



# St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ

Telephone: 07900 631 733 Email: [clerk@standrews-pc.gov.uk](mailto:clerk@standrews-pc.gov.uk)

## To Councillors:

**Vera Tomlinson (Chairman), Daniel Adams, Kola Beyioku, Jake Chandler, Emma Faramarzi, Mary Friend, Steve Heyes, Sue MacDonald, Paul Morris, Paul West.**

You are summoned to attend a meeting of the **St Andrews Parish Council** at **Redhouse Community Centre, Frankel Avenue** on **Monday 9<sup>th</sup> December 2024** at **7.30pm** when the business set out in the following agenda will be transacted.

*Deborah Bourne*

**Deborah Bourne  
Locum Parish Clerk  
2<sup>nd</sup> December 2024**

**Members of Public and Press are welcome.**

## **AGENDA**

### ***Public Question Time***

Members of the Public to make representations before St Andrews Parish Council on any matters relating to this agenda. Public Bodies (Admission to Meetings) Act 1960.

Swindon Borough Councillors Daniel Adams, Jake Chandler, and Jason Mills who represent the parish of St Andrews are invited to update members on Swindon Borough Council work.

The Chair will update members on any parish business since the last meeting of the Council and remind members of upcoming events.

### **1. Apologies for Absence**

The Council is asked to note any apologies, and to accept reasons they consider to be appropriate.

## **2. Declaration of Interests**

To receive Declarations of Interest in accordance with the Code of Conduct adopted by St Andrews Parish Council and by the Localism Act 2011.

Members are reminded that it is their personal responsibility to make sure the Register of Interests contains up to date information.

## **3. Minutes**

To confirm and sign as a true record Minutes of the Full Council meeting held on Monday 11<sup>th</sup> November 2024.

## **4. Committees**

- 5. Grounds Maintenance/Play areas : chair Cllr S Heyes  
Meeting held on 3<sup>rd</sup> December 2024*
- 6. Planning : chair Cllr E Faramarzi*
- 7. Staffing : chair Cllr V Tomlinson*
- 8. Redhouse Community Centre : chair Cllr P Morris*
- 9. Youth : chair K Beyioku*
- 10. Parish Council Office (WG) : chair Cllr V Tomlinson*

Chairs of each committee will be invited to comment on recent activity.

## **11. Councillor Projects**

At the end of a recent meeting each Councillor was invited by the chair to think about any projects they wished to promote / explore further within their role as a Parish Councillor. Some Councillors have embraced this request, they will be given an opportunity to share any early thoughts. Arrangements are being made to formally embrace project work in the future.

The first step will be to understand the rationale behind the project, what is the councillor/council trying to achieve etc.? Members will be invited to a “workshop” during January to set firm foundations for stable and successful projects. The Council is asked to confirm a date they would prefer a workshop session to be arranged.

## **12. Accounts**

Appendix A

The Council is asked to note payments made in the previous month.

**13. Review of Last Three Months**

Appendix B

To receive a report from the Locum Clerk on progress in the last three months.

**14. Budgets**

To receive initial budget thoughts.

**15. Forward Planning**

Appendix C

To receive a report from the locum clerk.

**16. Exclusion of the Press and Public**

The Council is asked to request members of the press and public to leave the room to allow discussion of establishment, property or finance matters as it is considered the publicity would be prejudicial by reason of the confidential nature of the business to be transacted.

**17. Staff Salaries**

There has been National salary increases for all staff tethered to the Local Council Spinal Column Points scheme.

**18. Staff Absences**

To update council on recent staff changes.

**19. Employment of Locum Clerk**

The locum clerk was initially employed for three months with an option for the Council to extend if this was thought appropriate. The Locum Clerk has now been employed for three months.

Members instructions are sought.

**20. Date of Next Meeting**

The date of the next full council meeting will be Monday 13 January 2025 at 7.30pm.

