



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 17th June 2026 at 7:00 pm

Emma Sylvester

**Emma Sylvester
Chief Executive Officer
10th June 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.

AGENDA

1. APOLOGIES FOR ABSENCE

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

2. DECLARATION OF INTERESTS

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by this Council. Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. MINUTES

Members to receive and approve the minutes of the last meeting held on 20th May 2026

4. CHAIRMAN'S ANNOUNCEMENTS (FOR INFORMATION ONLY)

Members to receive announcements

5. PARISH COUNCILLOR REPORTS (FOR INFORMATION ONLY)

To receive updates on any meetings/events attended by Members as representatives of the Parish Council and future dates for the diary. For information only

6. CLERK'S REPORT (FOR INFORMATION ONLY)

To receive a report from the Clerk on any matters arising from previous minutes, meetings attended by officers and future dates for the diary. For information only.

7. COMMITTEES AND WORKING GROUPS

- (i) To approve attached calendar of meetings which includes first meeting of Business Plan and Budget Setting working groups. Following initial meeting working groups will set subsequent meetings.
- (ii) To agree attach briefs for Business Plan and Budget Setting working Groups.



- (iii) To review and confirm the membership of all Council committees for the current municipal year (attached).

8. INTERNAL AUDITOR

- (i) To receive Internal Auditor report for 2025/26 Accounts and consider recommendations.
- (ii) To consider the appointment of an Internal Auditor for a three-year period and to confirm that the appointed auditor meets the independence requirements set out in the relevant governance and accountability guidance.

9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/2026

- (i) To approve the annual governance statement in respect of the 2025/2026 financial year (section 1) and Explanation of 'No' Responses (Documents to follow)
- (ii) To approve the accounting statements in respect of the 2025/2026 financial year (section 2) (Documents to follow)

10. HEALTH AND SAFETY AUDIT

- (i) To receive Health and Safety Audit report and Operations Manager summary of report (attached)
- (ii) Members to consider recommendations and agree expenditure

11. DOG EXERCISE PARK

- (i) To note that councillors have received correspondence and communications from residents requesting that the Council consider the feasibility of creating a securely fenced dog exercise field within the Parish.
- (ii) Members to consider whether the Council supports, in principle, the creation of a securely fenced dog exercise field within St Andrews Parish. If supported in principle, whether to appoint a working group of at least three Councillors to work with the Grounds Maintenance Manager to:
 - Investigate potential locations and options
 - Prepare a costed proposal and implementation plan
 - Report back to a future meeting of the Council with recommendations for consideration as part of the Council's future budget planning

12. REVIEW OF GRANTS POLICY

Members are asked to consider the current Grants Policy (attached) and whether any amendments are required to ensure it remains fit for purpose, including eligibility criteria, application process, assessment arrangements, and decision-making procedures, and to agree any revisions as appropriate.

13. REVIEW OF COMMUNITY HERO AWARD

Members are asked to consider the current Community Hero Award scheme and whether any amendments are required to its criteria, nomination process, frequency, or presentation arrangements to ensure it continues to reflect and recognise contributions within the community effectively.

14. KNIFE BIN LOCATION REVIEW

Members to consider a verbal report from Cllr Adams and the attached report from the Operations Manager regarding a request to relocate the knife disposal bin and proposed alternative locations.

15. COMMUNICATION PROPOSAL

Members to consider a presentation from Cllr Bukhari on establishing a stronger communications approach and to agree next steps/recommendations.

16. PUBLIC WATER FOUNTAIN PROVISION

Members are asked to consider correspondence received from Plastic Free Swindon requesting that the Council considers the installation of public drinking water fountain(s) within the Parish. The

correspondence highlights concerns around single-use plastic bottles, environmental impact and examples of water fountains installed by other local councils in the area.

17. VEHICLE INSURANCE

Members are asked to consider renewal of the Council's vehicle insurance policy at a cost of £5301.60 for the period 1st July 2026 to the 30th June 2027 to ensure continued cover for council vehicles.

18. SWINDON LOCAL COUNCIL FORUM (SLCF)

- (i) Members to note the attached draft minutes from the SLCF meeting held on 12th March and to consider proposal regarding proposed new format of Shared Leadership Forum.
- (ii) Members to note that the next meeting will be held on 18th June 2026 7.00pm – 9.00pm in Committee Room 1, Euclid Street, Swindon. The Council appointed representative is Cllr Debbie Young.

19. EXCLUSION OF PRESS AND PUBLIC

To RESOLVE that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting due to the confidential nature of the following business.

20. STAFFING

To consider recommendations from Staffing Committee