



## ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ  
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**To Councillors: D Adams, K Beyioku, J Chandler, E Faramarzi,  
M Friend, S Heyes, S MacDonald, P Morris,  
V Tomlinson (Chairman), P West,**

Councillors,

You are summoned to attend a meeting of the **St Andrews Parish Council** at the **Redhouse Community Centre, Frankel Avenue** on **Monday 7<sup>th</sup> October 2024** at **7.30pm** when the business set out in the following agenda will be transacted.

*Deborah Bourne*

Deborah Bourne  
Locum Parish Clerk  
1 October 2024

**Members of the Press and Public are welcome to attend.**

### AGENDA

**1. Appointment of a Proper Officer**

The Council is asked to approve Deborah Bourne as Locum Clerk in the absence of their own Clerk.

The terms and conditions set out in an undated offer letter were:

Duration : 3-month term (with the potential for extension)

Hourly Rate : £30.00 per hour

Hours : 18 per week

Days : Flexible, to be worked over three days per week.

The Council's instructions are sought.

**2. Apologies for Absence**

The Council is asked to note any apologies, and to accept reasons they consider to be appropriate.

### **3. Declaration of Interests**

To receive Declarations of Interest in accordance with the Code of Conduct adopted by St Andrews Parish Council and by the Localism Act 2011.

Members are reminded that it is their personal responsibility to make sure the Register of Interests contains up to date information.

### **4. Minutes**

To confirm and sign as a true record Minutes of the Full Council Meeting held on Monday 9<sup>th</sup> September 2024.

### **5. Suspension of Standing Orders - SO 10(a) xiv & 26(a)**

The Council is asked to suspend Standing Orders to enable:

- a. Members of the Public to make representations before St Andrews Parish Council on any matters relating to this agenda. Public Bodies (Admission to Meetings) Act 1960
- b. Swindon Borough Councillors who represent this parish can update members on Borough work.
- c. The Chair (Cllr V Tomlinson) can update members on any Parish Business since the last meeting of the Council, and remind members of upcoming events.

### **6. Re-instatement of Standing Orders – SO 10(a)vii**

The Council is asked to re-instate Standing Orders to allow this meeting to continue.

Members of the press and public are welcome to observe but are asked not to speak in order for the Council to debate without interruption.

### **7. Committees**

- a. *Grounds Maintenance/Play Areas* :  
Meeting held Monday 30<sup>th</sup> September 2024
- b. *Planning* :  
Meetings held 7 August 2024 & 7 October 2024
- c. *Staffing* :  
Meeting held Monday 30 September 2024
- d. *Redhouse Community Centre* :

- e. *Youth* :
- f. *Parish Council Office (WG)* :  
Meeting Monday 7<sup>th</sup> October 2024

**8. Annual Accounts April 2023 to March 2024** Appendix A

It has been brought to the attention of the Locum Clerk that the Annual Accounts for last year have yet to be submitted to the External Auditor.

There are only a handful of Accountants who are fully trained and experienced in Local Council Accounts for this size of Parish. Three Accountants were approached for advice, the first person has no capacity to help at this time, one unfortunately is very ill, the third Accountant is available to help close the accounts for 2023/24 and prepare reports the Auditors require. There will be a charge dependant on level of work required.

A holding e-mail has been sent to the Auditors, PKF Littlejohn, pending instructions from this meeting.

**9. Financial Records for April 2024 to March 2025**

No details have been in-put to the accounting package for this financial year. This can be carried out once the accounts for last year have been adopted, closed and starting balances for 2024/2025 agreed.

In-putting of six months accounts will require additional help if it is to be completed in a timely manner. Quotations have been sought as above. An estimation of £475 for each completed month has been received, equating to approximately £3,000 for the accounts to be brought up to date, in readiness for setting a budget for 2025/2026.

The Councils instructions are sought.

**10. Governance** Appendix B

a. *Completion of AGAR (Annual Governance and Accountability Return)*

The Council will be asked to affirm each statement on the AGAR before submission to the External Auditors.

b. During the summer, a number of accounts had not been paid in a timely manner, resulting in the chair paying these

invoices from her own Bank Account (Details of the Accounts are shown in the table below).

Whilst this action should not be encouraged, the Council should re-imburse the chair as soon as possible for the full amount. Advice will need to be sought from HMRC regarding any reclamation of VAT due to the invoices being paid by a third party and not directly from the Councils bank account.

SBC	Invoice No: 280170033 (Fuel)	£1,375.75
SBC	Invoice No: 280170041 (wash down facility)	£48.00
J Manny	Invoice No: 63123 (RCC Main Door)	£174.00
Spaldings	Monthly Account Grounds Maintenance	£107.58
SLCC Enterprises	ILCA to CiLCA training	£144.00
	<b>Total Amount to be Paid</b>	<b>£1,849.33</b>

The Council is asked to approve payment of £1,849.33 to the Chair of St Andrews Parish Council, and instruct the Locum Clerk to contact HMRC regarding the VAT element of these original invoices.

*c. Councillors Allowances*

Allowances owed to qualifying Councillors have been paid, with the exception of two Councillors who opted to forego their entitlement last year. Allowances can be re-instated for these two Councillors on submission of a request. Any Councillor that has been co-opted rather than elected is not eligible for this allowance.

The Council is asked to approve this recent action.

**11. Exclusion of the Press and Public**

The Council is asked to request members of the press and public to leave the room to allow discussion of establishment, property or finance matters as it is considered the publicity would be prejudicial by reason of the confidential nature of the business to be transacted.

**12. Establishment Matters**

Appendix C

To consider a confidential report from the Locum Clerk regarding various staffing issues which have previously been agreed, without a detailed resolution being written to support the actions.

The Council's instructions will be sought.

**13. Date of Next Meeting**

The next meeting of St Andrews Parish Council will take place on Monday 11<sup>th</sup> November 2024 at 7.30pm in the Redhouse Community Centre, Frankel Avenue.