



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY
Telephone: 07900 631 733 Email: clerk@standrews-pc.gov.uk
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Parish Councillors are summoned to attend the Meeting of St Andrews Parish Council Redhouse Community Centre Committee which will be held at Redhouse Community Centre, Frankel Avenue on Monday 19th November 2018 at 2.00pm

Miss Emma Sylvester
Parish Clerk to the Council
13th November 2018

Members of Public and Press are welcome.

AGENDA

1. **ELECT A CHAIRMAN**
To elect a Chairman
2. **ELECT A VICE CHAIRMAN**
To elect a Vice Chairman
3. **APOLOGIES FOR ABSENCE**
To receive apologies for absence.
4. **DECLARATION OF INTERESTS**
5. **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
6. **TERMS OF REFERENCE**
To consider proposed Terms of Reference for recommendation to Full Council (attached)
7. **OVERVIEW OF CENTRE USAGE**
 - (i) Centre Administrator to report on current bookings and usage of the hall
 - (ii) To receive and discuss income and expenditure reports for since the transfer of the centre (attached)
8. **STAFF UNIFORM**
To discuss type of uniform required for centre caretakers and approve purchase
9. **ALARM**
 - (i) To consider having the RCC alarm monitored by an outside company.
 - (ii) To consider installing an alarm in the hut
10. **CLEANING**
To discuss cleaning of the centre
11. **EQUIPMENT**
To discuss the purchase of teapots

12. SWEET SALES

To discuss the sweet sale unit

13. BANNERS

To consider allowing hall hirers to place banners on the railings of RCC to advertise their events.