

St Andrews Parish Council

**Minutes of the Annual Parish Council Meeting
Held on Wednesday 9th May 2018 at 7:00pm
at Redhouse Community Centre, Frankel Avenue, Swindon**

Councillors Present: Jean Blake, Sue Cole, Deborah Donohoe, Mary Friend, Tim Owen, Derek Ricketts, Vera Tomlinson (Chairman), Melanie Woods, Kevin Woods and Vince Williams

Officer Present: Emma Sylvester

Public Present: Mrs Sluman

1. ELECTION OF CHAIRMAN

RESOLVED

To elect Cllr Vera Tomlinson as Chairman.

2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Vera Tomlinson read out and signed the Declaration of Acceptance of Office.

3. ELECTION OF VICE CHAIRMAN

RESOLVED

To elect Cllr Vince Williams as Vice Chairman.

4. APOLOGIES FOR ABSENCE

None

5. DECLARATIONS OF INTERESTS

None

6. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that she had chosen Uplands Special School as this year Charity.

7. MINUTES OF THE COUNCIL MEETING HELD ON 18 APRIL 2018

RESOLVED

That the Minutes be approved as a true record and signed by the Chairman.

Standing Order were suspended at 7:16pm

8. PUBLIC RECESS

Mrs Sluman asked the Council if there would be any changes to the running of Redhouse Community Centre once the transfer has taken place.

The Chairman replied that there would be no changes for the foreseeable future.

Standing Orders were reinstated at 7:24pm

9. COUNCIL MEETINGS FOR THE MUNICIPAL YEAR

RESOLVED

To accept schedule of meetings for 2018/19 as attached to these minutes

10. COMMITTEES AND WORKING GROUPS

(i) Members were appointed to the Planning Committee, Staffing Committee, Events Working Group and Redhouse Community Centre as detailed in attached sheet in the Minute Book.

(ii) **RESOLVED** to set up a Neighbourhood Plan Committee and Highdown Way Play Area Working Group and members were appointed as detailed in attached sheet in the Minute Book.

11. SUBSCRIPTIONS

Members considered annual subscriptions

RESOLVED

To pay the annual subscription to NALC and WALC at a cost of £1587.36

12. APPOINTMENT TO OUTSIDE BODIES

RESOLVED to appoint Cllr Tim Owen and Cllr Derek Ricketts as representatives to WALC.

13. APPOINTMENT OF INTERNAL AND EXTERNAL AUDITORS

RESOLVED to appoint Bridget Bowman of BCB to continue to carry out the Parish Council's internal audit for £750.

It was noted that PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD had been appointed as the External Auditor.

14. GENERAL POWER OF COMPETENCE

RESOLVED

That the Parish Council is eligible to use the General Power of Competence.

15. CODE OF CONDUCT

RESOLVED

To adopt the Code of Conduct as detailed in attached sheets in the Minute Book.

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

RESOLVED

To adopt the Terms of reference and Delegation of Powers to Committees as detailed in attached sheets in the Minute Book.

17. STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED

To adopt the Standing Orders and Financial Regulations as detailed in attached sheets in the Minute Book.

18. BANKING AND ACCOUNTS

- (i) **RESOLVED** to add Cllr Tim Owen and Cllr Kevin Woods as additional signatories on the Bank mandate with current signatories Cllr V Tomlinson and Cllr V Williams.
- (ii) **RESOLVED** to appoint Cllr Sue Cole to examine the accounts on a monthly basis.
- (iii) **RESOLVED** to authorise Clerk to make BACS and Direct Debit Payments on behalf of the Council.
- (iv) **RESOLVED** to agree payments to Friends of Gloucester House, Highworth and Cruse Bereavement from the monies raised at the Christmas Fayre 2017 amounting to £1,054.17. (LGA 972 S137(3)) The decision to calculate to split of money to each charity was delegated to the Chairman, Vice Chairman and Clerk.
- (v) **RESOLVED** to continue with the contract with Allbuild for emptying of dog and litter bins at cost of £7,020.00

19. ASSETS REGISTER

RESOLVED to approve the Asset Register as filed with these minutes in the minute book.

20. INSURANCE

Members discussed the current Insurance Policy along with additional covers for the play area. The Clerk was asked to obtain further information.

The meeting closed at 8:41pm.

Chairman _____

Date _____