



St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ
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To: All Members of St Andrews Parish Council

Councillors: Cherie Adams, Daniel Adams, Kola Beyioku, Jake Chandler,
Steve Heyes, Sue MacDonald, Paul Morris, Kate Tomlinson, Paul
West, Vince Williams, Debbie Young.

You are summoned to attend the Annual Parish Council Meeting to be held Monday, 12 May 2025 on the rising of the Annual Parish Meeting. Meetings will be held in the Redhouse Community Centre. As this meeting is the Annual Meeting of the Council the first item of business will be to elect a chair for the ensuing civic year, therefore no Public Question Time will precede this meeting; there will be an opportunity for Unitary Councillors to address members at item [5] of this meeting.

Members of the Press and Public are welcome to attend.

Deborah Bourne

Deborah Bourne PSLCC
Locum Clerk
St Andrews Parish Council

AGENDA

1. **Election of Chair(wo)man**

The chair will ask for nominations for the office of chair for the 2025/2026 civic year. Nominations can be accepted from those members named on this accompanying summons.

2. **Declaration of Acceptance of Office**

The newly elected Chair will read out and sign their Declaration of Acceptance of Office. The Declaration will be witnessed by the Proper Officer to the Council. It is a requirement in Law that the Declaration must be signed before the new chair can preside. On completion of this declaration the new chair will lead the Council until the next Annual Council Meeting. The date of that meeting will be between 4 and 14 days after the Parish Elections on the first Thursday in May 2026.

3. **Election of Vice Chair(wo)man**

The Chair will ask for nominations to elect a vice chair.

4. **Declaration of Acceptance of Office**

Although not required by Law, signing of this declaration will emphasise the importance of a vice-chair for this size of Council.

5. Updates from Swindon Unitary Councillors

Updates from the three Swindon Unitary Councillors will be welcomed at this point. If they are unable to attend the Clerk can be contacted prior to the meeting giving a written update for members.

6. Apologies for Absence

To receive any apologies for absence sent to the Clerk prior to this meeting. The Council is asked to approve those reasons they feel are legitimate absences.

7. Declarations of Interest

Members are asked to declare any interests in items on this agenda as required by the Code of Conduct adopted by St Andrews Parish Council and as required by the Localism Act 2011. Members declaring an interest are advised to leave the room while these matters are discussed.

Members are reminded that it is their personal responsibility to keep their Register of Interests up to date.

8. Announcements

The new chair will update members of any up coming events, and of events recently attended in the name of St Andrews Parish Council.

This agenda item is for information distribution only; no decisions can be made.

9. Minutes of the last meeting

To confirm and sign as a true record the minutes of the meeting held on Monday 10 April 2025 as an accurate account of the business conducted.

10. Committee and Working Group Membership

Membership of committees have previously been five to six councillors. This has caused some issues when there were not enough members for a quorate meeting; a quorum for committees are three.

Now that there is a full complement of Councillors (11) it is possible to have a higher number join each committee. The suggestion would be seven or eight on each committee, therefore allowing four or five to be absent without compromise. It will also help when the warding arrangements take affect after the elections in May next year. Each ward will be able to nominate up to four (if the warding arrangements are similar in size) councillors making the spread more demographically equal.

The Council's instructions are sought, in readiness to select members at the next Agenda item below.

11. Election of Committee members

Members will be asked to vote on membership of each committee in the order below. Following election of committee membership members of that committee will be asked to nominate (*item f*) and elect a chair for this ensuing civic year.

- a. *Grounds Maintenance & Play Areas :*
- b. *Planning*
- c. *Redhouse Community Centre*
- d. *Staffing*
- e. *Youth*
- f. *Elect a chair for each of the above committees*

12. Schedule of Meetings

The Council is asked to agree the attached calendar of meetings for the ensuing civic year. As several members have requested that meetings be moved back to the original meeting day of Wednesday a venue to accommodate this has been sought. There will be a charge for this hall hire. All committee meetings can be held on a Monday evening or during free time during in any day or moved to the Wednesday venue the same as Full Council meetings.

The Council's instructions are sought.

13. Date of Next Meeting

The next meeting of St Andrews Parish Council will take place on Wednesday 11 June 2025 at 7.30pm. If agreed in the previous agenda item.