



# ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY  
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**Parish Councillors are summoned to attend an online meeting of St Andrews Parish Council which will be held on Wednesday 10<sup>th</sup> June 2020 at 7.00pm**

Emma Sylvester  
4<sup>th</sup> June 2020

**Members of Public and Press are welcome.**

**LOGIN via Zoom.us** Meeting ID - 451 798 6617 Password – 9XQDGX

**LOGIN via telephone** 020 8080 6591 Meeting ID – 4517986617 Participant ID – None Password - 196454

**The meeting room will be open from 6:45pm. Please call the clerk on 07900 631733 if you are having any problems logging in.**

## AGENDA

1. **APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
2. **REMOTE MEETINGS PROTOCOL**  
To approve attached protocol for remote meetings
3. **DECLARATION OF INTERESTS**  
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.
4. **MINUTES**  
To receive and approve the minutes of the last meeting held on 11<sup>th</sup> March 2020 (attached)
5. **NEW REGULATIONS**  
To note that on 4<sup>th</sup> April 2020 the Government introduced The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Regulation 4 – this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2). This would apply to the election of the chairman and vice-chairman. Therefore, the current chairman and vice-chairman will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier.
6. **CHAIRMAN'S ANNOUNCEMENTS**  
To receive announcements from Chairman
7. **PUBLIC RECESS**  
Members of the public are invited to make representations to St Andrews Parish Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 1960
8. **STANDING ORDERS AND FINANCIAL REGULATIONS**
  - (i) Members to review and adopt Standing Orders dated June 2020 where there has been one addition paragraph at the beginning (attached)

- (ii) Members to review and adopt attached Financial Regulations dated June 2020 which have the following changes:
  - a) Removal of 6.6 – Cheques or order for payment shall not normally be presented for signature other than at a council or committee meetings (including immediately before or after such meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.
  - b) In 4.1 add - . Authorisation to Clerk of routine expenditure up to £500 within the agreed budget.

**9. COVID-19 RISK ASSESSMENT**

To approve the attached COVID\_19 Risk Assessment

**10. GROUNDS MAINTENANCE**

Cllr Williams to update on progress of setting up of internal grounds maintenance team and members to consider and approve any proposed changes and required policies (details to follow).

**11. INTERNAL AUDITOR**

To receive Internal Auditor Report (attached)

**12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (ATTACHED)**

- (i) To approve the annual governance statement in respect of the 2018/19 financial year (section 1).
- (ii) Annual Governance and Accountability Return. To approve the accounting statements in respect of the 2018/19 financial year (section 2).

**13. APPOINTMENT OF INTERNAL AND EXTERNAL AUDIT**

To approve Bridget Bowman of BCB will continue to carry out the Council's internal audit for £630.00

PKF Little John LLP, 1 Westferry Circus, Canary Wharf, London has been appointed as the External Auditor

**14. COUNCILLOR ALLOWANCES**

This item has been deferred from the last meeting.

To approve increasing Councillor Allowances amounts for 2020/21 as follows:

Basic allowance £2000.00

Chairman allowance £5000.00

With payments made in September and March.

**15. COUNCIL MEETINGS FOR THE MUNICIPAL YEAR**

To approve schedule of meetings for 2020/21 (attached)

**16. SUBSCRIPTIONS**

(i) To approve annual subscription to NALC and WALC at a total cost £1888.96

(ii) To consider joining Swindon Area Committee at an annual cost of £164.00

**In view of the confidential nature of the following items, a formal resolution will be considered to exclude the press and public from the meeting pursuant to the Public Bodies (Admissions to Meetings) Act, 1960**

**PRIVATE BUSINESS**

**17. GLITTERBUGS PRE-SCHOOL**

To consider the re-opening of Redhouse Community Centre to the pre-school following their request. (

**18. STAFFING ISSUES**