



Parish Council

Central Swindon North Parish Council

Moredon Sporting Hub,

Cheney Manor Industrial Estate,

SWINDON SN2 1QR

FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES

Tuesday 16th June 2026 19.00

Present:

Councillors:

Cllr Dave Patey (Chair)
Cllr Muhammad Khan (Vice Chair)
Cllr John Ballman - virtually
Cllr Kevin Small

Clerk:

Mr Andy Reeves (Parish Clerk)

Officers:

Mr Andrew Briggs (Ops Manager)
Ms Emma Till (Finance Manager) - virtually
Mr Joe Gelston (Leisure Manager)
Miss Rachel Westcott (Committee & Finance
Administrator) - virtually

Member of the Public Present:

Mr Mike Ware (Idverde)
Mr Dennis May (Swindon Bowls Club)
Mrs Emily Funnell (Swindon Hub)
Mr Jol Rose (Swindon Hub)

Apologies

none

		Action
FGP-2026.24	Declarations of Interest Cllr John Ballman declared an interest in The Library & Leisure Trust, HBUF and RSPB. RESOLVED to NOTE the Declarations of Interest.	
FGP-2026.25	Public Questions & Public Correspondence None RESOLVED to NOTE Cllr D Patey proposed suspending standing orders to move FGP-2026.34 to the beginning of the meeting. RESOLVED to APPROVE.	
FGP-2026.26	Minutes of the Meeting To NOTE the minutes of the previous meetings held on Wednesday 15th April 2026. RESOLVED to NOTE minutes of the previous meetings held on Wednesday 15th April 2026.	
FGP-2026.27	Grounds Maintenance Update Mr A Briggs presented an update from a written report. See attachment FGP-2026.27. Cllr D Patey mentioned the need to monitor the area behind the Co-Op. Mr A Briggs explained that the Parish is in communication with Swindon Borough Council (SBC) in managing this situation. Cllr K Small mentioned the good news around the employment of a Parish resident and supported this action. Mr A Reeves noted the need to review trees planted over the last ten years to replace those that have not established. RESOLVED to NOTE update.	
FGP-2026.28	Transaction Logs Cllr D Patey to confirm REVIEW of April 2026 (£9,388.29) and May 2026 (£6,775.81) transaction logs.	

	RESOLVED: Cllr D Patey confirmed the GPC transaction logs for April 2026 (£9,388.29) and May 2026 (£6,775.81). Cllr D Patey proposed Cllr M Khan (Vice Chair) to review transaction logs with himself for 2026/27. RESOLVED to APPROVE	
FGP-2026.29	Budget Report To NOTE the income and expenditure and forecast reports for April 2026 and May 2026. Revenue Cllr K Small enquired around the expected Year End spreadsheet to show expected year end totals which would show what the predicted under/over spend would be for each area. Ms E Till mentioned that the spreadsheet is created and she thought it was to be presented on a quarterly basis. Cllr D Patey noted that the spreadsheet should be presented at each meeting for review and Managers should provide updated figures on a quarterly basis. RESOLVED to NOTE the income and expenditure and forecast reports for April 2026 and May 2026.	Budget spreadsheet to be presented at each FGP, updated figures from Managers quarterly.
FGP-2026.30	Payments List To REVIEW and APPROVE April 2026 and May 2026 Payments Lists. RESOLVED to APPROVE April 2026 and May 2026 Payments Lists.	
FGP-2026.31	Debtors Lists To REVIEW Debtors Lists for April 2026 and May 2026. - Sales Ledger - Allotment RESOLVED to NOTE Debtors Lists for April 2026 and May 2026.	
FGP-2026.32	Ear Marked Reserves To NOTE the balances of the Ear Marked Reserves as at the 31st May 2026.	Officers to merge/ pay relevant EMR's.

	Councillors requested that where possible older EMR funds be released to their designated areas or merged to reduce EMR lines. Cllr D Patey requested a breakdown on the PWLB budget spend. Mr A Briggs explained that this was provided in his update. RESOLVED to NOTE the Ear Marked Reserves as at the 31st May 2026.	
FGP-2026.33	Ward Allowance To NOTE the current balances of Ward Allowances. Cllr Dave Patey requests £700.00 from his Ward Allowance towards Christmas lights at Gorse Hill Baptist Church. RESOLVED to APPROVE Cllr Dave Patey request for £700.00 from his Ward Allowance towards Christmas lights at Gorse Hill Baptist Church. Cllr Kevin Small, Cllr Muhammad Khan and Cllr Josh Woods request £2,600.00 from their Ward Allowance towards Christmas lights for Rodbourne Road divided at £867.00, £867.00 and £866.00 respectively. RESOLVED to APPROVE Cllr Kevin Small, Cllr Muhammad Khan and Cllr Josh Woods request for £2,600.00 from their Ward Allowance towards Christmas lights for Rodbourne Road divided at £867.00, £867.00 and £866.00 respectively. Mr A Briggs mentioned the possibility that there may be extra costs like last year. Cllr K Small enquired that we had the certification done last year and was it still valid. Mr A Reeves explained that he would communicate with SBC and enquire if the certification was valid for one or three years. Cllr Ian Edwards requests £500.00 from his Ward Allowance towards The People of Penhill Summer Fun Day on the 2nd August 2026 at Sevenfields Playing Fields.	Mr A Reeves to communicate with SBC re certification for Xmas lights.

	RESOLVED to APPROVE Cllr Ian Edwards request for £500.00 from his Ward Allowance towards The People of Penhill Summer Fun Day on the 2nd August 2026 at Sevenfields Playing Fields. Cllr Sandra Absalom requests £500.00 from her Ward Allowance towards The People of Penhill Summer Fun Day on the 2nd August 2026 at Sevenfields Playing Fields. RESOLVED to APPROVE Cllr Sandra Absalom request for £500.00 from his Ward Allowance towards The People of Penhill Summer Fun Day on the 2nd August 2026 at Sevenfields Playing Fields.	
FGP-2026.34	Grant Requests To NOTE balance of the Grant Fund £14,100.00. RESOLVED to NOTE The Swindon Hub request £2,000.00 (£1,000.00 match funded toward lift repairs Mrs E Funnell presented an update on the work of Swindon Hub. Cllr D Patey queried the amount of Parish residents using the facility as under normal circumstances the Parish only support organisations within the Parish. Mr Jol Rose explained that the Swindon Hub is located in the town centre but caters for all residents of Swindon including CSNPC. Cllr K Small noted that the Parish has supported organisations outside the Parish before who cater for CSNPC residents. He suggested around £500.00 Councillors agreed. RESOLVED to APPROVE The Swindon Hub adjusted request of £500.00 to cover lift repairs. The Swindon North End Bowls Club request £1,500.00 (£500.00 match funded) towards replacing old metal windows with UPVC double glazed windows in all toilets.	

	Mr Dennis May presented a request explaining the grant application. RESOLVED to APPROVE The Swindon North End Bowls Club request of £1,500.00 (£500.00 match funded) towards replacing old metal windows in all toilets.	
FGP-2026.35	Policy Review To REVIEW and ADOPT the following policies and procedures. • Co-Option Policy Councillors discussed the need to include provision within the policy to pay Co-Opted Councillors the same as elected ones. RESOLVED to ADOPT • Financial Reserves Policy Councillors discussed what level of reserve the Parish should have and to review the policy in the future. RESOLVED to ADOPT • Privacy Policy RESERVED to ADOPT • Departing Councillor's IT Policy and Procedures RESOLVED to ADOPT Councillors discussed the laptop stock for Officers and Cllrs and looking at investing in more next year to possibly include the option of a tablet as an alternative.	
FGP-2026.36	CIL Requests Even Swindon Ward Councillors request £637.00 be moved to EMR437 Mannington Rec. RESOLVED to APPROVE	
FGP-2026.37	Moredon Community Centre Infrastructure Works Mr A Reeves presented an update from a written report. See attachment FGP-2026.37.	

	Cllr K Small recommended an adjustment approving expenditure from the PWLB to cover the work, with the proviso that if the money is needed to complete other works at a later date the funds be transferred from the income made from renting to the nursery back to the PWLB Capital Funds. Recommendation, Members are requested to: 1. APPROVE the drainage and sewerage infrastructure works required to support the new nursery tenant at Moredon Community Centre. 2. APPROVE the Council's contribution of £8,556 50% of the project cost from the PWLB Capital Budget. 3. APPROVE the negotiated arrangement whereby the tenants 50% contribution of the project cost is provided as an advance capital contribution to the Council. 4. Authorise officers to finalise contractual arrangements and proceed with the works to achieve completion by August 2026. RESOLVED to APPROVE recommendations 1, 2, 3 & 4 to include Cllr K Smalls adjustment.	
FGP-2026.38	CiLCA Qualifications Expansion Mr A Reeves presented an update from a written report. See attachment FGP-2026.38. Councillors discussed the request. RESOLVED to DEFER to July FGP.	
FGP-2026.39	Ops & Project Update Mr A Briggs presented an update from a written report. See attachment FGP-2026.39. Recommendations the Committee is asked to: 1. NOTE the general operations update, including servicing, compliance activity, waste contract migration, maintenance works and the forward EICR programme. 2. NOTE the mobilisation of Trident Water for water hygiene services, including initial site visits between 17–19 June 2026, monthly visits thereafter, and Responsible Person training booked for staff on 23 June 2026.	

	3. NOTE the update on fire compliance works, including the current review of works at Even Swindon Community Centre and the outstanding relay fault at Moredon Sports Hub. 4. NOTE the ongoing transfer of waste collection services from Hills to Grundon, the expected phased transfer through to mid-2027, and the anticipated long-term reduction in monthly waste collection costs. 5. NOTE the operational pressures, cost implications and staff welfare concerns arising from misuse, anti-social behaviour and abuse at Chapel Street Toilets. 6. NOTE the instruction of kitchen extract / ducting cleaning at Moredon Sporting Hub, Pinetrees Community Centre and John Moulton Hall, at an indicative cost of £1,890.00, with full kitchen deep-clean costs noted for information only. 7. APPROVE the main estate tree survey, mapping and long-term management /inventory work for recreation grounds and community centre sites at a cost of £13,095.00. 8. NOTE that the main estate tree survey cost exceeds the annual Tree Works budget allocation of £12,000, which has also already been allocated in part to remedial tree works, and that a proportion of the cost will therefore need to be attributed to the wider Grounds Maintenance budget surplus under Grounds Maint – 200/5525. 9. NOTE that the allotment tree survey proposal, at a cost of £5,155.00 will be recommended separately to the July Leisure & Recreation Committee for consideration and approval from the Allotments budget code 350/1300. 10. NOTE that the Herod Burna Urban Forest / Southbrook Recreation Ground proposal is to be considered separately and referred to the Urban Forest charity due to the management arrangements for that area. 11. NOTE the progress of the Salix Heat Decarbonisation Programme, including works at Gorse Hill Community Centre and Even Swindon Community Centre, approval of the Salix change request, the receipt of the Year 1 payment drawdown, and the continuing need to manage grant reimbursement and cashflow timing. 12. NOTE the Wales & West Utilities gas disconnection quotations and the separate	
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	WME / SMS meter removal process required before physical service disconnection can take place. 13. NOTE progress on the Capital Works Programme, including fire door works, Southbrook patio works, pavilion refurbishment / enabling works, the Moredon Community Centre refurbishment tender, and Pinetrees Community Centre flooring and decoration proposals. 14. NOTE the position regarding the former changing block situated in front of Princess Elizabeth Pavilion, including the outstanding confirmation required from Swindon Borough Council regarding the mains electrical supply and the need for a future options report on retention, repurposing or demolition. 15. NOTE the Southbrook patio issue arising from significant rainfall and failed gutter joints, and that guttering repairs will be completed before the contractor returns to repair affected patio areas. 16. NOTE that officers will continue to monitor contractor invoices, Salix claim windows, capital programme spend, PWLB-funded works and operational budgets, with any material cost, scope or cashflow issues reported back to Committee. RESOLVED to APPROVE all recommendations.	
FGP-2026.40	Pinetrees Community Centre Works Mr A Briggs presented an update from a written report. See attachment FGP-2026.40. Councillors discussed the quotations. Cllr K Small requested that Councillors are mindful that the PWLB was for building repairs work not just remedial cosmetic works, and to be cautious about spending from the PWLB until the repair works are completed. Recommendations, the Committee is asked to: 1. NOTE the current condition of the Pinetrees Community Centre hall floor and the need for replacement. 2. NOTE the anonymised flooring quotations received:	

	- Flooring Contractor A – £19,002.00. - Flooring Contractor A – £20,148.80 - Flooring Contractor B – £21,995.00 - Flooring Contractor C – £10,500.00 3. NOTE the anonymised decoration quotations received: - Decoration Contractor A: £8,422.00 - Decoration Contractor B: £12,650.00 4. Support progressing both the hall flooring and internal decoration works as a coordinated improvement project. 5. APPROVE - Flooring Contractor C – commercial LVT flooring, at a cost of £10,500, and - Decoration Contractor A – internal decoration works, at a cost of £8,422.00 6. NOTE that the combined cost is £18,922.00. 7. NOTE that officers will review existing tables and chairs at Pinetrees Community Centre, particularly furniture with metal legs or damaged feet, and consider replacement with plastic or floor-safe alternatives to protect the new floor. RESOLVED to APPROVE all recommendations.	
FGP-2026.41	Solar PV Proposals for MCC & JMH Mr A Briggs presented an update from a written report. See attachment FGP-2026.41. Councillors discussed the recommendations. Councillors noted that selling excess energy produced back to the energy company may not be cost effective. The addition of a battery backup to store unused energy to be used within the building during evenings etc should be investigated. Recommendations, Members are recommended to: 1. NOTE the indicative solar PV proposals received for Moredon Community Centre and John Moulton Hall. 2. NOTE the current billed electricity and energy cost position set out in this report. 3. NOTE that a Public Works Loan allocation of £50,000 has been identified for solar projects within the Council's capital programme. 4. NOTE that the Council has secured Sport England capital funding for refurbishment works at Moredon Community Centre and that, if solar	

	is to be considered at that site, there may be merit in reviewing it alongside those live works. 5. NOTE that the Salix decarbonisation scheme at John Moulton Hall is proceeding and will remove the existing gas heating system, replacing it with electrical technologies, with only limited residual gas use expected to remain for the cooker. 6. NOTE that this will substantially reduce gas costs at John Moulton Hall but is likely to increase electricity demand and cost, thereby strengthening the potential value of onsite solar generation. 7. AGREE that both projects should be progressed to the next stage of review, including detailed site survey, technical validation and refined financial appraisal. 8. Request that officers bring back a further report to Members with full proposals, updated costings, procurement considerations, planning position and final recommendations before any formal commitment to installation is made. RESOLVED to APPROVE to NOTE all recommendations and further investigation at both MCC and JMH including battery backup costs.	
FGP-2026.42	Grounds Maintenance and Street Cleaning Contract Cllr K Small proposed the Grounds Maintenance and Street Cleaning Contract be discussed at a Working Group to meet next week with decisions brought back to July FGP for approval. RESOLVED to APPROVE Cllr K Smalls recommendation.	
FGP-2026.43	MSH Business Proposal Mr J Gelston presented an update from a written report. See attachment FGP-2026.43. Councillors discussed the proposal. Recommendation. It is recommended that Committee Members: 1. APPROVE the purchase of a multi-deck chilled display fridge for the café at Moredon Sporting Hub.	

	2. Delegate authority to officers to confirm the final specification, supplier, delivery cost, warranty provision and installation requirements, provided the total cost does not exceed an agreed budget limit of £1,770, or such other limit as Members determine. 3. AGREE the budget source for the purchase, either through the café budget, an appropriate capital/equipment budget. 4. Require officers to monitor performance for an initial period of three to six months, including sales uplift, wastage, stock loss, customer demand and operational impact. 5. Request that food safety controls are reviewed before implementation, including allergen labelling, shelf-life arrangements, temperature monitoring and stock rotation procedures. RESOLVED to APPROVE	
FGP-2026.44	Community Centre Business Plan To APPROVE creation of a Working Group. Cllr D Patey explained that he would like to request the creation of a Working Group to review each Community Centre, one every two months, over the course of the year. RESOLVED to APPROVE	
FGP-2026.45	Actions Noted To NOTE actions. • FGP573 – moved to July 2026 • FGP-2026.9 – completed RESOLVED to NOTE	
	Meeting Closed 21:43	

Signed.....

Date.....