

CENTRAL SWINDON NORTH PARISH COUNCIL

23rd December 2020

Dear Councillor,

You are formally **summoned** to attend a virtual meeting of the
CENTRAL SWINDON NORTH PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE to be held on
TUESDAY 5 January 2021 at 7.00pm
at **ZOOM LINK** (provided by the Head of Finance & Governance)



Andy Reeves
Parish Clerk

AGENDA

Public Questions, Comments or Representations (**maximum of 10 minutes**)

Central Swindon North Parish Council is committed to increasing its accountability to the public and to promoting active citizenship. A maximum of 10 minutes will be allowed at the start of all Council meetings for questions to the Chair from members of the public about the work of the Council (except for confidential matters and specific planning applications). Questions must be relevant, clear and concise. Because of time constraints Public Question Time is not an opportunity to make speeches or statements. Prior notice of a question to the Clerk is desirable - particularly if detailed background information is needed.

1. **Apologies**
2. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council in May 2017.
3. **Minutes of the Previous Meeting**
To review and approve the minutes of the previous meeting (attached).
4. **Transaction Logs**
Cllr S Excel to confirm review of September transaction logs.
5. **Budget Report – November 2020**
To NOTE the summary income and expenditure against budgets report to November 2020 (attached).
6. **Capital Expenditure Projects**
To CONSIDER the report of the Head of Finance & Governance regarding capital expenditure requests for 2021/22 (attached).
7. **Ward Allowance - Update**
To NOTE the report of the Head of Finance & Governance regarding Ward Allowance spend for the previous and current financial years (attached).

8. Ward Allowance

To CONSIDER requests from Cllr P Exell as follows:

1. Litter bin between St Andrew's Church and the junction of Moredon Rd/Bourne Rd.
2. Dog and/or litter bin in Olive Grove green space.
3. Dog bin in Olive Grove near school railings, across the road from the wall which divides Olive Grove and Pinetree Rise.
4. Litter bin at the top of a Church Walk South near the shops.
5. Any remaining ward allowance to be put towards the proposed works at the Moredon & Rodbourne Cheney Library - the water re-use and carpet.

The Parish Clerk has confirmed that this request adheres to the Councils Ward Allowance Procedure (January 2018).

9. 2021/22 Budget Setting

To NOTE a verbal update from the Head of Finance & Governance regarding the 2021/22 budget setting process.

Members of Parish Council
Cllr Kevin Small (Chair)
Cllr Mick Lucas (Vice-Chair)
Cllr John Ballman
Cllr Ray Ballman
Cllr Paul Exell
Cllr Steph Exell
Cllr Stephen Henderson
Cllr Javes Rodrigues
Cllr Tom Smith

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE MEETING

Minutes of the meeting held virtually via Zoom on 1 December 2020 at 7.00pm.

Present Cllr K Small (Chair)
Cllr M Lucas (Vice-chair)
Cllr J Ballman
Cllr R Ballman
Cllr P Exell
Cllr S Exell
Cllr S Henderson

Officers A Reeves (Clerk/RFO)
H Armagan (Allotments Officer)
G Barr (Grants Manager)
A Briggs (Estates Manager)
A Cripps (Libraries Manager)
J Smart (Head of Finance & Governance)
A Webb (Youth Worker)

Also Present Cllr J Yeowell

Public None

314 **Apologies**

No apologies were received from Cllr J Rodrigues nor Cllr T Smith.

315 **Declarations of Interest & Applications for Dispensation**

Cllr J Ballman declared that he is a Trustee of the Hreod Burna Urban Forest and member of the RSPB.

316 **Minutes of the Previous Meeting**

The minutes of the Finance & General Purposes (F&GP) Committee meeting held on Tuesday 3 November 2020 were reviewed and approved as a correct record of the meeting.

317 **Transaction Logs**

Members noted that the most recent Transaction Logs had been checked by Cllr S Exell and there were no anomalies to be raised.

318 **Budget - Report October 2020**

Members noted the summary income and expenditure against budgets report to October 2020, a copy of which appears as Appendix A in the Minute Book.

319 **Capital Expenditure Projects**

Members noted the report of the Head of Finance & Governance regarding capital expenditure per Ward to 31 March 2020, a copy of which appears as Appendix B in the Minute Book.

320 **Ward Allowance - Update**

Members noted the report of the Head of Finance & Governance regarding Ward Allowance spend for the previous and current financial years, a copy of which appears as Appendix C in the Minute Book.

321

Ward Allowance

Members considered a request from Cllr K Small to grant Even Swindon Community Centre (Charity Number 1006724) £4,000.00 to replenish Covid-19 impacted reserves to a safe level. The Parish Clerk has confirmed that this request adheres to the Councils Ward Allowance Procedure (January 2018).

Members **RESOLVED** to approve the request from Cllr K Small to grant Even Swindon Community Centre £4,000.00 to replenish Covid-19 impacted reserves to a safe level.

322

Budget 2020/21

Members noted a verbal update from the Head of Finance & Governance (HoF&G) regarding the 2021/22 budget setting process.

The HoF&G informed Members that she had now met (informally) with Committee Clerks and Chairs to discuss their budget requirements for 2020/21. Information has just been received from Swindon Borough Council to indicate that the tax base has reduced to XXXXXXX from 9772.74. However, the Council Tax Support Grant will be increased from £45,999.00 to £xxxx to compensate for the impact of Covid-19.

As it currently stands, the Council budgets will result in a precept request of £xxxxxx which is a Band D increase of XXXX%.

The F&GP Committee are due to review the budgets as a whole in early January to make a formal recommendation to Full Council in time for the precept demand to be issued to Swindon Borough Council by XXXXXXXXXXXXXXXXXXXx.

The meeting closed at 9.XXpm

Signed.....

Date.....

Chair of the Finance & Staffing Committee

Summary Income & Expenditure by Budget Heading 01/12/2020

Month No: 8

Budget Report - November 2020

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Central Support Costs							
	Income	355	1,355,727	1,318,825	(36,902)			102.8%
	Expenditure	27,460	167,235	328,388	161,153		161,153	50.9%
	Movement to/(from) Gen Reserve	<u>(27,105)</u>	<u>1,188,493</u>					
150	Democratic Representation							
	Expenditure	906	13,315	147,000	133,685		133,685	9.1%
200	Leisure & Recreation							
	Income	4,763	6,203	27,000	20,797			23.0%
	Expenditure	155,549	421,576	715,849	294,273		294,273	58.9%
	Movement to/(from) Gen Reserve	<u>(150,786)</u>	<u>(415,374)</u>					
210	Play Areas							
	Expenditure	0	4,930	2,000	(2,930)		(2,930)	246.5%
300	Akers Way - Allotments							
	Income	765	765	1,700	935			45.0%
	Expenditure	285	570	1,700	1,130		1,130	33.5%
	Movement to/(from) Gen Reserve	<u>480</u>	<u>195</u>					
305	Churchward Avenue - Allotments							
	Income	975	975	1,500	525			65.0%
	Expenditure	285	625	1,500	875		875	41.7%
	Movement to/(from) Gen Reserve	<u>690</u>	<u>350</u>					
310	Cheney Manor - Allotments							
	Income	2,430	2,430	4,000	1,570			60.8%
	Expenditure	318	637	4,000	3,363		3,363	15.9%
	Movement to/(from) Gen Reserve	<u>2,112</u>	<u>1,793</u>					
315	Crowdys Hill - Allotments							
	Income	600	600	900	300			66.7%
	Expenditure	318	637	900	263		263	70.7%
	Movement to/(from) Gen Reserve	<u>282</u>	<u>(37)</u>					
320	Gorse Hill - Allotments							
	Income	2,190	2,190	4,000	1,810			54.8%
	Expenditure	318	843	4,000	3,157		3,157	21.1%
	Movement to/(from) Gen Reserve	<u>1,872</u>	<u>1,347</u>					
325	Pickards Field - Allotments							
	Income	0	0	4,000	4,000			0.0%
	Expenditure	570	1,882	4,000	2,118		2,118	47.1%
	Movement to/(from) Gen Reserve	<u>(570)</u>	<u>(1,882)</u>					
330	Redcliffe Street - Allotments							
	Income	0	0	1,700	1,700			0.0%
	Expenditure	318	762	1,700	938		938	44.8%
	Movement to/(from) Gen Reserve	<u>(318)</u>	<u>(762)</u>					
335	Rodbourne Farm - Allotments							
	Income	510	510	950	440			53.7%
	Expenditure	285	1,747	950	(797)		(797)	183.9%
	Movement to/(from) Gen Reserve	<u>225</u>	<u>(1,237)</u>					
340	Somerford Close - Allotments							
	Income	60	60	200	140			30.0%
	Expenditure	218	437	200	(237)		(237)	218.3%
	Movement to/(from) Gen Reserve	<u>(158)</u>	<u>(377)</u>					
345	Allington Road - Allotments							
	Income	0	0	50	50			0.0%
	Expenditure	0	218	50	(168)		(168)	436.7%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(218)</u>					

Summary Income & Expenditure by Budget Heading 01/12/2020

Month No: 8

Budget Report - November 2020

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400	Pinetrees							
	Income	403	403	76,000	75,597			0.5%
	Expenditure	15,769	55,387	111,879	56,492		56,492	49.5%
	Movement to/(from) Gen Reserve	<u>(15,366)</u>	<u>(54,984)</u>					
405	JMH							
	Income	0	0	21,100	21,100			0.0%
	Expenditure	1,693	15,860	34,795	18,935		18,935	45.6%
	Movement to/(from) Gen Reserve	<u>(1,693)</u>	<u>(15,860)</u>					
410	32 The Circle							
	Expenditure	419	25,455	3,238	(22,217)		(22,217)	786.1%
415	Chapel St. Public Conveniences							
	Expenditure	684	9,239	8,417	(822)		(822)	109.8%
420	St Marks Rec							
	Expenditure	502	1,802	778	(1,024)		(1,024)	231.7%
425	Southbrook Depot							
	Expenditure	76	1,427	5,140	3,713		3,713	27.8%
435	Even Swindon CC							
	Expenditure	9,880	14,228	466	(13,762)		(13,762)	3053.2%
440	Western CC							
	Expenditure	411	1,411	0	(1,411)		(1,411)	0.0%
445	Gorse Hill CC							
	Expenditure	483	838	78	(760)		(760)	1073.9%
450	M&RC CC							
	Expenditure	393	1,513	77	(1,436)		(1,436)	1965.4%
455	Seagry Court Depot							
	Expenditure	0	1,268	0	(1,268)		(1,268)	0.0%
500	Community Wellbeing							
	Income	0	2,340	0	(2,340)			0.0%
	Expenditure	274	3,196	65,000	61,804		61,804	4.9%
	Movement to/(from) Gen Reserve	<u>(274)</u>	<u>(856)</u>					
510	Youth							
	Income	0	6,000	0	(6,000)			0.0%
	Expenditure	2,503	23,792	24,187	395		395	98.4%
	Movement to/(from) Gen Reserve	<u>(2,503)</u>	<u>(17,792)</u>					
520	Libraries Trust							
	Expenditure	32,569	82,966	0	(82,966)		(82,966)	0.0%
	Grand Totals:- Income	13,051	1,378,203	1,461,925	83,722			94.3%
	Expenditure	252,486	853,795	1,466,292	612,497	0	612,497	58.2%
	Net Income over Expenditure	<u>(239,435)</u>	<u>524,409</u>	<u>(4,367)</u>	<u>(528,776)</u>			
	Movement to/(from) Gen Reserve	<u>(239,435)</u>	<u>524,409</u>					

Finance & General Purposes Committee

Capital Programme

1.0 Introduction

1.1 At the Full Council meeting held on 18 November 2020 it was **RESOLVED** that there be £184,363.39 of reserves made available for capital projects and that Members through their Committees bring forward ideas for a capital programme.

1.2 At the Full Council meeting held on 25 November 2020 it was **RESOLVED** to allocate up to £40,000.00 from this capital reserve for the extension of the car park at St Marks Tennis Centre. Should there be enough in underspend for the current year then this will be reimbursed into the capital programme reserve. NB the current projection is that there will be sufficient underspend in the current budget to cover this, however it is in no way guaranteed.

2.0 Report Detail

2.1 The Full Council reviewed the following requests at the meeting held on Wednesday 16 December 2020:

2.1.1 The Leisure & Recreation Committee have put forward the following projects for consideration against the available capital project reserve:

Project	Estimated Cost
Southbrook Recreation Car Park	£55,000.00
Contributions towards improving energy efficiency of assets ie. solar panel installations	£30,000.00
Larger capital works following asset surveys	Unknown
St Marks Mini Golf	£50,000.00
Pembroke Gardens Changing Rooms	£40,000.00 - £70,000.00
Penhill Bowls Club	£40,000.00 - £50,000.00
New outdoor gym or play area	£20,000.00
Barnum Court Play Area	£20,000.00
Total	£255,000 - £350,000.00

2.1.2 The Community Wellbeing Committee have put forward the following projects for consideration against the available capital project reserve:

Project	Estimated Cost
Penhill Drive/Corsham Road Planters	£1,440.00
Corsham Road/Have/Seven Fields Dog Bins	£458.00
Minety Rec Tree Planting	£200.00
Seven Fields North Outdoor Gym	£12,159.00
Penhill Community Summer Day	£3,000.00 - £4,000.00
Total	£16,957.00 - £17,957.00

2.1.3 The Planning and Environment Committee have put forward the following projects for consideration against the available capital project reserve:

Project	Estimated Cost
Grasscrete for verges	£20,000.00
Neighbourhood Plan Contractor	£18,000.00

Finance & General Purposes Committee

Capital Programme

Total	£38,000.00
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2.2 In addition to these, Cllr J Ballman has requested that the following items be considered:

2.2.1 Pinehurst

- Bulb planting to be continued
- New children's play area at rear of main hall Pinetrees Community Centre
- Playground at rear of Medlar Court to be made DDA compliant
- Return of Street furniture at Clive Parade
- Bus shelters Pinehurst Road and Whitworth Road
- Bus shelters could be 6 in total spend would be over a number of years total sum would require identification of most suitable sites cost could be of set by advertising

2.2.2 Gorse Hill

- Bulb planting to be continued
- External refurbishment Gorse Hill Community Centre
- Southbrook car park
- Xmas lights in Gorse Hill shopping centre for Christmas 2021
- Play area at Chapel Street to be made DDA compliant
- Saint Marks Green Flag program
- Play areas in Saint Marks to be made DDA compliant

2.3 Cllr S Henderson has requested a survey of grass verges within the Parish to identify the size and the locations of grass verge damage, with a view to improving the wellbeing of the environment.

2.4 The Head of Finance and Governance (HoF&G) has produced the following list which is a rationalisation of the above requests:

2.4.1

Project	Estimated Cost
Southbrook Recreation Car Park	£55,000.00
Contributions towards improving energy efficiency of assets ie. solar panel installations	£30,000.00
Larger capital works following asset surveys including works to Pembroke Gardens Changing Rooms, Penhill Bowls Club, Gorse Hill Community Centre	£100,000.00
St Marks Mini Golf	£50,000.00
Play Areas/Outdoor Gyms	£65,000.00
Grasscrete for verges	£20,000.00
Neighbourhood Plan Contractor	£18,000.00
Total	£338,000.00

Finance & General Purposes Committee

Capital Programme

- 2.5 The HoF&G recommends that the following (smaller) projects may be funded by ward allowances:

Penhill Drive/Corsham Road Planters	£1,440.00
Corsham Road/Have/Seven Fields Dog Bins	£458.00
Minety Rec Tree Planting	£200.00
Penhill Community Summer Day	£3,000.00 - £4,000.00
Street Furniture and Bus Shelters	£15,000.00
Christmas Lights	£5,000.00
Total	£25,098.00 - £26,098.00

- 2.5 Please note that the green flag and bulb planting projects are currently included in the revenue budget.

- 2.6 As most of the capital project budget is made up of CIL contributions, Full Council will need to resolve that these projects are being funded as such.

3.0 Recommendation

- 3.1 That Members consider listing the above requests in order of priority and agree a recommendation on the split of the remaining capital project budget to Full Council.
- 3.2 That Members consider which projects may be undertaken (in order of priority) if the current financial year underspend is available come April 2021. Currently projected at £118,750.00.

Ward Allowance Update

Agenda Item 7

1.0 Introduction

The Head of Finance & Governance (HoF&G) has prepared an update on Ward Allowance spend for the previous and current financial years as follows:

2.0 Report Detail

2.1 2019/20

	19/20 Allowance	WDA Approved spend 19/20	WDA Remaining	WDA Committed but unspent at 22.12.20
Cllr J Ballman	£5,000.00	£4,500.00	£500.00	£ 4,500.00
Cllr K Small	£5,000.00	£5,000.00	£0.00	£ 5,000.00
Cllr S Exell	£5,000.00	£850.00	£4,150.00	£ -
Cllr P Exell	£5,000.00	£1,913.48	£3,086.52	£ -
Cllr T Smith	£5,000.00	£0.00	£5,000.00	£ -
Cllr M Lucas	£5,000.00	£5,000.00	£0.00	£ 5,000.00
Cllr K Parker	£5,000.00	£568.67	£4,431.33	£ -
Cllr P Baker	£5,000.00	£0.00	£5,000.00	£ -
Cllr J Yeowell	£5,000.00	£0.00	£5,000.00	£ -
Cllr R Ballman	£5,000.00	£0.00	£5,000.00	£ -

Finance & General Purposes Committee

Tuesday 5 January 2021

Ward Allowance Update

Agenda Item 7

Cllr D Montaut	£2,000.00	£0.00	£2,000.00	£ -
Cllr J Rodrigues	£5,000.00	£5,116.08	-£116.08	£ -
Cllr S Thompson	£5,000.00	£0.00	£5,000.00	£ -
Cllr S Henderson	£5,000.00	£0.00	£5,000.00	£ -
Cllr D Patey	£5,000.00	£0.00	£5,000.00	£ -
Totals	£72,000.00	£22,948.23	£49,051.77	£ 9,500.00

2.2 2020/21

	20/21 Allowance	WDA Approved spend 20/21	WDA Remaining	WDA Committed but unspent at 22.12.20	WDA Allowance Remaining Excluding Committed but unspent
Cllr J Ballman	£5,000.00	£870.00	£4,130.00	£ 870.00	£ 5,000.00
Cllr K Small	£5,000.00	£5,000.00	-	£ 5,000.00	£ 5,000.00
Cllr S Exell	£5,000.00	£500.00	£4,500.00	£ 500.00	£ 5,000.00
Cllr P Exell	£5,000.00	£1,000.00	£4,000.00	£ 1,000.00	£ 5,000.00
Cllr T Smith	£5,000.00	£0.00	£5,000.00	£ -	£ 5,000.00
Cllr M Lucas	£5,000.00	£1,000.00	£4,000.00	£ 1,000.00	£ 5,000.00

Finance & General Purposes Committee

Tuesday 5 January 2021

Ward Allowance Update

Agenda Item 7

Cllr K Parker	£5,000.00	£0.00	£5,000.00	£ -	£ 5,000.00
Cllr P Baker	£5,000.00	£0.00	£5,000.00	£ -	£ 5,000.00
Cllr J Yeowell	£5,000.00	£0.00	£5,000.00	£ -	£ 5,000.00
Cllr R Ballman	£5,000.00	£3,090.00	£1,910.00	£ 3,090.00	£ 5,000.00
Cllr D Montaut	£5,000.00	£0.00	£5,000.00	£ -	£ 5,000.00
Cllr J Rodrigues	£5,000.00	£0.00	£5,000.00	£ -	£ 5,000.00
Cllr S Thompson	£5,000.00	£500.00	£4,500.00	£ 500.00	£ 5,000.00
Cllr S Henderson	£5,000.00	£1,360.00	£3,640.00	£ 800.00	£ 4,440.00
Cllr D Patey	£5,000.00	£0.00	£5,000.00	£ -	£ 5,000.00
Totals	£75,000.00	£9,320.00	£65,680.00	£ 8,760.00	£ 74,440.00

3.0 Recommendation
That the report is noted.