



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

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

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 24 May 2023 at 8.00pm

Miss Emma Sylvester
Parish Clerk to the Council
9th May 2023

Members of Public and Press are welcome.

AGENDA

1. ELECTION OF CHAIRMAN

The Chairman will ask for nominations for the Office of Chairman for 2023/2024. 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. APOLOGIES FOR ABSENCE

To receive apologies for absence

6. 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.

7. CHAIRMAN'S ANNOUNCEMENTS

To receive announcements from the Chairman.

8. MINUTES

To receive and approve the Minutes of the Council meeting held on 8 March 2023 (attached).

9. 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

10. STANDING ORDERS AND FINANCIAL REGULATIONS

- (i) Members to review and adopt Standing Orders dated May 2023 (attached)
- (ii) Members to review and adopt Financial Regulations dated May 2023 (attached).

11. CODE OF CONDUCT

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

12. TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEES 2023/24

Members to adopt Terms of Reference and Delegation of Powers to Committees 2023/24 dated May 2023 (attached).

13. COMMITTEES AND WORKING GROUPS

- (i) To appoint members to all committees and working groups:
 - a. Planning Committee – minimum five members
 - b. Redhouse Community Centre Committee – minimum five members
 - c. Play Areas Committee – minimum five members
 - d. Grounds Maintenance Committee – minimum five members
 - e. Staffing Committee – minimum five members
 - f. Youth Committee – minimum five members
 - g. Depot Working Group – minimum five members
- (ii) New Committee
 - a. To approve setting up new committee to deal with the climate crisis
 - b. To adopted attached Terms of Reference
 - c. To appoint members to new committee
- (iii) To approve attached calendar of meetings.

14. BANKING AND ACCOUNTS

- (i) To note attached March payments
- (ii) To note attached bank reconciliations for all ten cash books
- (iii) To authorise Clerk 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 Vera Tomlinson
 - Cllr Vince Williams
 - Cllr Mary Friend
 - Cllr Steve Heyes
- (v) To confirm Cllr Paul West to continue as non-signatory councillor to do monthly finance checks

15. INSURANCE

Clerk to report

16. ASSET REGISTER

To approve attached Asset Register

- 17. EXCLUSION OF PRESS AND PUBLIC**
To RESOLVE that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.
- 18. COMMUNITY HERO AWARD**
To consider the nominations received and decide the winner of the Community Hero Award
- 19. STAFFING**
To approve increasing the Deputy Clerk's hours by 6 hours per week due to increased workload. Chairman to report.
- 20. DEPOT**
The Chairman of the Parish Council to update Councillors.

The meeting will be followed by the below meetings

Planning Committee

1. To elect a Chairman

Redhouse Community Centre Committee

1. To elect a Chairman

Play Areas Committee

1. To elect a Chairman

Grounds Maintenance Committee

1. To elect a Chairman

Staffing Committee

1. To elect a Chairman

Youth Committee

1. To elect a Chairman

Climate Committee

1. To elect a Chairman

Depot Working Group

1. To elect a Chairman