



St Andrews Parish Council

Suite A5, Gemini House, Hargreaves Road, Swindon SN25 5AZ

Email: ceo@standrews-pc.gov.uk Telephone: 07900 631 733

www.standrews-pc.gov.uk

Parish Councillors are summoned to attend the Annual Meeting of St Andrews Parish Council which will be held at Redhouse Community Centre on Wednesday 20 May 2026 following the Annual Parish Meeting

Miss Emma Sylvester
Chief Executive Officer

14th May 2026

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. ELECTION OF CHAIRMAN

The Chairman will ask for nominations for the Office of Chairman for 2026/27. The Chairman will put the nomination to the meeting, members will vote and the Chairman will declare the result.

2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The newly elected Chairman will read out and sign the Declaration of Acceptance of Office and deliver it to the Clerk.

3. ELECTION OF VICE-CHAIRMAN

The newly elected Chairman will ask for nominations for Vice-Chairman. The Chairman will put the nomination to the meeting, members will vote and the Chairman will declare the result.

4. VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The newly elected Vice-Chairman will read out and sign the Declaration of Acceptance of Office and deliver it to the Clerk.

5. DECLARATION OF ACCEPTANCE OF OFFICE FOR PARISH COUNCILLORS

The CEO to confirm that all Declarations of Acceptance of Office have been received as required by Local Government Act 1972.

6. APOLOGIES FOR ABSENCE

To receive apologies for absence

7. DECLARATIONS OF INTEREST

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.

8. CHAIRMAN'S ANNOUNCEMENTS

To receive announcements from the Chairman.

9. MINUTES

To receive and approve the Minutes of the Council meeting held on 15th April 2026 (attached).

10. STANDING ORDERS, FINANCIAL REGULATIONS, TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEES

- (i) Members to receive attached report from the CEO regarding changes to Standing Orders, Financial Regulations and Terms of Reference and Delegations of Powers to Committees.
- (ii) Members to consider recommendations and adopt new Standing Orders, Financial Regulations and Terms of Reference and Delegations of Powers to Committees (attached)

11. CODE OF CONDUCT

To review and adopt the Code of Conduct, which reflects that, adopted by Swindon Borough Council (attached).

12. COMMITTEES AND WORKING GROUPS

- (i) To appoint members to all committees Planning Committee –five members
 - a. Redhouse Community Centre Committee –five members
 - b. Grounds and Play Areas Committee –five members
 - c. Staffing Committee –five members
 - d. Youth Committee –five members
- (ii) New Working Groups
 - a. To approve setting up the following working groups:
 - (1) Business Plan
 - (2) Budget Setting
 - b. To agree brief for agreed working groups
 - c. To appoint members to new working groups
- (iii) To appointment Chairman to each committee
- (iv) To approve attached calendar of meetings.

13. GENERAL POWER OF COMPETENCE

Local councils in England were given a General Power of Competence in the Localism Act 2011, section 1-8. Councils no longer need to ask whether they have a specific power to act as this legislation gives eligible councils, 'the power to do anything that individuals generally may do', if their actions are lawful.

To be eligible councils must:

- Have two-thirds of the total number of councillors elected and not co-opted, and
- Employ a Clerk who possesses the recognised sector-specific qualifications.

St Andrews Parish Council fulfils the eligibility and therefore, it is proposed that the Council uses the GPC for the ensuing three-year term of office. **Members to agree.**

14. INTERNAL AUDIT REPORT

- (i) Members to receive attached internal report from visit on 27th March 2027
- (ii) Members to consider the following recommendations and agree next steps:
 - a. Minutes of meetings - The minutes of one Council meeting are not on the Council website or in the minute book. I understand this is due to the nature of the matters discussed and decisions made. The Council should seek advice from WALC as to how this should be handled, what information must be in the public domain, and how or if decisions should be ratified at future Full Council meetings. Minutes should be held on Council premises.
 - b. Policies and procedures - Several of the Council's policies are overdue for review. The Council should ensure that it adheres to the timetable for policy review in the next few months

- c. The Grant Awarding Policy and Reserves Policy should be added to the Council's website.
- d. The day to day procedures that have been documented are in need of updating as there have been many changes to the processes in place
- e. The Council must make sure that the internal control spot checks that should be occurring are carried out quarterly by a Councillor.
- f. Bank and cash - The cash and cheque takings for the Redhouse Community Centre should be paid into the bank every month, or more frequently if they exceed £500.
- g. Other matters to be brought to the Council's attention - The CEO continues to make excellent progress in bringing the Council's internal controls, processes and procedures back up to standard.

15. BANKING AND ACCOUNTS

- (i) To note attached March payments
- (ii) To note attached bank reconciliations for all ten cash books
- (iii) To authorise CEO to make BACS and direct debit payments as attached which will be reported to the next appropriate council meeting.
- (iv) To confirm the following councillors to remain as banking signatories:
Cllr Jake Chandler, Cllr Steve Heyes, Cllr Sue MacDonald
- (v) To consider adding additional councillors to the bank mandate. Members should note that councillors appointed must be confident in the use of online banking.
- (vi) To consider the attached Investment Strategy Review and Banking Restructure report and agree any actions required.
- (vii) To appoint a non-signatory councillor to undertake quarterly financial checks at the Parish Office.
- (viii) To appoint two councillors to approve monthly payroll input data.

16. SUBSCRIPTIONS

- (i) To consider annual subscriptions to NALC and WALC at £1884.93
- (ii) To consider annual subscription to Swindon Local Councils Forum £180

17. APPOINTMENT TO OUTSIDE BODIES

To appoint members to outside bodies as required and consider whether continued allocation is required.

- (i) Wiltshire Association of Local Councils
- (ii) Swindon Local Council Forum

18. EMPLOYEE HANDBOOK AND POLICIES

To receive and approve the draft Employee Handbook and associated policies (attached).

19. COMPLAINTS PROCEDURE

To review the Complaints Procedure and consider its adoption (attached)

20. BIN BAGS

To approve purchase of bin bags

21. PLAY INSPECTIONS

To approve contractor to carry out annual play inspections (report attached)

22. 5 YEAR HARD WIRING TEST

To receive a report from the RCC Manager and appoint a contractor to carry out the five-year hard wiring test (attached)