

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE MEETING

Minutes of the meeting held at The Reading Rooms, 32 The Circle, Pinehurst, Swindon
on Tuesday 5 April 2022 at 7.00pm.

- Present** Cllr John Ballman
Cllr Ray Ballman
Cllr Mick Lucas
Cllr Dave Patey (Vice Chair)
Cllr Kevin Small (Chair)
Cllr James Yeowell
- Virtual Attendees** Cllr Paul Exell (via MS Teams)
Andrew Briggs (Estates Manager)
Jodie Smart (Head of Finance & Governance)
- Officers** Andy Reeves (Clerk)
- Public** None
- FGP126** **Apologies**
Apologies were received from Cllr Steph Exell.
- FGP127** **Declarations of Interest & Applications for Dispensation**
Cllr J Ballman declared an interest as Member of HBUF of the RSPB and Trustee of the Central Swindon North Parish Leisure and Library Trust.
- FGP128** **Minutes of Previous Meetings**
The minutes of the Finance & General Purposes (F&GP) Committee meetings held on Thursday 3rd March and Thursday 31st March 2022 were reviewed and approved as a correct record of the meeting.
- FGP129** **Transaction Logs – February 2022**
Members noted that the Government Procurement Card (GPC) transaction logs for February 2022 had been checked by Cllr P Exell. Cllr P Exell confirmed that all transactions were approved with the exception of two receipts to be provided.
- FGP130** **Budget Reports – February 2022**
Members noted the summary income and expenditure against budgets report to February 2022, a copy of which appears as Appendix A in the Minute Book.
- FGP131** **Payments Lists**
Members noted the payment lists from February 2022, a copy of which appears as Appendix B in the Minute Book.

RESOLVED to approve the payment list from February 2022 totalling £148,981.21.

FGP132 **Ward Allowance Update**

Members noted that the balances of Ward Allowances at 1 April 2022 had all been reset to £5,000.00.

Cllr K Small expressed disappointment that not all Members utilised their ward allowances during 2021/22 and encouraged all to work with their fellow Ward Members to use their ward allowances to improve their areas.

FGP133 **Grant Application**

Members considered the grant application from Threshold Housing, a copy of which appears as Appendix C in the Minute Book.

RESOLVED to request further details of the event and how this will benefit the residents of Central Swindon North Parish and to confirm that Kevin Parry is acting as an employee of Threshold Housing.

FGP134 **Ear Marked Reserve**

Members noted the balances of Ear Marked Reserves as at 28 February 2022, a copy of which appears as Appendix D in the Minute Book.

ACTION: Officers to produce an update report on individual projects within the Ear Marked Reserves including individual closure dates.

FGP135 **Budget Review and Year End Update**

Members noted the report of the Head of Finance and Governance regarding the budget review and year end update, a copy of which appears at Appendix E in the Minute Book.

The Head of Finance and Governance informed Members that she was in the middle of processing year end adjustments so figures are likely to change before the production of year end accounts. The Head of Finance and Governance informed Members that the Allotments were currently projecting a £1,300.00 deficit, which was largely down to the large water bills backdated by several years. Members discussed possible solutions to reduce future water bills.

The Head of Finance and Governance informed Members that she was still projecting an underspend of around £35,000.00 - £40,000.00.

FGP136 **St Marks Recreation Ground Lease**

Members noted the report of the Clerk regarding the proposed St Marks Recreation Ground lease, a copy of which appears as Appendix F in the Minute Book.

Cllr P Exell expressed concern over the lack of budget allocation for maintaining current assets whilst considering taking on the additional asset of St Marks Recreation Ground. There was some further discussion around the fact that funds had already been spent at this facility.

RESOLVED that:

- the lease be signed as previously agreed to include the Tennis Courts, Pavilion and Parkland.
- to instruct Officers to enact the break clause in October 2022 if the issue around tree maintenance has not been resolved so that a new agreement completing this issue can be signed.

- to grant an underlease with the Central Swindon North Parish Leisure and Library Trust for an eleven year period for the tennis facilities.
- to allow the Central Swindon North Parish Leisure and Library Trust to approve an amended service level agreement for the tenant NTA to service the loan repayment.

FGP137

Staffing Panel Update

Members noted the update from the Estates Manager and Clerk regarding the recent staffing panel meeting. The Estates Manager informed Members that an advert for a Temporary Allotments Officer for one month had been issued. The post will then be advertised as a six month fixed contract whilst a full review of the post is undertaken.

The Clerk informed Members that it was the Head of Finance and Governance’s last committee meeting today and thanked her for all her hard work. Emma Freemantle will be starting on 1 June 2022. Cover will be provided between the Clerk, Jodie Smart (as an external Contractor) and KJS Accounting.

The Clerk also informed Members that the Administration Assistant, Natasha Abrahamson was due to finish the next day and invited Members to wish her well. The new Administration Assistant Julie-Ann Williams is to start on 6th May 2022. In the meantime cover will be provided by existing staff.

The Chair added thanks to Jodie Smart (Head of Finance & Governance) for her service to the Parish and in particular the Finance & General Purposes Committee. The Chair wished her all the best for the future and her new role.

The Chair approved the additional item to be added to the agenda below.

FGP138

Application for Dispensation

The Clerk informed Members that Cllr Steph Exell had applied for a dispensation for absence from the Council due to ill health.

RESOLVED that the Finance & General Purposes Committee recommend to Full Council to approve the dispensation for absence for Cllr Steph Exell.

The meeting closed at 7.51pm

Signed.....

Date.....
Chair of the Council