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 24th November 2026 19.00

Present:	
Councillors:	Cllr Dave Patey (Chair) Cllr Muhammad Khan (Vice Chair) Cllr John Ballman
Clerk:	Mr Andy Reeves (Parish Clerk)
Officers:	Mr Andrew Briggs (Ops Manager) Mr Aaron Cripps (Marketing, Literacy & Digital Systems Manager) Miss Rachel Westcott (Committee & Finance Administrator) - virtually
Member of the Public Present: Mike Ware (Idverde) - virtually	
Apologies	Cllr Kevin Small Cllr Paul Exell

		Action
FGP-2026.110	**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-2026.111	**Public Questions & Public Correspondence** None **RESOLVED** to **NOTE**	
FGP-2026.112	**Minutes of the Meeting** To **NOTE** the minutes of the previous meetings held on Tuesday 20th October 2026 and the Extraordinary Finance & General Purposes Committee held on Tuesday the 3rd November 2026. **RESOLVED** to **NOTE** the minutes of the previous meetings held on Tuesday 20th October 2026 and the Extraordinary Finance & General Purposes Committee held on Tuesday the 3rd November 2026.	
FGP-2026.113	**Ground Maintenance Update** Mr M Ware presented a verbal update from a written report. See attachment FGP-2026.113. Cllr D Patey mentioned a resident who explained to him that the paths along Pinehurst Road were cleared onto the road and then cleared from the road several hour later, was this normal procedure. Mr M Ware explained that where the machines cannot access paths this is sometimes necessary. Cllr D Patey mentioned residents could use the mountain bike track for their remote-controlled cars rather than open spaces which could damage the grass. Cllr J Ballman enquired about the total weight of the detritus from the road sweeper, was this a normal amount. Mr M Ware responded yes at this time of year. Councillors discussed detritus clearance processes.	

	RESOLVED to **NOTE** Cllr D Patey proposed suspending standing orders to move agenda item FGP-2026.123 to be reviewed next. **RESOLVED** to **APPROVE**	
FGP-2026.114	**Financial Reports** To **REVIEW** and **APPROVE** October 2026 reports. • Budget Report • Forecast • PWLB • Ear Marked Reserves • Payments List • Sales Debtors • Allotment Debtors Cllr D Patey enquired about the Salix funding issue. Mr A Reeves explained that a solicitor has been contacted and the situation reviewed. Depending on how Salix proceeds will determine how the Parish responds. Councillors discussed EMR's that have retained funds unused for several years and the possibility of placing them into the general reserve. **RESOLVED** to **APPROVE** all the financial reports.	
FGP-2026.115	**EMR Rename** To **APPROVE** EMR328 – JY WA Mural rename. Cllr D Patey proposed renaming EMR328 – JY WA Mural to EMR328 – EP Artwork 5778/600 **RESOLVED** to **APPROVE**	
FGP-2026.116	**Transaction Logs** Parish Clerk Mr A Reeves, Cllr D Patey & Cllr M Khan confirms **REVIEW** of October 2026 transaction logs. **RESOLVED** to **NOTE** review of October 2026 transaction logs.	
FGP-2026.117	**Ward Allowance Update** To **NOTE** the current balances of Ward Allowances. **RESOLVED** to **NOTE**	

FGP-2026.118	**Grant Requests** To **NOTE** balance of the Grant Fund £8,100.00. **RESOLVED** to **NOTE**	
FGP-2026.119	**Policy Review** To **REVIEW** and **ADOPT** the following policies and procedures. • CIL Expenditure Policy **RESOLVED** to **ADOPT** • Investment Strategy Policy **RESOLVED** to **ADOPT** • Mobility Scooter Policy **RESOLVED** to **ADOPT** • Parks & Open Spaces Policy **RESOLVED** to **ADOPT** • Volunteer Policy **RESOLVED** to **ADOPT** • Financial Regulations Mr A Reeves updated Councillors with the changes within the Financial Regulations to bring the policy up to date and in line with our existing procedures as well as new Government legislation. Cllr J Ballman enquired if the processes are sufficient. Mr A Reeves explained that the procedures are extremely robust, and various people view and approve the invoices before payment. This creates a procedure that protects the Parish from fraud and has been praised during Audits. Mr A Briggs noted that the Clerk has provision to use up to £30,000 in an emergency and the OPS Manager has a £5,000 limit. Tier 3 Officers have a £1,000 limit. Cllr D Patey proposed changing 'Finance meeting' to Finance & General Purposes Committee' and including the changes on the front page.	

	Councillors agreed. **RESOLVED** to **ADOPT** with changes proposed by Cllr D Patey. • Standing Orders Cllr D Patey proposed including the changes on the front page. **RESOLVED** to **ADOPT** with changes proposed by Cllr D Patey.	
FGP-2026.120	**CIL** None. **RESOLVED** to **NOTE**	
FGP-2026.121	**Ops & Project Update** Mr A Briggs presented a verbal update from a written report. See attachment FGP-2026.121. Cllr D Patey enquired where the funds for the Solar panels will come from. Mr A Briggs explained that it will come from the PWLB, there is already a contingency for £24,000 and this is to approve the extra funding required. Recommendations. Committee is asked to: 1. **NOTE** the operational, project, procurement and compliance updates contained within this report. 2. **NOTE** the current capital and operational budget positions. 3. **NOTE** the ongoing formal Salix complaint, the solicitor's review and the associated financial risk. 4. **APPROVE RECOMMENDING TO FULL COUNCIL** that the Council proceeds with the proposed solar PV and battery installations at John Moulton Hall and Moredon Community Centre, at a combined quoted cost of £31,326. 5. **APPROVE RECOMMENDING TO FULL COUNCIL** that a contingency of 3%, equivalent to £939.78, is approved, providing a maximum project provision of £32,265.78.	

	6. **SUPPORT** officers exploring whether the additional Penhill works could be considered within the relevant Pride in Place proposals. 7. **CONSIDER** the PTCC Café request for financial assistance of £225 per day for two days of closure, totalling £450, subject to evidence of unavoidable staffing and stock costs, consideration of costs avoided during closure and identification of an appropriate budget. 8. **NOTE** the Moredon Sporting Hub gapped-site investigation and the potential for account amendments or retrospective water charges. 9. **NOTE** that further updates on the grounds maintenance tender, vehicle procurement and principal capital projects will be provided as the relevant milestones are reached. **RESOLVED** to **APPROVE** all recommendations.	
FGP-2026.122	**Revised Vehicle Arrangements** Agenda item removed due to a change in circumstances no longer requiring the revision. **RESOLVED** to **WITHDRAW**	
FGP-2026.123	**IT Support Services Contract Renewal** Mr A Cripps presented a verbal update from a written report. See attachment FGP-2026.123. Recommendations and Next Steps 1) While option 1 minimises short-term expenditure, continuing with an unchanged service will leave the Parish exposed to severe operational and financial disruption from cyber incidents, representing poor value in the longer term. 2) While option 2 delivers essential cyber security enhancements, continuing with Microsoft 365 Standard licences provides baseline, foundational security only, leaving the network and endpoints vulnerable. 3) The recommended option is Option 3 Full Package - Managed Security plus Microsoft 365 Business Premium & Intune which represents the most robust and future proof investment and provides full visibility and control over organisational devices and data.	

	4) Should budget constraints prevent full adoption in this financial year, Option 2 (Hybrid Package) is recommended as a minimum viable safeguard, with a commitment to upgrade to Business Premium and Intune at the next budget cycle, Councillors are asked to: 1) **REVIEW** the three renewal options; and 2) **APPROVE** a preferred option in principle so final commercial quotes and contract terms can be negotiated with supplier priors to the April 2027 renewal deadline. Cllr J Ballman noted that while he understands the need for extra security, the extra cost is only due to the Parishes use of IT so extensively. It is important the Parish considers the overall cost of using IT services compared to hard copies and to consistently review to ascertain that the cost to maintain these types of services are cost effective for residents. Councillors discussed IT processes and procedures, and about other types of office services. Mr A Reeves mentioned the importance of Parish staff and Councillors taking personal responsibility in protecting information held by the Parish while using IT services. Cllr M Khan enquired if Officers and Councillors receive IT security training. Mr A Cripps explained that training is not mandatory, but a comprehensive IT Security Policy is provided for all staff and Councillors during their onboarding. Councillors discussed providing IT Security training for everyone. Cllr D Patey proposed **DEFERRING** the decision until Decembers FGP and sourcing further quotes for option 2 & 3 to be reviewed at that time. **RESOLVED** to **DEFER** the decision until Decembers FGP and sourcing further quotes for option 2 & 3 to be reviewed at that time.	
FGP-2026.124	**RCBC Licence to Occupy** Mr A Reeves presented a verbal update presenting the signed contract from RCBC explaining their	

	contribution and access to Pembroke Gardens once built. Cllr J Ballman enquired how long the contract would last. Mr A Reeves explained that it will be around three years, about 1,132 hours at £22per hour. **RESOLVED** to **NOTE**	
FGP-2026.125	**2027/28 Budget Review** **RESOLVED** to **NOTE**	
FGP-2026.126	**Actions Noted** To **NOTE** actions. • FGP-2026.100 – completed. **RESOLVED** to **NOTE**	
	Meeting Closed 21:05	

Signed…… Date…….