

# CENTRAL SWINDON NORTH PARISH COUNCIL

## **FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

Minutes of the meeting held at Pinetrees Community Centre, The Circle, Pinehurst, SN2 1QR  
on Tuesday 6 July at 7.00pm.

- Present** Cllr Kevin Small (Chair)  
Cllr D Patey (Vice Chair)  
Cllr Mick Lucas  
Cllr John Ballman  
Cllr Ray Ballman  
Cllr Paul Exell  
Cllr Steph Exell  
Cllr James Yeowell
- Officers** Andrew Briggs (Estates Manager, Via Zoom)  
Andy Reeves (Parish Clerk, Via Zoom)  
Jodie Smart (Head of Finance & Governance)
- Public** None
- FGP014** **Apologies**  
No apologies were received.
- FGP015** **Declarations of Interest & Applications for Dispensation**  
Cllr J Ballman declared an interest as Member of HBUF and the RSPB.  
*Cllr J Yeowell entered the meeting at 7.01pm.*
- FGP016** **Minutes of the Previous Meeting**  
The minutes of the Finance & General Purposes (F&GP) Committee meeting held on Tuesday 1 June 2021 were reviewed and approved as a correct record of the meeting.
- FGP017** **Transaction Logs**  
Members noted that the Government Procurement Card (GPC) transaction logs for May 2021 had been checked by Cllr P Exell and that there were no anomalies to be raised.
- FGP018** **Budget Report - May 2021**  
Members noted the summary income and expenditure against budgets report to May 2021, a copy of which appears as Appendix A in the Minute Book.
- Cllr S Exell enquired about CIL and S106 payments received in 2017/18 and why these monies had been included in the general fund for capital spend. The Clerk and Chair explained that this had been the decision at the time as the funds had been transferred along with other transitional monies with no requirement to conform with the S106 conditions. However, funds had been spent in Gorse Hill.
- RESOLVED** to take a report to Environment & Planning Committee regarding the use of historical CIL and S106 funds.

**FGP019**

**Payments Lists**

Members noted the payment lists from May 2021, a copy of which appears as Appendix B in the Minute Book.

**RESOLVED** to approve the payment lists from May 2021 totalling £252,073.50.

**FGP020**

**Ward Allowances**

Members noted the balances of Ward Allowances at 6 July 2021, a copy of which appears as Appendix C in the Minute Book.

**FGP021**

**Ward Allowance Requests**

Members noted the requests for ward allowance spend as follows:

A request from Cllr P Exell to use £241.00 of his Ward Allowance (£5,000.00 available), on replacement raised flower beds at Moredon Library.

Cllr J Yeowell requested that the other Ferndale Ward Councillors be given the opportunity to use their Ward Allowances on the litter bins for the Oasis footpath.

**RESOLVED** to approve the request from Cllr P Exell to use £241.00 of his Ward Allowance on replacement raised flower beds at Moredon Library.

Action: Cllr J Yeowell to consult with Cllrs Miller and Patel to discuss the litter bins for the Oasis footpath.

**FGP022**

**Grant Request**

Members noted the grant request from Swindon and Wiltshire Crimestoppers for £1,550.00 for marketing and promotion of the Crimestoppers anonymous reporting service (£15,000.00 available). A copy of which appears as Appendix D in the Minute Book.

**RESOLVED** to approve the grant request from Swindon and Wiltshire Crimestoppers for £1,550.00 for marketing and promotion of the Crimestoppers anonymous reporting service, with the caveats that £550.00 of the grant be held back until the Circle Fest event is confirmed and that the Parish logo is included on all promotional materials.

**FGP023**

**Capital Projects Update**

Members noted the report of the Head of Finance & Governance regarding capital projects in relation to the 2020/21 underspend and unspent Ear Marked Reserves, a copy of which appears as Appendix E in the Minute Book.

There was some discussion over the formation of the report and how funds for the Gorse Hill Community Centre had been amended. The Chair confirmed that the funds for Gorse Hill Community Centre were set at the Full Council meeting in January and if any further funds are required following the quotations for the works then this will be reviewed at a future Finance & General Purposes Committee meeting.

**RESOLVED** to approve the increasing of budgets for existing capital projects as listed at 2.7.1.

**RESOLVED** to allocate £10,000.00 to the CAB office renovation, with the caveat that should the project not go ahead the funds be reconsidered at the next available FGP meeting.

**RESOLVED** to approve the inclusion of funds listed at 2.5.1 of Appendix D, in the available budget for items on the reserve capital projects list.

**RESOLVED** to allocate the remaining £49,272.42 to the reserve capital project list as follows:

	Capital Projects	
1	Gorse Hill Community Centre Exterior Improvements	£30,000.00
2	Community Planters Project	£9,000.00
3	Christmas Lights - Shopping Areas	£10,000.00

This leaves £272.42 remaining.

**RESOLVED** that Committee reviews the Capital Project expenditure on a quarterly basis.

**FGP024**      **Audit Working Party Meeting**

Members noted the Minutes of the Audit Working Party meeting held on Thursday 1 July 2021, a copy of which appears as Appendix F in the Minute Book.

**RESOLVED** that the audit recommendations, managers responses and additions/amendments listed at minute 2 be noted.

**RESOLVED** that the Finance & General Purposes Committee recommend to Full Council that Darkin-Miller Ltd be appointed as Internal Auditor for 5 years, subject to review by Council 4 months prior to the commencement of the Internal Audit each year.

**FGP025**      **Exclusion of Press and Public**

**RESOLVED** that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following items on the basis of **Commercially Sensitive and Staffing Matters**.

**FGP026**      **Salary Review**

Members noted the report of the Head of Finance & Governance regarding a salary review for one of the parish job roles, a copy of which appears as Appendix G in the Minute Book.

**RESOLVED** That the Administration/Receptionist role be increased to LC1 at substantive benchmark (SCP7-12) from 1 July 2021.

**FGP027**      **Community Centre Debtors**

Members noted the verbal report of the Head of Finance & Governance. The Head of Finance & Governance informed Members that the Community Centre user discussed at the previous Finance & General Purposes meeting with a balance of £6,031.56 has now paid a total of £5,000.00 from the balance. The user is now able to book the community centre, although there have been no bookings made to date.

The first quarter of the current financial year has just been closed and a full review of debtors will now be performed.

The meeting closed at 7.54pm

Signed.....

Date.....  
Chair of the Council