

ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY
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Parish Councillors are summoned to attend the Annual Meeting of St Andrews Parish Council which will be held at Redhouse Community Centre on Wednesday 9 May 2018 at 7.00pm



Miss Emma Sylvester
Parish Clerk to the Council
2 May 2018

Members of Public and Press are welcome.

AGENDA

1. ELECTION OF CHAIRMAN

The Clerk will have sought nominations for Chairman prior to the meeting and will have subsequently circulated details of nominees to members via email.

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 Clerk will have sought nominations for Chairman prior to the meeting and will have subsequently circulated details of nominees to members via email.

4. APOLOGIES FOR ABSENCE

To receive apologies for absence

5. 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.

6. CHAIRMAN'S ANNOUNCEMENTS

To receive announcements from the Chairman.

7. MINUTES

To receive and approve the Minutes of the Council meeting held on 18 April 2018 (attached).

Standing Orders will be suspended to allow for public participation

8. PUBLIC RECESS

Members of the public are invited to make representations to St Andrews Parish Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 1960

Standing Orders will be reinstated following public participation

9. COUNCIL MEETINGS FOR THE MUNICIPAL YEAR

To approve schedule of meetings for 2018/19 (attached).

10. COMMITTEES AND WORKING GROUPS

(i) To appoint members to all committees and working groups:

a. Planning Committee – seven elected members

b. Staffing Committee – six elected members

c. Events Working Group – five elected members

d. Redhouse Community Centre Transfer Working Group – five elected members

(ii) To consider the appointment of the following new committees and working groups:

- a. Neighbourhood Plan Committee – seven elected members
- b. Highdown Way Play Area Working Group – five elected members

Note: Chairmen and Vice Chairmen for committees and working groups will be appointed by the respective group at their first meeting.

11. SUBSCRIPTIONS

To consider annual subscriptions to NALC and WALC (£1587.36) and WALC Swindon Area (£161.95).

12. APPOINTMENT TO OUTSIDE BODIES

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

- a. Wiltshire Association of Local Councils
- b. Wiltshire Association of Local Councils – Swindon Area

13. APPOINTMENT OF INTERNAL AND EXTERNAL AUDITORS

To approve Bridget Bowman of BCB will continue to carry out the Council's internal audit for £750.00

PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD has been appointed as the External Auditor.

14. 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.**

15. CODE OF CONDUCT

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

16. TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEES 2018/19

Members to adopt Terms of Reference and Delegation of Powers to Committees 2018/19 dated May 2018 (attached).

17. STANDING ORDERS AND FINANCIAL REGULATIONS

Members to review and adopt Standing Orders and Financial Regulations dated May 2018 (attached)

18. BANKING AND ACCOUNTS

- (i) To add two additional signatories to the Bank Mandate. Current signatories are Cllr V Tomlinson and Cllr V Williams
- (ii) To appoint a Councillor to examine accounts on a monthly basis (not a signatory)
- (iii) To authorise Clerk to make BACS and Direct Debit Payments on behalf of the Council.
- (iv) To approve payment of Christmas Fayre donations to Salvation Army and Cruse Bereavement Swindon.
- (v) To review and approve contract with AllBuild for emptying of dog and litter bins. (Quotation to stay the same as last year £7,020.00)

19. ASSETS REGISTER

To review the Assets Register (attached).

20. INSURANCE

To review insurance cover