



# ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

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**Parish Councillors are summoned to attend the Meeting of St Andrews Parish Council Grounds Maintenance Committee which will be held at Redhouse Community Centre, Frankel Avenue on Wednesday 28<sup>th</sup> July 2021 at 7pm**

Miss Emma Sylvester  
Parish Clerk to the Council  
20<sup>th</sup> July 2021

**Members of this Committee are:**

Councillors D Adams, M Friend, S Heyes, P West and V Williams (Chairman)

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

**Please note that under Government COVID 19 restrictions there may be a limit to the numbers who are allowed to attend meetings held in person. Please contact the Clerk if you wish to attend.**

## AGENDA

1. **APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
2. **DECLARATION OF INTERESTS**
3. **MINUTES**  
To receive and approve the minutes of the last meetings held on 19<sup>th</sup> May and 26<sup>th</sup> May 2021
4. **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
5. **DEPOT (Standing Item)**
  - (i) To note the minutes of the last meeting held on 30<sup>th</sup> June 2021
  - (ii) Chairman to update
6. **RISK ASSESSMENTS AND POLICIES**  
To approve following risk assessments and policies/procedures (attached) for Grounds Maintenance:

**Risk Assessments**

Chainsaw

Dog Bin

Gang Mowing

Ladder & Steps

Litter Bins

Needle Collection

Ride on Mower

Shrub and Hedge Cutting

Side-Arm

Strimming

Woodchipper

**Policies/Procedures**

Grass Maintenance  
Nesting Birds Checklist  
Street Cleaning  
Woodchipper

Hedge/Shrub  
Ride On Mower  
Strimming  
Shrub Cutting

**7. OPEN SPACES**

- (i) To note that SBC has not given permission for the covid rock snake to be placed at Standen Way Park. Grounds Maintenance Manager to provide update and members to discuss next steps.
- (ii) To receive update on park benches. Grounds Maintenance Manager to report
- (iii) To discuss and decide where to plant horse chestnut trees
- (iv) Eastbury Way stream and bank – Grounds Maintenance Manager to report

**8. POLLINATOR PATHWAY**

To receive and discuss map of parish showing pollinator pathways and natural habitats

**9. ACCOUNTS**

To receive and discuss income and expenditure reports for Grounds Maintenance (attached)

**10. STAFFING**

To discuss staffing requirements for grounds maintenance in the parish.