



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 9th September 2026 at 7:00 pm

Emma Sylvester

**Emma Sylvester
Chief Executive Officer
3rd September 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 8th July 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.

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.

7. COMMITTEES AND WORKING GROUPS

To note the minutes from the following committee meetings and working groups (previously circulated).

Members are invited to raise any questions or seek clarification on the content of the minutes:

Communications Working Group 29th June 2026

Planning 8th July 2026



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Grounds Maintenance and Play Parks 15th July 2026
Communications Working Group 20th July 2026
Business Plan Working Group 2nd August 2026
Communications Working Group 24th August 2026
Business Plan Working Group 2nd September 2026 (to follow)

8. GRANT APPLICATIONS

Members to consider grant applications received and agree whether funding should be awarded.

9. ACCOUNTS

- (i) Members to note payments made in April 26, May 26, June 26 and July 26
- (ii) Members to note Q1 accounts reports

10. NEW NATIONAL JOINT COUNCIL (NJC) PAY SCALES 2026/27

Members to note that the new NJC pay scales for 26/27 have been released and agree the implementation of the revised salaries, including backpay with September payroll.

11. BUSINESS PLAN

Members to receive and consider the recommendations of the Business Plan Working Group and agree the priorities for Year 1 of the Council's five-year Business Plan

12. SWINDON LOCAL COUNCIL FORUM (SLCF)

- (i) Members to receive the minutes of the last SLCF meeting held on 18th June 2026
- (ii) Members to note that the date of the next SLCF meeting will be Thursday 17th September 2026

13. STAFFING CAPACITY REVIEW

Members to consider undertaking an independent review of the Council's staffing structure, roles and responsibilities at a cost of £5325

14. STUDENT PLACEMENT

Members to consider working with New College Swindon and Great Western Academy to provide student placement opportunities within the Parish Council, with one student at a time gaining experience in parish administration, finance and digital skills. The Parish Council would provide a suitable workspace, including a laptop specifically set up for the student, monitor and office chair. Members to consider allocating £2,000 from General Reserves to cover the costs associated with providing the placements and necessary equipment.

15. INVITATION FROM CENTRAL SWINDON SOUTH PARISH COUNCIL

Members to receive an invitation from Central Swindon South Parish Council to visit their new Council Chambers and consider attendance.

16. PEOPLE'S EMERGENCY BRIEFING

Members to consider holding a workplace screening of the *People's Emergency Briefing* for Councillors and staff and agree arrangements.

17. SEXUAL HARASSMENT – POLICY, ACTION LOG AND TRAINING

Members to review the Council's Sexual Harassment Policy and Prevention Action and Monitoring Log, consider any further actions required in preparation for the strengthened legal duty coming into force on 30 October 2026, and agree that all Members who have not yet completed the required sexual harassment training do so.

18. CIVILITY AND RESPECT PLEDGE – MEMBER/OFFICER RELATIONS AND TRAINING

Members to review the Council's commitment to the Civility and Respect Pledge, including Member training and the Member/Officer Relations Protocol, and consider whether any amendments, additional guidance or measures are required to support positive, respectful and effective working relationships between Councillors and Officers.

19. BANKING ARRANGEMENTS

Members to consider the Council's banking arrangements and the availability of Councillors to undertake dual authorisation of payments and agree whether to transfer the Council's main banking activity from Barclays to Unity Trust Bank.

20. LONG SERVICE RECOGNITION

Members to consider arrangements for recognising long service and agree the introduction of an appropriate long-service award.

21. IT QUOTE

Members to consider the quotation from Cloudy IT and agree to enter into a further five-year contract, following a successful first year of service.

22. ANNUAL RISK ASSESSMENT

Members are asked to review and approve the attached updated Risk Assessment.