



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 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 9th July 2025** at 7pm when the business set out in the following agenda will be transacted.

Emma Sylvester

Miss Emma Sylvester
Parish Clerk to the Council
2nd July 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.

Presentation from the Kelly Foundation

Presentation regarding **Legal & General proposal for Land at Lady Lane Swindon**

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 Monday 18th June 2025

4. CHAIRMAN'S ANNOUNCEMENTS

To receive announcements from the Chairman.

5. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- (i) Members to receive and note attached email from External Auditor regarding non submission of the 2023/24 and 2024/25 AGAR.
- (ii) Clerk to report outstanding issues to completing AGAR
 - a. Annual Risk Assessment
 - b. Asset Register
 - c. Discrepancies in information for submission to DCK Accounting Services

- d. Staff Salaries and Pension Contributions
- (iii) Members to agree next steps

6. BANKING AND ACCOUNTS

- (i) Clerk to update
- (ii) To confirm signatories on the Bank Mandate and consider if any additional signatories should be added.
- (iii) To authorise Clerk to make BACS and Direct Debit Payments on behalf of the Council (Details to Follow)
- (iv) To appoint non-signatory councillor to do monthly finance checks

7. STANDING ORDERS AND TERMS OF REFERENCE

To receive a reminder from the Clerk on the correct procedure for approving expenditure.

8. NEW PARISH COUNCIL OFFICE

To consider the current position regarding the new office at Redhouse Community Centre, approved in 2024 with £85,000 of Earmarked Reserves, and to agree next steps following a lack of progress over the past year.

9. GROUNDS MAINTENANCE

- (i) To approve expenditure of outsourcing weedkilling at an annual cost of £12,000
- (ii) To approve purchase of Izuzu D-max over a period of 60 months. Grounds Maintenance Manager to provide full figures.
- (iii) To approve continuing the contract on the current 4x4 until delivery is received of the Izuzu D-Max. Grounds Maintenance Manager to provide full figures.
- (iv) To approve employment of additional Grounds Maintenance Team member. Job Description attached.
- (v) Members to consider proposal from Tadpole Garden Village management company to empty two extra bins twice a week. Grounds Maintenance Manager to report.

10. YOUTH COMMITTEE

- (i) Clerk to report on Youth Budget
- (ii) To agree the use and hire charges of Redhouse Community Centre for youth activities provided by St Andrews Parish Council.

11. APPOINTMENT OF INTERNAL AUDITOR

To approve Bridget Bowman of BCB to continue to carry out the Council's internal audit for £840.00

12. COUNCILLOR ALLOWANCES 2025/26

To receive recommendation from Swindon Borough Council's Remuneration Panel (attached) and consider member's allowance scheme for 2025/26

13. COMMITTEES

- (i) Members to note minutes of the following committees (to follow):
Youth 2nd July 2025
- (ii) Update from members on community project and events

14. IT

- (i) Clerk to report
- (ii) To consider quotes for IT Support (to follow)
- (iii) To consider the purchase of a new laptop for Administrative Officer and approve associated expenditure.

15. 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.

16. STAFF

- (i) Members to consider holiday pay for two members of staff who have been off on long term sick leave.
- (ii) Members to consider pay increase for two members of staff. Clerk to report.