



ST ANDREWS PARISH COUNCIL

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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 14th January 2026 at 7pm

Emma Sylvester

**Emma Sylvester
Chief Executive Officer
7th January 2026**

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. If you wish to attend please contact the parish office.

To receive a presentation from Kelly Foundation

AGENDA

1. APOLOGIES FOR ABSENCE

Members will be asked to receive apologies and approve reasons for absence given by councillors.

2. DECLARATION OF INTERESTS

- (i) To receive Declarations of Interest in accordance with the Code of Conduct adopted by this council. Members are reminded that it is their personal responsibility to make sure their Register of Interest contains up to date information.
- (ii) To receive written requests for dispensations for declarable interests (if any)
- (iii) To grant any requests for dispensation as appropriate

3. MINUTES

Members to receive and approve the minutes of the last meeting held on 10th December 2025 and to sign the minutes of the meeting held 12th November 2025

4. CHAIRMAN'S ANNOUNCEMENTS

Members to receive announcements

5. CLARIFICATION TO PREVIOUS MINUTES

- (i) **Internal Audit Report** – Members to consider recommendations and agree actions:
 - a. Minutes of Meetings – Council to seek advice from WALC regarding missing minutes
 - b. Policies and Procedures – Council should review in next few months. Please see related agenda item later in the meeting.
 - c. Internal Auditor – Members to consider the independence of Internal Auditor annually. See attached documents from current auditor.
 - d. Payroll Checks – Councillor to be chosen to check the information that is supplied to DCK Accounting, the payroll provider. Confirmation of this check should be obtained by email.
- (ii) **Tenders Sub Committee** – To confirm membership of 3 elected members
- (iii) **Swindon Borough Council** To receive an update from Cllr S Heyes

6. CORRESPONDENCE

To note correspondence from WALC regarding a new Wiltshire Environment Network and to agree representative to attend inaugural meeting on Thursday 29th January at 12noon via ZOOM.

7. BUDGET

Members to agree budget and precept for 2026/27 considering whether to include the following recommendations and other

- (i) New office space £26000
- (ii) Grounds Maintenance and Play Areas
 - 2 x play areas surfaces and CCTV £156,800
 - Road Sweeping
 - Weed Killing
 - UTV Trailer
- (iii) Redhouse Community Centre
 - a. New tables - £750
 - b. New reception chairs - £500
 - c. New play equipment - £1000
 - d. Decorating £4000
 - e. To save funds for future play repairs/new equipment - £2000
 - f. Website contribution - £750
- (iv) Youth
 - To consider staffing budget alongside professional fees for youth activities and youth awards.

Members to note that at the Full Council meeting held on 18 July 2025, youth staffing was discussed following an update from the CEO confirming that there is no capacity within current staffing levels. At that meeting, it was proposed that the Council consider the employment of a Youth Worker. The relevant minute is below:

Minute 71 (v) Members reviewed staff support for the Youth Committee. RESOLVED to carry on with the youth events planned for this summer and to request that the Youth Committee put forward a proposal going forward for staffing costs to be looked at when budgeting for 2026/27

Unfortunately, the last 2 youth meetings have been cancelled so no proposal has been put together.

- (v) Employee Assistance Programme (EAP) £750 per year
- (vi) General Reserves To agree top up
- (vii) **Grants** To agree budget for community grants.
- (viii) To consider providing financial support to The Kelly Foundation

8. SCHEME OF DELEGATION

Members to consider introducing the attached draft Scheme of Delegation to the CEO to provide clarity on decision-making responsibilities, promote transparency, and allow routine matters to be managed efficiently within agreed limits.

9. POLICIES AND PROCEDURES

- (i) Members to agree expenditure of £899 for our HR consultant to updated Parish Council Staffing policies as recommended by the Internal Auditor as many of the policies are out of date and need updating urgently due to changes in legislation
- (ii) Members are asked to note that they must ensure the council is compliant with health and safety legislation, and to approve expenditure of £795 for a Health & Safety Audit via the council's HR consultant.

10. STAFF SAFETY

Members to consider the attached reports regarding the safety of staff. These reports relate to CCTV, lighting, and personal safety.

11. COUNCIL MEETINGS

Members to approve new meeting dates as detailed in the attached calendar.

12. COUNCILLOR ATTENDANCE

- (i) Members are asked to consider changing the Standing Orders to allow the Chair and Vice-Chair to be ex-officio members of committees, due to low councillor attendance and meetings being cancelled for not being quorate. Cllr Steve Heyes to report.
- (ii) Members are asked to consider whether they wish to adopt a Councillor Attendance Policy and, if so, to agree what the policy should include.
- (iii) Explanatory note attached for Members' consideration, outlining typical elements such as submission and acceptance of apologies, monitoring of attendance, and consequences for unexcused absences.

13. COUNCILLOR TRAINING

Members are asked to note that the council has paid for two Teams training sessions for councillors; not all councillors have responded to the CEO's request to schedule these.

Members are asked to consider whether to delay the sessions until after the elections.

14. COMMITTEES

To note the minutes from the following committee meetings (previously circulated). Members are invited to raise any questions or seek clarification on the content of the minutes:

Grounds Maintenance and Play Area 19th November 2025

Planning 10th December 2025

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 approved staff member request for holiday pay.
- (ii) Members are asked to consider delegating authority to the CEO to spend a grant of £3,600 on office software, equipment and training. The parish council will purchase the items upfront, with the grant guaranteed by the DWP, and the funding will then be reclaimed.

17. COUNCIL OFFICES

Members to approve HR consultation if moving forward with new office location.