



# St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ

Telephone: 07900 631 733 Email: [clerk@standrews-pc.gov.uk](mailto:clerk@standrews-pc.gov.uk)

**TO: THE MEMBERS OF THE PARISH COUNCIL - Councillors C Adams, D Adams, K Beyioku, J Chandler (Chairman), S Heyes, S MacDonald, P Morris, K Tomlinson, P West, V Williams and D Young**

Dear Councillor,

You are summoned to attend the meeting of the **Parish Council** to be held at **Redhouse Community Centre, Frankel Avenue** on **Wednesday 18<sup>th</sup> June 2025** when the business set out in the following agenda will be transacted.

*Emma Sylvester*

**Miss Emma Sylvester  
Parish Clerk to the Council  
11<sup>th</sup> June 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**

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**

- (i) Members to note report from Clerk on Minutes.
- (ii) To receive and approve the minutes of the last meeting held on Monday 12<sup>th</sup> May 2025 and the minutes of the Extra Ordinary meeting held on 20<sup>th</sup> May 2025.

### **4. CHAIRMAN'S ANNOUNCEMENTS**

To receive announcements from the Chairman.

### **5. COMMUNITY HERO AWARD**

To present the Community Hero Award

### **6. CLERK/RFO UPDATE**

Chairman to report

### **7. COMMITTEES**

- (i) To approve new calendar of meetings (to follow).
- (ii) Members to note minutes of the following committees (to follow):

Staffing 25<sup>th</sup> March 2025  
Grounds Maintenance 7<sup>th</sup> April 2025  
Planning 14<sup>th</sup> April 2025  
Youth 22<sup>nd</sup> May 2025

(iii) Update from members on community project and events

**8. ACCOUNTS**

To approve renewing the contract with DCK Accounting to input accounts into software and complete year end for 2025/26 and to ensure this is done efficiently DCK Accounting with come to the office 2 days a month.

**9. DEPOT LEASE**

Members to approve the terms and conditions of a new agreement for using Waterside Depot from 1<sup>st</sup> April 2024. Correspondence from Swindon Borough Council attached.

**10. HR AND PAYROLL**

Update from Cllr Heyes and members to agree next steps.

**11. WEBSITE**

Chairman to report on new website and members to agree if a new website is required. If members agree a brief will be required for Clerk to obtain quotes.

**12. VEHICLE INSURANCE**

Members to approve expenditure for Vehicle Insurance (see attached report).

**13. NATURE RESERVE/GREAT CRESTED NEWTS**

Chairman to update members on work by Wiltshire Wildlife Trust in partnership with St Andrews Parish Council.