



St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ
Telephone: 07900 631 733 Email: clerk@standrews-pc.gov.uk

TO: THE MEMBERS OF THE PARISH COUNCIL - Councillors D Adams, K Beyioku, J Chandler, E Faramarzi, M Friend, S Heyes, S MacDonald, P Morris, V Tomlinson (Chairman) and P West

Dear Councillor,

You are summoned to attend the meeting of the **Parish Council** to be held at **Redhouse Community Centre, Frankel Avenue** on **Monday 15th July 2024** at **7.00 PM** when the business set out in the following agenda will be transacted.

Members of Public and Press are welcome.

Cllr Vera Tomlinson
Chairman of the Council
10/07/2024

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATION OF INTEREST**
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the St Andrews Parish Council Code of Conduct for Members and by the Localism Act 2011.
3. **CHAIRMAN'S ANNOUNCEMENTS**
To receive announcements for the Chairman.
4. **PUBLIC RECESS**
Members of the public are invited to make representations to St Andrew's Parish Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 1960
5. **10. STANDING ORDERS AND FINANCIAL REGULATIONS**
 - (i) Members to review and adopt Standing Orders dated May 2024 (attached)
 - (ii) Members to review and adopt Financial Regulations dated May 2024 which have been completely revised through NALC (attached).

6. CODE OF CONDUCT

To review and re-adopt the Code of Conduct, which reflects that, adopted by Swindon Borough Council (attached).

7. RCC EQUIPMENT PURCHASE

To consider attached report from Redhouse Community Centre Manager to purchase a floor sweeper.

8. STORAGE SHED

Members to consider a report regarding placing a shed in the grounds of Redhouse Community Centre (attached).

9. GROUNDS TENDER

To approve attached tender brief documents for a new Grounds Maintenance tractor and two ride on mowers.

10. COMMITTEES AND WORKING GROUPS

- (i) Members to consider attached report from Clerk regarding committee structure and agree committees for 2024/25.
- (ii) To appoint members to all committees
- (iii) To elect a Chairman for each committee
- (iv) To adopted attached Terms of Reference
- (v) To approve attached calendar of meetings
- (vi) Clerk to report on meeting rooms

The Committees in question are

- (i) Planning Committee
- (ii) Staffing Committee
- (iii) Grounds Maintenance Committee
- (iv) Youth Committee
- (v) RCC Committee
- (vi) Climate Change Committee
- (vii) Depot Working Group Committee

11. SUBSCRIPTIONS

To consider annual subscriptions to be funded from General Reserves NALC and WALC (£1754.30)
Swindon Local Council Forum (£180)

12. APPOINTMENT TO OUTSIDE BODIES

To appoint members to outside bodies as required and consider whether continued allocation is required.

- (i) Wiltshire Association of Local Councils
- (ii) Swindon Local Council Forum

13. BANKING AND ACCOUNTS

- (i) To note attached February 2024 and March 2024 payments
- (ii) To note attached bank reconciliations for all ten cash books
- (iii) To authorise Clerk to make BACS and direct debit payments as attached which will be reported monthly to council meetings.
- (iv) To ratify expenditure of £741 for accounts software licence to Rialtas.
- (v) To approve 4 councillors to be banking signatories with online access for approving payments:
- (vi) To confirm Cllr Paul West to continue as non-signatory councillor to do monthly finance checks.

14. INSURANCE

To review insurance cover and ratify purchase of council insurance from Clear Councils for a second year at a cost of £4,449.73.

15. ASSET REGISTER

To approve or not attached Asset Register.

16. POLICIES

To review and adopt the attached Grant Policy.

17. DEPOT LEASE

Councillor Tomlinson to update members on Depot Lease.

18. STAFF TRAINING

Members to approve or not training for Administrative Officer (Chairman to speak).

19. 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.

20. APPOINT LOCUM CLERK.

Members to consider proposals for appointing a Local Clerk.

21. NEW PARISH COUNCIL OFFICE

- (i) Members to consider tender documents and agree contractor for new parish council office. Please see the attached documents.
- (ii) To approve expenditure to apply for planning permission to include preparation of plans.

22. OFFICE ACCESS AND CONTENTS