

St Andrews Parish Council

Minutes of the Annual Parish Council Meeting
Held on Wednesday 8th May 2019 at 7:15pm
at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present: Daniel Adams, Jean Blake, Tim Owen, Vera Tomlinson, Kevin Woods
and Melanie Woods
Officer Present: Emma Sylvester
Public Present: 3

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

Cllrs Friend, Ricketts, Williams

5. DECLARATIONS OF INTERESTS

None

6. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported:

- (i) Early in the new year the Parish Council will put together working plans for 1 year, 3 years and 5/10 years so that the Parish Council and residents will understand what plans are hoped to be achieved. Amongst those plans will be an election for our Parish Council.
- (ii) Recently there was a threat to sell Hills land which wasn't in the best interests of the Parish or indeed residents. The Parish fought hard and won the support of Swindon Borough Council Cabinet so things are safe for now. It is hoped that the Parish Council will begin discussions as to the viability of purchasing the land and installing solar panels in order to bring in future income to keep the parish precept low.
- (iii) A meeting is planned with Swindon Borough Officers who have drawn up plans to extend Redhouse Community Centre. They have also costed out the work to be done and if and when the Parish Council can afford residents will be kept informed.
- (iv) The purchase of the Redhouse Village Centre land will be completed in the next few weeks and will then become a parish asset.
- (v) The Parish Council will be handing a cheque over to Uplands School at our June meeting raised for the Chairman's charity for the year 2018/19

7. MINUTES OF THE COUNCIL MEETING HELD ON 10 APRIL 2019

RESOLVED

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

8. PUBLIC RECESS

No members of the public wished to speak

9. STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED

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

**10. CODE OF CONDUCT
RESOLVED**

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

**11. TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEES 2019/20
RESOLVED**

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

**12. COUNCIL MEETINGS FOR THE MUNICIPAL YEAR
RESOLVED**

To accept schedule of meetings for 2019/20 as detailed in attached sheets in the Minute Book.

13. COMMITTEES AND WORKING GROUPS

Members were appointed to the Planning Committee, Staffing Committee, Finance Committee, Play Areas and Open Spaces Committee and Redhouse Community Centre Committee as detailed in attached sheet in the Minute Book.

14. SUBSCRIPTIONS

Members considered annual subscriptions

RESOLVED

To pay the annual subscription to NALC and WALC at a cost of £1456.35+VAT

15. APPOINTMENT TO OUTSIDE BODIES

Members discussed appointments to Wiltshire Association of Local Councils and agreed to defer this to the next meeting.

16. 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 £600.

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

17. BANKING AND ACCOUNTS

(i) **RESOLVED** to authorise Clerk to make BACS and Direct Debit Payments on behalf of the Council.

(ii) **RESOLVED** to continue with the contract with Allbuild for emptying of dog and litter bins at cost of £7,020.00

18. ASSETS REGISTER

(i) **RESOLVED** to approve the Asset Register as detailed in attached sheets in the Minute Book.

(ii) **RESOLVED** to adopt Asset Management Policy as detailed in attached sheets in the Minute Book.

19. RISK ASSESSMENT

Members received updated risk assessment.

RESOLVED

To adopt the Risk Assessment document as detailed in the attached sheets in the Minute Book.

20. INSURANCE

(i) **RESOLVED** to approve payment of £4181.97 for 2019/20 insurance.

(ii) **RESOLVED** not to take out Cyber and Crime Cover.

(iii)

The meeting closed at 8:25pm.

Chairman _____

Date _____