



St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ

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DRAFT Minutes of the Full Parish Council Meeting
Held on Monday 15th July 2024 at 7:00 pm
at Redhouse Community Centre, Frankel Avenue, Swindon.

Councillors Present: K Beyioku, J Chandler, M Friend, S Heyes, S MacDonald, P Morris, V Tomlinson (Chairman) and P West.
Officer Present: Louise Rose (Administrative Officer) and Luke Jones (Grounds Maintenance Manager)
Public Present: 1

1. APOLOGIES FOR ABSENCE

None

2. DECLARATION OF INTEREST

None

3. CHAIRMAN'S ANNOUNCEMENTS

In 2026 because of the boundary changes the St Andrews Ward has to be split into two and the borough decided to split it down Eastbury Way and the Parish agreed that was the best split. The Parish and the ward councillors were asked to submit names for the two new wards. The Parish submitted St Andrews East and St Andrews West and the boundaries commission accepted that. There will be two new ward councillors in each of the two new wards, but the Parish will remain the same.

4. PUBLIC RECESS

No public wished to speak.

5. STANDING ORDERS AND FINANCIAL REGULATIONS

It was agreed to defer this item until the next meeting.

6. CODE OF CONDUCT

It was agreed to defer this item until the next meeting.

7. RCC EQUIPMENT PURCHASE

To consider attached report from Redhouse Community Centre Manager to purchase a floor sweeper.

RESOLVED

To purchase a floor sweeper from Company A.

8. STORAGE SHED

Members to consider a report regarding placing a shed in the grounds of Redhouse Community Centre (attached).

RESOLVED

To purchase from Company A as in the proposal.

9. GROUNDS TENDER

To approve attached tender brief documents for a new Grounds Maintenance tractor and two ride on mowers.

RESOLVED

10. COMMITTEES AND WORKING GROUPS

(i) Members to consider attached report from Clerk regarding committee structure and agree committees for 2024/25.

RESOLVED Grounds maintenance and play parks to be merged into one committee.

(ii) Members were appointed to the Planning Committee, Staffing Committee, Grounds and Play Committee, Youth Committee, Redhouse Community Centre Committee and Parish Council Working Group as detailed in the attached sheet in the Minute Book.

(iii) To elect a Chairman for each committee **RESOLVED**

(iv) To adopted attached Terms of Reference **RESOLVED**

(v) To approve attached calendar of meetings **RESOLVED**

(vi) Clerk to report on meeting rooms **RESOLVED**

11. SUBSCRIPTIONS

To consider annual subscriptions to be funded from General Reserves

NALC and WALC (£1754.30) **RESOLVED to renew**

Swindon Local Council Forum (£180) **RESOLVED not to renew**

12. APPOINTMENT TO OUTSIDE BODIES

RESOLVED To appoint Cllr Jake Chandler as representative to WALC.

13. BANKING AND ACCOUNTS

- (i) To note attached February 2024 and March 2024 payments **RESOLVED**
- (ii) To note attached bank reconciliations for all ten cash books **RESOLVED**
- (iii) Clerk and Cllr Steve Heyes to make BACS and direct debit payments as attached which will be reported monthly to council meetings. Future discussions regarding payroll systems. **RESOLVED**
- (iv) To ratify expenditure of £741 for accounts software licence to Rialtas. **RESOLVED**
- (v) Cllr Jake Chandler, Cllr Mary Friend, Cllr Steve Heyes and Cllr Sue MacDonald to be banking signatories with online access for approving payments:
- (vi) Cllr Paul West to continue as non-signatory councillor to do monthly finance checks.

14. INSURANCE

To review insurance cover and ratify purchase of council insurance from Clear Councils for a second year at a cost of £4,449.73. **RESOLVED**

15. ASSET REGISTER

To approve or not attached Asset Register. **RESOLVED**

16. POLICIES

It was agreed to defer this item until the next meeting.

17. DEPOT LEASE

Councillor Tomlinson advised waiting for more information before signing the lease.

18. STAFF TRAINING

Members to approve or not training for Administrative Officer (Chairman to speak). **RESOLVED**

19. 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.

20. APPOINT LOCUM CLERK.

21. NEW PARISH COUNCIL OFFICE

- (i) Members to consider tender documents and agree contractor for new parish council office. Please see the attached documents.
- (ii) To approve expenditure to apply for planning permission to include preparation of plans.

22. OFFICE ACCESS AND CONTENTS

Meeting ended: 09.31 pm.

Chairman _____ Date _____