.28. **RESOLVED** to **APPROVE** Cllr Raj Patel request for £4,000.00 and Cllr James Yeowell request for £888.28 from their Ward Allowance to purchase a coffee machine for Moredon Sporting Hub (MSH). Cllr John Ballman requests £2,000.00 to PIF/Shine, £500 to POP and £500 to Little Angels from his Ward Allowance. **RESOLVED** to **APPROVE** Cllr John Ballman requests for £2,000.00 to PIF/Shine, £500 to POP and £500 to Little Angels from his Ward Allowance. Cllr Javes Rodrigues requests £270.40 to replace the Teddy Bear bin at The Circle, £1,400.00 for two benches at The Circle and £1,079.60 for repair work at Wilcox Close Play Area from his Ward Allowance. **RESOLVED** to **APPROVE** Cllr Javes Rodrigues requests for £270.40 to replace the Teddy Bear bin at The Circle, £1,400.00 for two benches at The Circle and £1,079.60 for repair work at Wilcox Close Play Area from his Ward Allowance. Cllr Paul Park requests £389.75 from his Ward Allowance towards JMH kitchen/building repairs. **RESOLVED** to **APPROVE** Cllr Paul Park request for £389.75 from his Ward Allowance towards JMH kitchen/building repairs. Cllr Dave Patey requests £500.00 for anti-graffiti paint for the Tydeman Street mural, £600.00 for the over 60's disco at Gorse Hill and £1,989.18 towards tables for Gorse Hill Community Centre from his Ward Allowance. **RESOLVED** to **APPROVE** Cllr Dave Patey requests for £500.00 for anti-graffiti paint for the Tydeman Street mural, £600.00 for the over 60's disco at Gorse Hill and £1,989.18 towards tables for Gorse Hill Community Centre from his Ward Allowance.	

	Cllr Kevin Small requests £1,366.00 towards supporting the Parish run pensioner fish and chips lunch club setting up in Even Swindon, and £1,367.37 towards the Free Shop at Even Swindon Community Centre from his Ward Allowance. **RESOLVED** to **APPROVE** Cllr Kevin Small requests for £1,366.00 towards supporting the Parish run pensioner fish and chips lunch club setting up in Even Swindon, and £1,367.37 towards the Free Shop at Even Swindon Community Centre from his Ward Allowance. Cllr James Yeowell requests £451.89 from his Ward Allowance be moved to EMR386 – Ferndale Play Area. Cllr J Yeowell explained that due to the increase in contribution to the coffee machine at MSH this request had been reduced to £151.89. **RESOLVED** to **APPROVE** Cllr James Yeowell requests £151.89 from his Ward Allowance be moved to EMR386 – Ferndale Play Area. Cllr Vanessa Bentley to advise request for her £4,140.18 remaining Ward Allowance. Cllr D Patey explained that Cllr Vanessa Bentley would like to use her remaining Ward Allowance to fund a Gorse Hill Community Day with community information and refreshment stalls, entertainment and children's activities. **RESOLVED** to **APPROVE** Cllr Vanessa Bentley request for £4,140.18 from her Ward Allowance towards a Gorse Hill Community Day event. Councillors to **APPROVE** all unspent **APPROVED** Ward Allowance requests be placed in EMR's at Year End. **RESOLVED** to **APPROVE** all unspent APPROVED Ward Allowance requests be placed in EMR's at Year End.	
FGP580	**Grant Requests** To **NOTE** balance of the Grant Fund.	

	RESOLVED to **NOTE** balance of the Grant Fund. Dance and Shine request £1,000.00 towards creating a Dance Movement Psychotherapy group at MSH for people with disabilities or extra needs and their unpaid carers. **RESOLVED** to **APPROVE** Dance and Shine request of £1,000.00 towards creating a Dance Movement Psychotherapy group at MSH for people with disabilities or extra needs and their unpaid carers. Blue Brigade Cricket Club request £2,000.00 (£1,000.00 match funded) towards a mobile cricket batting net to be used at Moredon Sporting Hub. Cllr K Small enquired the positioning of the nets. Mr S Mehrotra explained that the space between the pavilion and the 3G pitch, or any area that is available as they are mobile. The cost for permanent nets and suitable standing is costly which is why this would be something to invest in for the future. Cllr J Ballman asked how many members the club has. Mr S Sharma noted they have approximately 41 members. The club is targeting children at the moment hoping to increase numbers of both girls and boys playing regularly. Mr A Briggs enquired who will own the nests, where will they be stored and who will be responsible for maintenance and repairs. Mr S Sharma explained that the nets would be stored at MSH and the club is looking into an app to manage usage and rental of the nets. **RESOLVED** to **APPROVE** Blue Brigade Cricket Club request £2,000.00 (£1,000.00 match funded) towards a mobile cricket batting net to be used at Moredon Sporting Hub. Cllr R Patel proposed reassigning EMR407 which was approved for All Saints roof repairs last year, and is no longer required, to the Blue Brigade Cricket Club to support the purchasing of a net.	

	RESOLVED to **APPROVE** Cllr R Patel proposal reassigning EMR407 to the Blue Brigade Cricket Club to support the purchasing of a net. Mr S Sharma and Mr S Mehrotra left the meeting.	
FGP581	**Policy Review** To **REVIEW** and **ADOPT** the following policies and procedures. • Tree Planting Policy Mr A Briggs explained that the updated Tree Planting Policy was reviewed and approved at the Leisure & Recreation Committee meeting. Cllr K Small mentioned that funding for tree planting in most cases is provided as a grant, which can include maintenance of up to 15 years. Does the policy include provision for when grant funding ceases. Cllr D Patey responded yes. **RESOLVED** to **APPROVE** the updated Tree Planting Policy. • General Data Protection Policy Mr A Briggs explained that the policy has been reviewed and updated at Avensure and is now accurate. **RESOLVED** to **APPROVE** the updated General Data Protection Policy.	
FGP582	**St Marks Parking** Mr A Briggs presented an update from a written report and the recommendations approved at the Environment & Planning Committee meeting. See Appendix 2. Cllr P Exell explained that after reviewing the tender the Environment & Planning Committees recommendation of Contractor A provided the best value. Cllr K Small agreed with the recommendation of Contractor A but suggested the wording of 'a low-risk' be replaced with 'the best tender that best aligns' to avoid confusion.	

	Cllr D Patey mentioned that Contractor A use the same app as SBC. Cllr D Patey proposed **APPROVING** the recommendation of Contractor A with the amendment proposed by Cllr K Small. Six for, one against. **RESOLVED** to **APPROVE** the Environment & Planning Committee recommendation of Contractor A with the amendment proposed by Cllr K Small.	
FGP583	**Chapel Street Parking Measures** Mr A Briggs presented an update from a written report. See Appendix 3. Cllr P Exell explained that the budget available in 5705/600 is not enough to cover the purchase and requests a virement from budget line 5777/600 to cover the remaining spend. **RESOLVED** to **APPROVE** the virement from 5777/600 to cover the additional costs for the Chapel Street toilets bollards.	
FGP584	**RCBC Capital Contribution Pembroke Gardens** Mr A Briggs presented an update on the Capital Contribution from RCBC and the terms and conditions approved at the Community Development Committee meeting. **RESOLVED** to **APPROVE** the recommendations **APPROVED** at the Community Development Committee meeting.	
FGP585	**Year End EMR of Budget Lines** Cllr D Patey requested that certain budget lines be approved for transfer to the 2026/27. Cllr K Small queried the transferring of the remaining budget lines funds into EMR's at Year End. He noted that unspent budget lines returned to the General Reserve at Year End to balance the books, and EMR's are just for specific projects that continue into the next year.	

	Cllr P Exell explained that the Environment & Planning Committee want to transfer the Bus Shelter budget line funds remaining at Year End into an EMR to support purchasing a new bus shelter in 2026/27. Cllr K Small noted that this can just be transferred into the 2026/27 budget line at year end and does not need a specific EMR. He mentioned that he is happy to support these requests as long as the books are balanced at the end of the Year. Cllr K Small requested a report be presented at Full Council if these need approving before Year End. **RESOLVED** to **APPROVE** presentation of a report on budget line transfers at the Full Council meeting.	
FGP586	**CIL** • Rodbourne Cheney Ward Councillors request CIL funds of £235.44 be used towards installing a piece of play equipment for older children at Pembroke Gardens Rec. • Pinehurst Ward Councillors request CIL funds of £1,976.52 be used towards repair work at the Wilcox Close Play Area. • Penhill Ward Councillors request CIL funds of £253.19 be used towards JMH kitchen/building repairs. **RESOLVED** to **APPROVE** all three CIL requests.	
FGP587	**GPC Return System** Cllr D Patey proposed postponing until following month. **RESOLVED** to **APPROVE.**	
FGP588	**Salix Procurement – Evaluation Report** Mr A Briggs presented an update from a written report. See Appendix 4. Recommendations 1. **NOTE** the procurement undertaken for the Heat Decarbonisation Programme, the anonymised tender evaluation, and the post-interview clarification position set out in this report. 2. **NOTE** that clarification interviews have now been completed with Contractor A and B and	

	that further written clarification from Contractor B is expected. 3. Recommend to Full Council that Contractor B be **APPROVED** as Preferred Contractor, subject to satisfactory completion of the outstanding written clarifications, confirmation that there is no material price uplift or qualification that alters the published evaluation outcome, and confirmation that the final solution remains aligned with the approved PSDS / Salix-backed project scope. 4. Recommend to Full Council that Contractor A be retained as Reserve Contractor should Contractor B fail to satisfactorily resolve the required clarifications or should the Council be unable to conclude an award on acceptable terms within the available funding, compliance, and programme envelope. 5. Recommend to Full Council that officers be authorised to conclude the final written clarification process, verify final tender compliance, take any necessary technical / Salix confirmation on scheme alignment, and arrange contract award in accordance with the published procurement documents and Council governance requirements. Councillors discussed the tender bids. Cllr K Small proposed **APPROVING** recommendations 1,2,3 & 5. **RESOLVED** to **APPROVE** recommendations 1,2,3 & 5.	
FGP589	**Capital Works Programme Report** Mr A Briggs presented an update from a written report. See Appendix 5. The Finance & General Purposes Committee is requested to: 1. **NOTE** progress of the Public Works Loan funded Capital Works Programme. 2. **NOTE** the limited market response received during procurement exercises. 3. **APPROVE** the appointment of Contractor A for: • Fire Doors and Void Rectification Works (£62,334.29 ex VAT); and	

	• Southbrook Recreation Ground Patio and Penhill Flower Park paving works (£30,199.98 ex VAT). 4. **APPROVE** the Multi contractor discount of 3% 5. **NOTE** that roofing works are not recommended to proceed at the present time, due to limited tender response and prohibitive cost. 6. **RECOMMEND** these contract awards to Full Council on 25th March 2026 for formal approval. 7. **NOTE** that further capital works reports will be presented once procurement for remaining works is complete. Cllr K Small enquired about the expenditure for roofing costs, does the budget recommendation need re-assessing and then re-tender in the summer. Cllr D Patey noted that the roofing is the largest expenditure and Councillors should be cautious about approving smaller expenditures until the roofing contractor is approved. **RESOLVED** to **APPROVE** recommendations 1,2,3,4,5,6 & 7 and re-tender the roofing contract in the summer.	
FGP590	**Compliance Contract Renewal Report** Mr A Briggs presented an update from a written report. See Appendix 6. Members are requested to: 1. **NOTE** the expiry of the Fire and Water compliance contracts. 2. **NOTE** the comparative quotations received. 3. **APPROVE** renewal of the existing Fire Compliance contract. 4. **APPROVE** appointment of Contractor D for Water Hygiene services. 5. **APPROVE** consolidation of fire alarm servicing arrangements into a single unified fire compliance contract. 6. **APPROVE** allocation of £5,124.92 from the Public Works Loan allocation for fire alarm lifecycle replacement works. Councillors discussed the recommendations.	

	RESOLVED to **APPROVE** recommendations 1,2,3,4,5 & 6. Cllr P Park requests to become a Member of the Finance & General Purposes Committee. **RESOLVED** to **APPROVE** Cllr P Park request to become a Member of the Finance & General Purposes Committee.	
FGP591	**Actions Noted** To **NOTE** actions. • FGP408 – completed • FGP421 – completed • FGP524 – completed • FGP538 – completed • FGP553 – completed • FGP556 – completed **RESOLVED** to **NOTE** actions. ***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.***	
FGP592	**Staffing Proposal** Mr A Cripps presented a verbal update in relation to a library staff member who has been on long term sick. He explained the staff member is unable to return to work and request approval to proceed with Retirement on ill health grounds, and Councillors to **APPROVE** associated financial costs. Councillors discussed the proposal. Cllr K Small requested that the legal position of the Parish be investigated and confirmed before completing. Cllr D Patey proposed **APPROVING** the Retirement on ill health grounds with the associated financial costs once the Parishes legal position has been verified.	

	RESOLVED to **APPROVE** the Retirement on ill health grounds with the associated financial costs once the Parishes legal position has been verified.	
	Meeting Closed 20:48	

Signed.. Date 25/03/26.