



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 Famarzi, M Friend, S Heyes, S MacDonald, P Morris, V Tomlinson (Chairman), P West and V Williams

Dear Councillor,

You are summoned to attend the **Annual** meeting of the **Parish Council** to be held at **Redhouse Community Centre, Frankel Avenue** on **Wednesday 22nd May 2024** following the **Annual Parish Meeting** when the business set out in the following agenda will be transacted.

Miss Emma Sylvester
Parish Clerk to the Council
16th May 2024

Members of Public and Press are welcome.

AGENDA

1. ELECTION OF CHAIRMAN

The Chairman will ask for nominations for the Office of Chairman for 2024/25. The Chairman will put the nominations to the meeting, members will vote and the Chairman will declare the result.

2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The newly elected Chairman will read out and sign the Declaration of Acceptance of Office and pass it to the Clerk.

3. ELECTION OF VICE-CHAIRMAN

The newly elected Chairman will ask for nominations for Vice-Chairman for 2024/25. The Chairman will put the nominations to the meeting, members will vote and the Chairman will declare the result.

4. VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The newly elected Vice-Chairman will read out and sign the Declaration of Acceptance of Office and pass it to the Clerk.

5. APOLOGIES FOR ABSENCE

To receive apologies for absence

6. DECLARATIONS 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.

7. CHAIRMAN'S ANNOUNCEMENTS

To receive announcements from the Chairman.

8. MINUTES

To receive and approve the Minutes of the Council meeting held on 13 March 2024 (attached).

9. 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

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).

11. CODE OF CONDUCT

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

12. RCC EQUIPMENT PURCHASE

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

13. STORAGE SHED

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

14. GROUNDS TENDER

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

15. 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

16. SUBSCRIPTIONS

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

17. 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

18. 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

19. 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

20. ASSET REGISTER

To approve attached Asset Register

21. POLICIES

To review and adopt the attached Grant Policy

22. DEPOT LEASE

Councillor Tomlinson to update members on Depot Lease

23. USE OF REDHOUSE LAND

Members to consider request to use Redhouse Land for prayer event. Clerk to report.

24. 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.

25. NEW PARISH COUNCIL OFFICE

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