



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ
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Parish Councillors are summoned to attend the Meeting of St Andrews Parish Council which will be held at Redhouse Community Centre on Wednesday 8th October 2025 at 7pm

Emma Sylvester
Parish Clerk
2nd October 2025

Members of Public and Press are welcome.

Presentation/Public Question Time

Members of the public are invited to make representation before St Andrews Parish Council on any matters relating to this agenda. Public Bodies (Admission to Meetings) Act 1960.

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies for absence.
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**
Members to receive and approve the minutes of the last meetings held on 10th September 2025
4. **CHAIRMAN'S ANNOUNCEMENTS**
Members to receive announcements
5. **INTERNAL AUDITOR**
To receive Internal Auditor reports for 2023/24 Accounts and 2024/2025 Accounts and consider recommendations.
6. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/2024**
 - (i) To approve the attached annual governance statement in respect of the 2023/2024 financial year (section 1)
 - (ii) To approve the attached accounting statements in respect of the 2023/2024 financial year (section 2)
7. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/2025**
 - (i) To approve the annual governance statement in respect of the 2024/2025 financial year (section 1) and Explanation of 'No' Responses (Documents to follow)

- (ii) To approve the accounting statements in respect of the 2024/2025 financial year (section 2) (Documents to follow)

8. FINANCE

- (i) **Budget 25/26** – Members to approve extra funding for budget codes (details to follow)
- (ii) **Accounts Check** – Members to confirm councillor to carry monthly finance checks as Cllr Paul West is unable to carry out this task this year.
- (iii) **Payments** – Members to note payments for April 2025, May 2025, June 2025, July 2025, August 2025 (To follow)
- (iv) **Management reports** – Members to receive Quarter 2 management reports (to follow)
- (v) **Accounts** – Members to approve extra 2 days for bookkeeper in order to catch up with accounts at a cost of £446.94
- (vi) **Insurance** Members to ratify decision to add extra insurance cover for hirer's liability and increased fidelity at a cost of £270.48
- (vii) **Staffing** – Members to ratify decision to hire a temporary admin assistant whilst current Admin Officer is on sick leave for a period of 6-8 weeks at a cost of £280 per week

9. AGAR ASSERTION 10 – DIGITAL AND DATA COMPLAINE

- (i) Members to note that as part of the AGAR for 2025/26 there is a new requirement for parish and town councils focusing on digital and data compliance. Compliance is mandatory for all parish and town councils completing AGAR returns. Failure to demonstrate compliance could lead to audit requirements and increased scrutiny. This assertion reflects the growing importance of digital governance in local government, ensuring that councils protect residents' data and provide accessible digital services.
- (ii) Members to consider attached report with recommendations in order to respond 'YES' to AGAR Assertion 10 for 25/26

10. BIODIVERISTY NET GAIN

Members to confirm response to Swindon Borough Council following request of sites for possible biodiversity net gain purposes within St Andrews Parish Council area

11. REDHOUSE COMMUNITY CENTRE

Members to consider attached report to repair outdoor play surface.

12. YOUTH STRATEGY

Members to approve attached Youth Strategy as recommended from the Youth Committee

13. TRAINING

Members to approve expenditures for Clerk's training and associated expenses. See attached report.

14. IT SUPPLIER

Members to note that the changeover to new the IT supplier has been scheduled for week beginning 27th October 2025

15. BUDGET

Members to discuss budget requirements for 2026/27

16. 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.

17. PARISH COUNCIL OFFICES

Members to receive a report from Cllr Jake Chandler regarding meeting with Clerk and Swindon Borough Council regarding new offices.

18. STAFFING

Members to consider attached staffing policies for adoption and agree next steps

19. SUB LEASE

- (i) Members to consider recommendation from Redhouse Community Centre regarding sub lease charges
- (ii) Members to discuss recommendations and agree any changes