



Parish Council

Central Swindon North Parish Council

Princess Elizabeth Pavilion

Moredon Sporting Hub

Cheney Manor

SWINDON SN2 1QR

FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES

Tuesday 15th September 2026 19.00

Present:

Councillors:

Cllr Dave Patey (Chair)
Cllr Muhammad Khan (Vice Chair)
Cllr John Ballman
Cllr Paul Exell
Cllr Kevin Small

Clerk:

Mr Andy Reeves (Parish Clerk)

Officers:

Mr Andrew Briggs (Ops Manager)
Ms Emma Till (Finance Manager)

Member of the Public Present: Mike Ware (Idverde)
James Corrigan (Council HR & Governance Support)

Apologies

Cllr Josh Woods

		Action
FGP-2026.70	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-2026.71	Public Questions & Public Correspondence None RESOLVED to NOTE	
FGP-2026.72	Minutes of the Meeting To NOTE the minutes of the previous meeting held on Tuesday 14th July 2026 & the Extraordinary Finance & General Purposes Committee meeting held on Wednesday 5th August 2026. RESOLVED to NOTE the minutes of the previous meeting held on Tuesday 14th July 2026 & the Extraordinary Finance & General Purposes Committee meeting held on Wednesday 5th August 2026.	
FGP-2026.73	Operational Review Mr J Corrigan presented a verbal update on the services they provide and the success stories from work they have done at other Councils. Mr A Reeves mentioned that this would help the Parish assess existing roles which have been built up over nine years of ad-hoc needs, and restructure to create more efficiency and make sure enough roles are provided for the work that is required going forward. Cllr D Patey enquired how much many staff and hours would be required to complete a staff restructure. Mr J Corrigan asked how many staff the Parish has at present. Mr A Reeves responded about 15. Mr J Corrigan explained that would be around 2 days on site to include questionnaires & interviews with staff, collating documentary evidence, evaluating data then presentation of a report. To complete all this would be 9-11 days. He mentioned that as they work within the sector, they understand which roles are most popular, and which struggle to attract permanent staff.	

	Cllr K Small suggested holding off until the Councillors have agreed on the Grounds procurement provision contracts and whether the Parish would be needing to recruit more staff to facilitate that. Mr A Reeves suggested including funding for the staffing review be included within the 2027/28 budget proposal. Cllr J Ballman agreed that waiting until after the 2027/28 budget has been agreed and future ground maintenance provision decisions are made. RESOLVED to NOTE update.	
FGP-2026.74	Ground Maintenance Update Mr M Ware presented a verbal update from a written report. See attachment FGP-2026.74. Cllr K Small thanked Mr M Ware for the work done around the Green and enquired around the planters at Morris & Percy Street. Mr A Briggs explained that this is in the process of being done and being sourced from an alternative provision. Cllr D Patey mentioned he had seen the weeds at Ferndale Road being cleared and thanked Mr M Ware. Mr M Ware responded that this was the sparkle team. RESOLVED to NOTE	
FGP-2026.75	Transaction Logs Mr A Reeves, Cllr D Patey, Cllr M Khan confirm REVIEW of July 2026 & August 2026 transaction logs. RESOLVED to NOTE review of July 2026 & August 2026 transaction logs.	
FGP-2026.76	Budget Report To NOTE the income and expenditure and forecast reports for July 2026 and August 2026. Cllr D Patey enquired about the Forecast summary showing a £700,000 overspend at year end.	

	Ms E Till suggested changing the budget report to a more condensed report at future meetings. Cllr K Small mentioned that the forecast should not include capital but just revenue spending so the Councillors can monitor how the 2.8 million revenue budget is being spent. Councillors discussed finance reporting. RESOLVED to NOTE the income and expenditure and forecast reports for July 2026 and August 2026.	
FGP-2026.77	Payments List To REVIEW and APPROVE July 2026 & August 2026 Payments Lists. Cllr D Patey requested that the descriptions be checked for multiple invoice payments. RESOLVED to APPROVE July 2026 & August 2026 Payments Lists.	
FGP-2026.78	Debtors Lists To REVIEW Debtors Lists for July 2026 and August 2026. • Sales Ledger • Allotment Ledger RESOLVED to APPROVE Sales & Allotment Debtors Lists.	
FGP-2026.79	Ear Marked Reserves To NOTE the balances of the Ear Marked Reserves as at the 31st August 2026. Councillors discussed election funding for future years. Cllr D Patey requested remaining funds for tables & chairs at Gorse Hill Community Centre be spent on whatever the Community Centre needs. RESOLVED to NOTE the balances of the Ear Marked Reserves as at the 31st August 2026.	
FGP-2026.80	Ward Allowance Update To NOTE the current balances of Ward Allowances. RESOLVED to NOTE	

	Cllr Joy Grotzinger requests £5,000.00 be transferred to EMR399 – International Festival to support the African Festival Community Event planned for July 2027. Cllr K Small mentioned the lack of parking provision around Pembroke Rec. Councillors discussed locations available to put on the event and suggested using Moredon Sporting Hub (MSH) as an alternative location. RESOLVED to APPROVE Cllr J Grotzinger request for £5,000.00 be transferred to EMR399 – International Festival to support the African Festival Community Event planned for July 2027.	
FGP-2026.81	Grant Requests To NOTE balance of the Grant Fund £10,100.00. RESOLVED to NOTE	
FGP-2026.82	Policy Review To REVIEW and ADOPT the following policies and procedures. • Business Continuity Policy Mr A Briggs presented an update on the changes to the Business Continuity Policy. RESOLVED to ADOPT the Business Continuity Policy. • Grants Policy RESOLVED to ADOPT the Grants Policy. • Habitual Vexatious Complaints Policy RESOLVED to ADOPT the Habitual Vexatious Complaints Policy. • Records Management Policy RESOLVED to ADOPT the Record Management Policy.	
FGP-2026.83	CIL None.	

	RESOLVED to NOTE	
FGP-2026.84	Grounds Procurement Update Mr A Briggs presented a verbal update from a written report. FGP-2026.84. Cllr K Small requested the Working Group be after the 16th October 2026. Recommendations. Members are recommended to: • NOTE progress with the procurement, the consultant's comments on Volumes 1–3 and the further amendments and reviews required before publication. • NOTE that employment/TUPE advice has been obtained, updated workforce information is awaited from Idverde, and the in-house business case remains under development. • NOTE the depot, waste, fleet and timetable issues requiring further consideration. • APPROVE convening the Working Group to review status and key aspects alongside ongoing officer work. • ENDORSE officers continuing to finalise and publish the ITT at the earliest opportunity. RESOLVED to APPROVE recommendations.	
FGP-2026.85	Ops & Project Update Mr A Briggs presented a verbal update from a written report. See attachment FGP-2026.85. Cllr D Patey mentioned the new floor at PTCC and positive reviews from residents. Cllr K Small mentioned the gas cookers being removed from Parish buildings. Mr A Briggs explained that these have been mostly removed now at no cost to the Parish. Cllr K Small wondered which water company the Parish uses and whether enquiring around a different supplier.	

	Mr A Reeves mentioned that the Parish is limit to options, but this could be looked at in the future. Recommendations. The Committee is asked to: • NOTE the operational, compliance and project updates contained within the report. • NOTE the updated Capital Works spending position. • NOTE that the Moredon Community Centre refurbishment was not included within the original PWLB programme and is being facilitated through external Sport England funding. • NOTE that officers are seeking a suitably competent contractor to undertake drone condition surveys of the identified roofs and assess their suitability for refurbishment and recoating. • NOTE the receipt of the second £95,000 Salix grant payment and the anticipated timing of the third grant drawdown. • NOTE the headline operational budget position, with 54.3% spent and 45.7% remaining across the reported budget headings. • NOTE that officers will continue to monitor project expenditure, external funding, operational budgets, contractor performance, compliance actions, certification and final account positions and report any material issues to the Committee. RESOLVED to APPROVE recommendations. Cllr P Exell left the meeting.	
FGP-2026.86	EMR Creation for HAF Funding Mr A Reeves presented a verbal update from a written report. See attachment FGP-2026.86. Cllr K Small mentioned that the HAF funding cost was approved for increase at the MSH 14/09/2026 meeting to avoid using Parish funding to support the future provisions. Cllr J Ballman enquired about how many recipients used the HAF funding & what did the Parish provide.	

	Mr A Reeves responded 32 and it varied from cycling activities, parachutes and a lunch. Councillors discussed various activities provided around Swindon. The Finance and General Purposes Committee is RECOMMENDED to: • APPROVE the establishment of an EMR for the HAF Camp funding of £2,770; • APPROVE the establishment of an EMR for the Openwork Grant funding of £14,616; • APPROVE the establishment of an EMR for the anticipated Sport England funding of £14,965, with the funding to be allocated to the reserve upon receipt; • NOTE that further HAF Camp funding is anticipated and will be allocated appropriately following receipt; and • NOTE that no EMR is required for the £2,700 Big Bike Revival funding, as expenditure is being managed externally. RESOLVED to APPROVE recommendations.	
FGP-2026.87	MCC Tenant Onboarding Infrastructure & Toilet Provision Mr A Reeves presented a verbal update from a written report in relation to APPROVING pre-approved recommendations. Recommendation. Members are asked to: • NOTE the expenditure and funding position in relation to the Play Den project; • NOTE that officers have sought to minimise the financial contribution required from the Council; • NOTE the additional £30,000 secured from Sport England and the further £16,000 secured from SBC towards the project; and • APPROVE £4,350 from PWLB funding to meet the cost of the toilet provision required as part of the project. RESOLVED to APPROVE recommendations.	
FGP-2026.88	PWLB Project Approvals • Quotes for JMH painting.	

	Mr A Briggs presented a verbal update from a written report. See attachment FGP-2026.88.i. Recommendations. Members are asked to: • NOTE the condition of the walls shown in Appendix 1 and the need for preparation and redecoration. • APPROVE Bidder A for the JMH works at £6,990 ex VAT, funded by the Public Works Loan allocation. • NOTE the £8,422 already committed to Pinetrees, leaving an allocated of £29,588 capacity to progress other sites through separate approvals. RESOLVED to APPROVE recommendations. • Quotes for JMH Kitchen Replacement & PTCC Extraction Works. Mr A Briggs presented a verbal update from a written report. See attachment FGP-2026.88.ii. Cllr J Ballman enquired about the type of cooking appliances used as induction hobs are dangerous for people with pacemakers. Mr A briggs explained that this has been taken into account during the refurbishment process. Cllr K Small mentioned that JMH is used by the public regularly and were the photos taken when an activity was going on. Mr A Briggs responded yes. Recommendations. As the expenditure exceeds the Committee's delegated authority, Members are asked to: • ENDORSE the proposed JMH kitchen works, including the commercial water boiler and a provisional £2,500 allowance for LVT flooring, currently providing an indicative JMH budget of £29,704 excluding VAT.	
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	• REQUEST that officers try to obtain a third comparable fixed-price quotation for each project. • RECOMMEND To Full Council the use of £624.94 from EMR 349 towards the JMH kitchen refurbishment. • REQUEST that the final quotation evaluation and funding position be presented to Full Council, together with the recommended contractors and final contract values. • NOTE the wider JMH improvement programme, including the Salix heat decarbonisation works, removal of both gas meters on 13 October 2026, removal of the gas line on 15 October 2026, repair of the leaking sink, proposed redecoration and installation of solar panels later in 2026. RESOLVED to APPROVE recommendations.	
FGP-2026.89	Vehicle Procurement Mr A Briggs presented a verbal update from a written report. See attachment FGP-2026.89. Cllr K Small enquired about the sticker placement and removal whether this was included in the costs. Mr A Briggs responded yes. Cllr K Small queried the need for reversing sensors. Mr A Reeves mentioned that to work on highways this was recommended and the insurers like it which could reduce insurance premiums. Cllr J Ballman suggested creating a policy within the Parish to go electric with vehicles where possible. Mr A Reeves agreed due to the size of the Parish and provisions available this would be a good initiative. Councillors discussed going electric where possible with future vehicle procurement. Cllr K Small proposed all future vehicles procured be electric. Recommendations. Members are asked to:	

	• NOTE the existing fleet contract expiry dates. • APPROVE the separate procurement of the two replacement vehicles. • APPROVE officers commencing procurement of a replacement panel van for delivery before April 2027. • AGREE that a replacement tipper is not procured at this stage and that its requirement and specification are reviewed following the outcome of the Council's grounds maintenance/street-cleansing review. • AGREE that, if subsequently required, the tipper specification should avoid the more costly hydraulic swing/lifting-arm conversion unless a clear operational requirement can be demonstrated. • NOTE the indicative costs within this report for 2027/28 budget planning. • APPROVE all future vehicles procured be electric. RESOLVED to APPROVE recommendations.	
FGP-2026.90	Raybrook Meadow Footpath – SBC Grant Funded Mr A Briggs presented at verbal update from a written report. See attachment FGP-2026.90. Cllr D Patey queried if putting a concrete path through the land would affect its designated usage. Mr A Briggs responded no, it would just improve accessibility for wheelchairs and pushchairs allowing more residents to use the area. It is recommended that the Finance and General Purposes Committee: • APPROVE the refurbishment of the Raybrook Meadow path at the quoted value of £8,762 ex VAT; • APPROVE the inclusion of a three-metre-wide passing and viewing area at a suitable midway point along the route, subject to the additional cost being confirmed and funded in full by SBC; • AUTHORISE officers to commission and manage the works once written confirmation has been received that SBC will reimburse the	

	full cost of both the main path works and the additional passing and viewing area. • AUTHORISE CSNPC to pay the contractor and invoice SBC for full reimbursement; and • Delegates authority to the Operations Manager, in consultation with the Clerk, to agree the final accessible width, location and specification of the passing and viewing area, the programme of works and the CDM arrangements, provided that there is no net cost to CSNPC. RESOLVED to APPROVE recommendations.	
FGP-2026.91	Actions Noted To NOTE actions. • FGP-2026.33 – completed. SBC confirmed certification valid until 2031. • FGP-2026.44 – First WG covering PTCC organised to deep dive into income & expenditure. • FGP-2026.54 – completed. • FGP-2026.55 – completed. RESOLVED to NOTE	
Meeting Closed 21:02		

Signed.....

Date.....