



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 25th October 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
19th October 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 20th September 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. GRANTS

Members to consider the attached grant application from TGV in Bloom

7. SWINDON BOROUGH COUNCIL PARTNERSHIP WORKING

- (i) To note that the Clerk attended a meeting on Wednesday 4th October 2023 at Swindon Borough Council (SBC) offices where SBC informed parishes that they would like to set up two working groups as follows:
 - 1. Parish Protocols – The procedures and systems we have moving forward.
 - 2. How SBC provision services moving into the next financial year and beyond and how SBC support Parishes in areas where SBC has an ability to do so.
- (ii) To note that the Clerk attended a meeting on Thursday 19th October 2023 of Swindon Local Councils Forum where membership of SBC proposed working groups was discussed. Clerk to report.
- (iii) Members to discuss attached list of possible services received from SBC that the parish council may wish to deliver instead of SBC and agree next steps.

8. COMMITTEES

- (i) Members to note the attached minutes of the following committees:
 - Grounds Maintenance 13th September 2023
 - Planning 2nd October 2023
 - Youth 2nd October 2023
- (ii) Members to confirm committee memberships as listed in the attached document and fill vacancies on committees.
- (iii) Members to approve attached meetings calendar

9. ACCOUNTS

- (i) To note attached payments for August and September 2023
- (ii) To receive Quarter 2 management reports
- (iii) To consider recommendation from Redhouse Community Centre Committee requesting additional funds of £1000 for day to day running costs.
- (iv) To note that the External Auditor has returned Section 3 of Annual Governance and Review (attached) stating that there are no matters of concern.

10. 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.

11. GROUNDS MAINTENANCE SERVICES

- (i) Members to consider and approve a salary increase for Grounds Maintenance Manager. Chairman to report.
- (ii) Members to approve a member of the Grounds Maintenance Team acting up as supervisor in the absence of the Grounds Maintenance Manager. Draft job description attached. Chairman to report.