



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY
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TO: THE MEMBERS OF THE PARISH COUNCIL - Councillors D Adams, K Beyioku, J Chandler, M Friend, S Heyes, S MacDonald, P Morris, V Tomlinson (Chairman), P West, B Williams and V Williams

Dear Councillor,

You are summoned to attend the meeting of the **Parish Council** to be held at **Redhouse Community Centre, Frankel Avenue** on **Wednesday 20th September 2023** at **7.30 PM** when the business set out in the following agenda will be transacted.

Miss Emma Sylvester
Parish Clerk to the Council
14th September 2023

Members of Public and Press are welcome.

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk or the Chairman

2. 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.

3. MINUTES

To receive and approve the minutes of the last meeting held on 24th July 2023

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. CHAIRMAN'S ANNOUNCEMENTS

To receive announcements from the Chairman.

6. SWINDON LOCAL COUNCIL FORUM

To consider joining Swindon Local Council Forum (further information attached)

7. EASYFUNDRAISING

- (i) To note that donations are now being received through council purchases via a website called Easyfundraising

- (ii) Members to agree to earmarked these funds for a specific project.

8. COMMITTEES

Members to note the attached minutes of the following committees:

Climate Crisis 3rd July 2023

Redhouse Community Centre 19th July 2023

Planning 26th July 2023

Youth 26th July 2023

Play Areas 5th September 2023

9. REDHOUSE COMMUNITY CENTRE

- (i) Members to consider attached report regarding purchasing a scrubber dryer for Redhouse Community Centre
- (ii) Members to approve the following procedures:
 - Broom Sweeping Hard Floors
 - Cleaning Oven, Fridge and Microwave
 - Dusting and Damp Wiping
 - Emptying Bins
 - Hoovering Floors
 - Machine Scrubbing
 - Manual Scrubbing
 - Mopping Hard Floors
 - Painting
 - Spillage Clearance
 - Toilet Washroom
 - Use of Steam Cleaner
 - Window Cleaning
- (iii) Members to approve the following risk assessments:
 - Floor mopping and Hoovering
 - Ladder Use
 - Office and Admin
 - Painting and Decorating
 - Scrubber Buffer
 - Steam Cleaner

10. ACCOUNTS

- (i) To note attached payments for June and July 2023
- (ii) To receive Quarter 1 management reports

11. WEBSITE INFORMATION

Members to approve adding the attached signposting information regarding mental health on the parish council website.

12. ELECTION CONSULTATION

Members to agree response to Swindon Borough Council's consultation on elections (see attached questions)

13. WILTSHIRE AND SWINDON PREPARED

Members to receive correspondence from Wiltshire and Swindon Prepared and agree up to 3 contacts in case of a community emergency.

14. COMMUNITY SPEED WATCH

Members to consider attached correspondence regarding community speed watch at Tadpole Lane.

15. OUTDOOR GYM EQUIPMENT

- (i) Members to note that the chest press has been removed from outdoor gym due to the excessive noise and will be replaced shortly by a double chest press with no weights.
- (ii) Members to consider quote received to paint new equipment orange to match the existing kit.

16. TREES FOR CLIMATE

Members to receive update and approve expenditure

17. 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.

18. GROUNDS MAINTENANCE SERVICES

- (i) Members to consider report from Cllr Steve Heyes
- (ii) Members to consider taking on an apprentice
- (iii) Members to discuss Grounds staff salaries. Chairman to report.

19. STAFF ACCIDENTS

Clerk to report on accidents

20. REDHOUSE COMMUNITY CENTRE

- (i) Members to consider attached policy regarding paying for taxis to take Redhouse Community Centre staff home who do not have their own transport when they finish work late during the winter months.
- (ii) Members to consider daily cleaning charge for tenants. Chairman to report
- (iii) Members to consider salary increase for new member of staff. Chairman to report.