



St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

Email: clerk@standrews-pc.gov.uk

Telephone: 07900 631 733

DRAFT Minutes of the Online Full Council Meeting Held on Wednesday 10th June 2020 at 7:00pm

Councillors Present: Daniel Adams, Jean Blake, Mary Friend, Steve Heyes, Paul Morris, Tim Owen, Fran Quarterman, Steven Pipe and Vince Williams
Officers Present: Emma Sylvester, Clerk
Luke Jones, Grounds Maintenance Supervisor
Public Present: 0

1. APOLOGIES

Apologies were received from Vera Tomlinson

2. REMOTE MEETINGS PROTOCOL

3. DECLARATIONS OF INTERESTS

None

4. MINUTES RESOLVED

To accept the minutes of the last meeting held on 12th February 2020 as a true record and for them to be signed on 11th June 2020 when the Clerk next meets Cllr Williams

5. NEW REGULATIONS

It was noted that on 4th April 2020 the Government introduced The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Regulation 4 – this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the chairman and vice-chairman. Therefore, the current chairman and vice-chairman will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier.

6. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the purchase of land at Redhouse was going and it was hoped this was completed shortly. He also reported that a scam email had been received and requested councillors to not reply to any odd emails.

7. PUBLIC RECESS

No public present

8. STANDING ORDERS AND FINANCIAL REGULATIONS

- (i) Members received draft Standing Orders and agreed to the additional paragraph regarding new legislation.

RESOLVED

To approve Standing Orders as detailed in the document attached in the minute book.

- (ii) Members received draft Financial Regulations

RESOLVED

To accept the following changes:



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- a) Removal of 6.6 – Cheques or order for payment shall not normally be presented for signature other than at a council or committee meetings (including immediately before or after such meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.
 - b) In 4.1 add - . Authorisation to Clerk of routine expenditure up to £500 within the agreed budget.
- To approve Financial Regulations as detailed in the document attached in the minute book.

9. COVID-19 RISK ASSESSMENT

Members received COVID-19 Risk Assessment

RESOLVED

To approve risk assessment with one minor amendment as detailed in the document attached in the minute book.

10. GROUNDS MAINTENANCE

Cllr Williams updated members on the progression of setting up the Grounds Maintenance team. Members considered quotes to purchase machinery and vehicles.

RESOLVED

To approve purchase from Lister Wilder Machinery the following equipment at a cost of £13,500.00:

- 1 x Bomford 1500 Elite flail mower £2,500 + VAT
- 1 x Lfor Williams LM126 trailer £3,700 + VAT
- 1 x Kersten KM15045 Front brush £3,400 + VAT
- 1 x Engine driven hot power washer and IBC £3,900 + VAT

To approve hire from Lister Wilder Machinery the following equipment at a monthly cost of £2228.68

- 1 x Bomford Robin 4.3 side arm 60 x £219 + VAT
- 1 x Trimax Snake 400 S2 60 x £326 + VAT
- 1 x Kubota F3890 diesel out front ride on 60 x £431.34 + VAT
- 1 x Kubota F3890 diesel out front ride on 60 x £431.34 + VAT
- 1 x Kubota L2602 tractor 60 x £643.50 + VAT
- 1 x Woodchipper x £177.50 + VAT

To approve hire from Wessex Fleet the following vehicles at a monthly cost of £1405.79

- 1 x Ford Transit Van £189.31 + VAT
- 1 x Toyota Pick-up £274.00 + VAT
- 2 x Ford Transit Cab £471.24

To approve hire of a 12ft container to be placed at the depot at a cost of £14 per week.

Clerk to contact Swindon Borough Council and request that the Depot Licence agreement is changed so 12 Termination reads as follows:

This Licence will terminate on 31 March 2021 or earlier should the Parish Council give the Council no less than 4 weeks written notice of its intention to vacate the Premises.

11. INTERNAL AUDITOR

Members received Internal Audit report dated 29th May 2020 for the Year ended 31 March 2020.



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12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

- (i) **RESOLVED** to approve the annual governance statement in respect of the 2019/20 financial year (section 1)
- (ii) **RESOLVED** to approve the accounting statements in respect of the 2019/20 financial year (section 2)

13. APPOINTMENT OF INTERNAL AND EXTERNAL AUDITOR

RESOLVED to approve Bridget Bowan to carry out the Council's internal audit at a cost of £630.

It was noted that PKF Littlejohn LLP had been appointed as the External Auditor.

14. COUNCILLOR ALLOWANCES

Members discussed increasing Councillor Allowances which had been referred from the last Full Council meeting.

RESOLVED

To keep Councillor Allowances as follows:

Annual Allowance for Councillors - £1,069

Annual Allowance for Chairman - £3,207

15. COUNCIL MEETINGS

Members received a draft calendar of meetings.

RESOLVED

To approve calendar of meetings as as detailed in the document attached in the minute book.

16. SUBSCRIPTIONS

- (i) Members approved annual subscription to NALC and WALC at a total cost of £1888.96
- (ii) Members agreed not to join Swindon Area Committee.

17. SUBSCRIPTIONS

Members discussed the request from Glitterbugs Pre-school to open in Redhouse Community Centre. Members discussed concerns regarding preparing the Centre following its closure in March 2020 due to COVID-19 pandemic.

RESOLVED

To hold off opening the centre until after the summer holidays. Parish Council to work with the Pre-school management team to ensure smooth opening of the centre. Item to be placed on the next Full Council agenda.

18. CLERK

The Clerk left the Zoom meeting whilst members discussed the next two items

- (i) **RESOLVED** To approve an increase in the Clerk's salary of 1 point salary increment due to satisfactory performance last year and back date to 1st April 2020.
- (ii) **RESOLVED** To approve payment to the Clerk of £26 per month as a home working allowance

The meeting closed at 8:27pm.

Chairman _____

Date _____