



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ

Telephone: 07900 631 733 Email: ceo@standrews-pc.gov.uk

www.standrews-pc.gov.uk

Parish Councillors are summoned to attend the Meeting of St Andrews Parish Council which will be held at Redhouse Community Centre on Wednesday 10th December 2025 at 7pm

Emma Sylvester

**Emma Sylvester
Chief Executive Officer
4th December 2025**

Members of Public and Press are welcome.

Presentation/Public Question Time

Members of the public are invited to make representation before St Andrews Parish Council on any matters relating to this agenda. Public Bodies (Admission to Meetings) Act 1960. If you wish to attend please contact the parish office.

AGENDA

1. APOLOGIES FOR ABSENCE

Members will be asked to receive apologies and approve reasons for absence given by councillors.

2. DECLARATION OF INTERESTS

- (i) To receive Declarations of Interest in accordance with the Code of Conduct adopted by this council. Members are reminded that it is their personal responsibility to make sure their Register of Interest contains up to date information.
- (ii) To receive written requests for dispensations for declarable interests (if any)
- (iii) To grant any requests for dispensation as appropriate

3. MINUTES

Members to receive and approve the minutes of the last meeting held on 12th November 2025

4. CHAIRMAN'S ANNOUNCEMENTS

Members to receive announcements

5. CLERK UPDATE

- (i) Staffing
- (ii) Christmas Opening Hours and Cover
- (iii) Members to agree allocation from General Reserves for expenditure related to the returning member of staff. Report attached.

6. ACCOUNTS

- (i) **Payments** – Members to note payments for October 2025 (to follow)

- (ii) **Internal Audit** – Members to receive attached report from Internal Auditor following visit on 14th November 2025 and consider the following recommendations:
 - a. Minutes of Meetings – Council to seek advice from WALC regarding missing minutes
 - b. Policies and Procedures – Council should review in next few months. Please see related agenda item later in the meeting.
 - c. The Grant Awarding Policy and Reserves Policy to be placed on website
 - d. Standard Office Procedures – Documents to be updated following new systems in place.
 - e. Internal Auditor – Members to consider the independence of Internal Auditor annually. See attached documents from current auditor.
 - f. Accounting Records – Anomalies to be investigated and corrected.
 - g. Bank Reconciliation – Issue with recording of savings accounts and a councillor and RFO to check and initial all bank reconciliations and bank statements
 - h. Payroll Checks – Councillors should check the information that is supplied to DCK Accounting, the payroll provider. Confirmation of this check should be obtained by email.
- (iii) Members to consider bringing accounts back in-house. Report to follow
- (iv) Members to approve an extra day for Internal Auditor. Report attached.
- (v) Members to approve expenditure to seek assistance with VAT registration at a cost of £881 plus VAT

7. COMMITTEES

To note the minutes from the following committee meetings (previously circulated). Members are invited to raise any questions or seek clarification on the content of the minutes:

Planning 12th November 2025

Grounds Maintenance and Play Area 19th November 2025 (Minutes not completed please see related agenda item later in meeting)

8. DONATION

The Parish Council has received a donation of £1,161.39 from the now-dissolved Redhouse Residents Association. The donor has requested that the money be spent in Redhouse. The Operations Manager has suggested purchasing benches, specifically for girls, in Brook Park, which the donor has approved. Members to consider and approve the proposal.

9. GROUNDS MAINTENANCE AND PLAY AREAS

- (i) Members to consider reports from the Operations Manager and to approve expenditure on the following items:
 - a. Benches
 - b. Bins
 - c. Play Equipment
- (ii) Members to approve the formation of a Tenders Sub-Committee for grounds maintenance vehicles, including its Terms of Reference and membership.

10. SWINDON BOROUGH COUNCIL

Cllr Steve Heyes to provide update on service devolution.

11. POLICIES AND PROCEDURES

- (i) Members to consider a report regarding the updating of Parish Council policies (to follow)
- (ii) Members to consider a report regarding Health and Safety Audit (to follow)

12. STAFF SAFETY

Members to consider report regarding the safety of staff (to follow)

13. FUNDING STRATEGY STATEMENT (FSS) – WILTSHIRE PENSION FUND

To consider the attached draft Funding Strategy Statement (FSS) issued following the Fund's triennial valuation and to agree any comments to be submitted via the online form by 14 December 2025.

Note: Members are requested to complete the online consultation form, even if they have no comments.

14. SWINDON LOCAL CYCLING AND WALKING PLAN – PUBLIC CONSULTATION

To note the launch of the public consultation on the draft update of the Swindon LCWIP and to consider any comments the Council wishes to submit.

- Consultation accessible via the Let's Talk Swindon webpage: [Local Cycling and Walking Infrastructure Plan Consultation](https://letstalk.swindon.gov.uk/local-cycling-and-walking-infrastructure-plan-consultation).
letstalk.swindon.gov.uk/local-cycling-and-walking-infrastructure-plan-consultation
- Comments can be submitted via the online survey or by email to transportplanning@swindon.gov.uk.
- Closing date for correspondence: 20 February 2026.

15. FLOOD RISK AWARENESS PROJECT

To note the Environment Agency's flood risk awareness project in the parish, consider any actions the Council may wish to take, and note that an invite was sent to the officer, but an automated reply indicated it is a busy time of year; further attempts to make contact will continue. Correspondence attached.

16. EXCLUSION OF PRESS AND PUBLIC

To RESOLVE that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

17. COUNCIL OFFICES

Members to consider report regarding new offices and to agree next steps (to follow)