



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY
Telephone: 07900 631 733 Email: clerk@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 8 May 2019 at 7.00pm

Miss Emma Sylvester
Parish Clerk to the Council
1 May 2019

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 Vice-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 10 April 2019 (attached).

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

9. STANDING ORDERS AND FINANCIAL REGULATIONS

Members to review and adopt Standing Orders and Financial Regulations dated May 2019 (attached)

10. CODE OF CONDUCT

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

11. TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEES 2019/20

Members to adopt Terms of Reference and Delegation of Powers to Committees 2019/20 dated May 2019 (attached).

12. COUNCIL MEETINGS FOR THE MUNICIPAL YEAR

To approve schedule of meetings for 2019/20 (attached).

13. COMMITTEES AND WORKING GROUPS

- (i) To appoint members to all committees and working groups:
 - a. Planning Committee – five members
 - b. Redhouse Community Centre Committee – five members
 - c. Play Areas and Open Spaces Committee – five members
 - d. Finance Committee – five members
 - e. Staffing Committee – five members
 - f. Events Working Group – five members

14. SUBSCRIPTIONS

To consider annual subscriptions to NALC and WALC (£1456.35 + VAT)

15. 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

16. APPOINTMENT OF INTERNAL AND EXTERNAL AUDITORS

To approve Bridget Bowman of BCB will continue to carry out the Council's internal audit for £600.00

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

17. BANKING AND ACCOUNTS

- (i) To authorise Clerk to make BACS and Direct Debit Payments on behalf of the Council.
- (ii) 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)

18. ASSETS

- (i) To review and approve the Assets Register (attached)
- (ii) To review and adopt Asset Management Policy (attached)

19. RISK ASSESSMENT

To receive the updated annual risk assessment and note any necessary actions. To review insured risks.

20. INSURANCE

- (i) To review insurance cover and approve payment of £4181.97 for 2019/20 insurance (attached).
- (ii) To consider taking out Cyber and Crime Cover (see attached information)

The meeting will be followed by the below committee meetings

Planning Committee

- 1. To elect a Chairman

Redhouse Community Centre Committee

- 1. To elect a Chairman

Play Areas and Open Spaces Committee

- 1. To elect a Chairman

Finance Committee

- 1. To elect a Chairman

Staffing Committee

- 1. To elect a Chairman