



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 10th September 2025 at 7pm

Emma Sylvester

Parish Clerk

3rd September 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 9th, 18th and 31st July 2025

4. CHAIRMAN'S ANNOUNCEMENTS

Members to receive announcements

5. CORRESPONDENCE

- (i) Members to note communications sent to Cllr Jake Chandler (Chairman of Council) and Cllr Vince Williams (Chairman of Planning Committee) requesting sites for possible biodiversity net gain purposes within St Andrews Parish Council area (copy email) and to agree on next steps, including possible responses, identification of possible sites, or referral to one of the Committees of the Council for further investigation (emailed 26/08/25)
- (ii) Members to note correspondence received from Swindon Borough Council regarding the new Local Plan and engagement sessions (emailed 01/09/25)

6. FINANCE

- (i) **Budget 25/26** – Members to approve new working of budget for 25/26 (attached)
- (ii) **AGAR Update** – Clerk to report
- (iii) **Payments** – Members to note payments for April 2025, May 2025, June 2025, July 2025 (To follow)
- (iv) **Accounts** – Members to receive Quarter 1 management reports (to follow)

7. S106 REQUEST

Members to approve request to Swindon Borough Council to transfer S106 monies as detailed in attached documents.

8. ASSET REGISTER

- (i) Members to note the attached Asset Management Policy, which supports the Council's duty under the AGAR to maintain an accurate and up-to-date Asset Register. Members to further note that the Asset Register was last correctly approved on 24 May 2023, and that the version presented in July 2024 was not formally approved in accordance with proper process
- (ii) Members to approved the Asset register for 2023/24 (attached)
- (iii) Members to approve the Asset register for 2024/25 (attached)

9. RISK ASSESSMENTS

- (i) Members to note:
 - a. Councils are required to carry out and minute a review of the effectiveness of internal controls at least once each year, to support the AGAR.
 - b. The Annual Risk Assessment was last adopted on 14 February 2024.
- (ii) Members are asked to review and approve the attached updated Risk Assessment, noting that during the Clerk's recent absence some procedures were not followed and that additional safeguards have now been included.
- (iii) Members to consider the Risk Assessment findings which identify the need for formal officer cover in the Clerk's absence, and to discuss whether provision for a Deputy Clerk should be included in future budget planning.
- (iv) Members to review and adopt the attached Parish Office Health & Safety Risk Assessment.

10. CODE OF CONDUCT

To adopt new Code of Conduct as recommended and supported by Swindon Borough Council (attached)

11. POLICIES

- (i) Members to note that employers are legally required under the Equality Act 2010 to protect staff from harassment, including sexual harassment. St Andrews Parish Council currently does not have a policy in place. Members are invited to adopt the attached Dignity at Work Policy.
- (ii) Members to note that recent changes in employment law regarding flexible working hours require the Council to have a formal policy in place. Members are invited to adopt the attached Flexible Working Hours Policy.
- (iii) Members to review the attached Out of Hours Policy and Council opening hours in light of recent changes to staffing and councillor availability, and to consider any amendments required.

12. GROUNDS MAINTENANCE

Members to receive a verbal report regarding the Grounds Maintenance Team 4x4 vehicle and to agree next steps.

13. REDHOUSE COMMUNITY CENTRE

Members to consider and agree the effective date for implementation of the new hirer charges for Redhouse Community Centre.

14. CIVILITY AND RESPECT PLEDGE

Members to consider signing up to the Civility and Respect Pledge (see attached information)

15. GENERAL RESERVES

To receive a presentation from Cllr Williams regarding a proposal for calculating General Reserves based on Financial Risk and to consider and agree any necessary actions.

16. REGISTER LAND

Members to note changes to deeds relating to registered land and to consider and agree any necessary next steps. The Clerk will provide a report.

17. IT SUPPLIER

- (i) Members to consider and approve the contract with the new IT supplier, with a report to be provided by the Clerk.
- (ii) Members to consider Cyber Essentials accreditation for the Council and agree any necessary actions (Briefing Note attached)

18. COMMITTEES

- (i) Members to note minutes from the following committee meetings:
Youth – 2nd July 2025
Staffing – 22nd July 2025
Grounds Maintenance – 30th July 2025
- (ii) Members to consider recommendation from Grounds Maintenance and Play Committee to purchase a Bike Repair Service Station and installation. Cllr Heyes to report.

19. 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.

20. LIBRARY

Members to receive a report from Cllr Jake Chandler on the Library visit regarding the proposed relocation of Council offices, and to discuss and agree any necessary next steps.

21. STAFFING

Members to receive a report from the Clerk on staffing matters and to discuss and agree any necessary next steps.