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 20th October 2026 19.00

Present:	
Councillors:	Cllr Dave Patey (Chair) Cllr John Ballman Cllr Kevin Small
Clerk:	Mr Andy Reeves (Parish Clerk)
Officers:	Mr Andrew Briggs (Ops Manager) Ms Emma Till (Finance Manager) - virtually
Member of the Public Present:	Mike Ware (Idverde) Carrie Woollatt (Church Admin Eileen Miller (PCC member)
Apologies	Cllr Muhammad Khan Cllr Paul Exell Cllr Javes Rodrigues

		Action
FGP-2026.92	**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-2026.93	**Public Questions & Public Correspondence** None **RESOLVED** to **NOTE**	
FGP-2026.94	**Minutes of the Meeting** To **NOTE** the minutes of the previous meeting held on Tuesday 15th September 2026. **RESOLVED** to **NOTE** the minutes of the previous meeting held on Tuesday 15th September 2026.	
FGP-2026.95	**Ground Maintenance Update** Mr M Ware presented a verbal update from a written report. See attachment FGP-2026.95. Cllr J Ballman enquired around retention of the sparkle team members. Mr M Ware explained that the job can be very challenging due to the types of litter the employees have to tackle. Cllr D Patey asked about the bin usage data. Mr M Ware noted the data has been collected, and he will forward this to Mr A Briggs shortly. **RESOLVED** to **NOTE**	
FGP-2026.96	**Financial Reports** To **REVIEW** and **APPROVE** September 2026 reports. • Budget Report • Forecast • PWLB • Ear Marked Reserves • Payments List • Sales Debtors • Allotment Debtors	

	Cllr D Patey enquired about the forecast report. Ms E Till responded that the forecast report is with the accountant at present to review the equations within the report as they are creating inaccurate data and need editing. The report should be returned in the next few days. Cllr D Patey requested that the report be forwarded to Committee members when they arrive and where possible be presented every month with updates every quarter. Councillors discussed the EMR's and requested an update on the expected spends, reason for uses and expected spend schedule for 2026/27. Cllr D Patey enquired if there was a cheaper way to complete payments. Mr A Reeves explained that the Parish is completing payments in the most cost-effective way at present. Cllr K Small queried if any of the old debtors could be cleared as bad debtors. Mr A Reeves responded the WIMs one as he has been banned from using the facilities. Cllr K Small proposed removing the WIMS bad debt of £1,050.00 from the accounts. **RESOLVED** to **APPROVE** all the financial reports.	
FGP-2026.97	**Transaction Logs** Mr A Reeves, Cllr D Patey, Cllr M Khan confirm **REVIEW** of September 2026 transaction logs. **RESOLVED** to **NOTE** review of September 2026 transaction logs.	
FGP-2026.80	**Ward Allowance Update** To **NOTE** the current balances of Ward Allowances. Cllr Rouchell Cardoso requests £5,000.00 from her Ward Allowance be placed in an EMR called EMR – RC WA Bus Shel Ferndale for use when enough funds are available to purchase a bus shelter within her Ward area.	

	Councillors discussed the types of bus shelters to acquire and whether using advertising as a way to cover costs and create income. **RESOLVED** to **APPROVE** Cllr Rouchell Cardoso request for £5,000.00 from her Ward Allowance be placed in an EMR called EMR – RC WA Bus Shel Ferndale for use when enough funds are available to purchase a bus shelter within her Ward area. Cllr Ana Fernandes requests £3,500 from her Ward Allowance be placed in an EMR called EMR – AF WA Bus Shel Ferndale for use when enough funds are available to purchase a bus shelter on Vicarage Road. **RESOLVED** to **APPROVE** Cllr Ana Fernandes request for £3,500 from her Ward Allowance be placed in an EMR called EMR – AF WA Bus Shel Ferndale for use when enough funds are available to purchase a bus shelter on Vicarage Road. Cllr Tony Fernandes requests £1,000.00 from his Ward Allowance towards the cost of providing Christmas Hampers to local residents. The hampers would contain a selection of practical items and foodstuffs and are intended to be distributed in mid-December. Cllr K Small enquired how recipients will be selected. Mr A Reeves explained that Cllr T Fernandes would be acquiring names from various organisations within his ward. Councillors discussed the request. **RESOLVED** to **APPROVE** Cllr Tony Fernandes request for £1,000.00 from his Ward Allowance towards the cost of providing Christmas Hampers to local residents. The hampers would contain a selection of practical items and foodstuffs and are intended to be distributed in mid-December. Cllr Sandra Absalom requests £1,000.00 from her Ward Allowance for The Chronic Pain Awareness group Penhill for art equipment and a Christmas dinner. **RESOLVED** to **APPROVE** Cllr Sandra Absalom request for £1,000.00 from her Ward Allowance for	

	The Chronic Pain Awareness group Penhill for art equipment and a Christmas dinner. Cllr Dave Patey requests £1,000.00 from his Ward Allowance for a health event at Gorse Hill with any unspent funds being returned to his Ward Allowance. **RESOLVED** to **APPROVE** Cllr Dave Patey request for £1,000.00 from his Ward Allowance for a health event at Gorse Hill with any unspent funds being returned to his Ward Allowance. Cllr Ian Edwards requests £900.00 for a community Christmas lunch in Penhill. Mr A Reeves mentioned that funds are available from the Pride in Place specifically for social cohesion events. He suggested approving the request and then seeing if the funding could be reimbursed from Pride in Place. Councillors agreed. **RESOLVED** to **APPROVE** Cllr Ian Edwards requests £900.00 for a community Christmas lunch in Penhill.	
FGP-2026.99	**Grant Requests** To **NOTE** balance of the Grant Fund £10,100.00. **RESOLVED** to **NOTE** St Augustine's Church requests a £2,000.00 contribution towards the replacement of two heaters. Mr A Reeves presented the request from a written application and confirmed that supporting buildings attached to religious organisations that utilize the property for events and activities not associated with the religious organisation is acceptable. Councillors discussed the application. **RESOLVED** to **APPROVE** St Augustine's Church requests a £2,000.00 contribution towards the replacement of two heaters.	
FGP-2026.100	**Policy Review** To **REVIEW** and **ADOPT** the following policies and procedures. • CIL Expenditure Policy	

	Councillors discussed the need to elaborate the Policy to include management of disputes within the Wards in relation to decisions on spending CIL funding. Mr A Reeves responded that he would update the policy and return it to the next FGP meeting. **RESOLVED** to **DEFER** the CIL Expenditure Policy to the next FGP meeting. • Equality & Diversity Policy **RESOLVED** to **ADOPT** the Equality & Diversity Policy. • Vendor Policy **RESOLVED** to **ADOPT** the Vendor Policy. • Youth Safeguarding Policy **RESOLVED** to **ADOPT** the Youth Safeguarding Policy.	
FGP-2026.101	**CIL** None. **RESOLVED** to **NOTE**	
FGP-2026.102	**2025/26 AGAR** To **NOTE** 2025/26 AGAR Section 3 External Auditor Report. Councillors discussed the report. **RESOLVED** to **NOTE** 2025/26 AGAR Section 3 External Auditor Report.	
FGP-2026.103	**Ops & Project Update** Mr A Briggs presented a verbal update from a written report. See attachment FGP-2026.103. Councillors discussed the Salix funding situation. Cllr D Patey queried the spending within Maintenance Compliance.	

	Mr A Briggs responded that with the addition of further buildings more safety and compliance items are required. **RESOLVED** to **NOTE** report.	
FGP-2026.104	**Community Centre Working Group** To **RECEIVE** notes and **APPROVE** recommendations. Cllr K Small enquired which buildings the Parish were reviewing. Cllr D Patey explained that initially it would be the buildings the Parish run, to later look at other assets. Councillors discussed the areas to cover within the Community Centre Working Group. Recommendations to Finance and General Purposes Committee. The Working Group recommended that the Committee: 1. **NOTE** the review of Pinetrees Community Centre and the operational actions identified. 2. Support further investigation of marketing and promotional support, including student project work, placements and apprenticeships, with any resource or budget implications reported for consideration as part of 27/28 budget setting. 3. Support exploration of temporary art exhibitions within community centres and libraries, subject to suitable arrangements and costs. 4. Consider the financial implications arising from the review within the forthcoming budget process, including operating pressures, future maintenance and any proposals for additional promotional capacity. **RESOLVED** to **APPROVE** recommendations.	
FGP-2026.105	**PTCC Kitchen Extraction** Mr A Briggs presented a verbal update from a written report. See attachment FGP-2026.105. Councillors discussed the two tender quotes. Cllr K Small proposed re-negotiating the 50% payment up front.	

	Councillors agreed. Cllr D Patey proposed **APPROVING** all the recommendations and including a re-negotiation of the 50% up front. Recommendations to Members: 1. **APPROVE** the proposed kitchen extraction works in principle, to support greater use of the commercial kitchen and additional income generation. 2. **APPROVE** an allocation of £15,045 + up to 5% contingency from the PWLB-funded buildings capital programme. 3. **APPROVE** award of the kitchen extraction works to Bidder B. **RESOLVED** to **APPROVE** recommendations and re-negotiating the 50% up front.	
FGP-2026.106	**Actions Noted** To **NOTE** actions. • FGP-2026.44 – completed. **RESOLVED** to **NOTE**	
	Meeting Closed 21:02	

Signed…… Date…….