



St Andrews Parish Council

DRAFT Minutes of the Extraordinary Full Council Meeting
Held on Wednesday 17th June 2021 at 7:00pm
at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present: Daniel Adams, Jean Blake, Beverly Elmer, Ben Fenton, Mary Friend, Paul Morris, Vera Tomlinson (Chairman), Paul West and Vince Williams
Officer Present: Emma Sylvester (Clerk)
Public Present: None

36. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Heyes and Beyioku

37. DECLARATIONS OF INTERESTS

None

38. PUBLIC RECESS

No public in attendance

39. INTERNAL AUDITOR

Members received the internal auditor report and discussed recommendations. The Clerk spoke on each recommendation stating that action could be taken immediately apart from administrative support. The Clerk reported that the level of work varies from week to week but is starting to see a pattern of busy times of the month/year. She added there was no current space in the parish hut for an additional employee and was unsure if employing an assistant was the answer. She explained that the day the internal auditor came to the office she had not been able to give the time she had done in previous years to the internal audit checks having had several busy weeks of meetings, completion of year end accounts/annual return and other matters requiring urgent attention so she understood why this recommendation had been made, however not every day was always manic.

RESOLVED

Minutes of meetings	Chairman to sign minutes as soon as possible now that meetings have resumed face to face following the Clerk working from home and meetings being held remotely.
March 2021 Payments	Take to July Full Council for approval
RCC Cash	Clerk to set up a new cashbook on the RBS system to record cash receipts prior to banking. Centre Manager to bank cash every month before the month end now that lockdown restrictions are easing and no longer on furlough.
RCC Cancellations	Clerk to set up system for Centre Manager to record cancellations to be entered on the RBS system each month.
Fidelity Insurance	Clerk to obtain quote for increasing cover
Asset Register	Clerk to include de-minimus limit in Financial Regulations
Transparency	Clerk to add land assets and grant details on website as soon as possible
Staffing	Clerk to monitor workload and if situation continues to increase to report to Chairman and Staffing committee.

40. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

- (i) **RESOLVED** to approve the annual governance statement in respect of the 2020/21 financial year (section 1)
- (ii) **RESOLVED** to approve the accounting statements in respect of the 2020/21 financial year (section 2)

41. VEHICLE INSURANCE

RESOLVED

To renew grounds maintenance vehicle insurance at a cost of £4,102.56 with Equity Red Star.

42. REDHOUSE LAND

Members discussed communication received, from local residents, requesting to use the land at Redhouse next to the community centre.

RESOLVED

To approve local community group to place a stand on land promoting themselves at a charge of £20 administrative fees. Clerk to ensure that correct insurance and risk assessments are in place.

To not grant permission for hirers of Redhouse Community Centre to also use land next to centre to place inflatable outdoor play equipment due to the various risks involved and it is unsure whether the land is suitable for this activity.

The meeting closed at 8:16pm.

Chairman _____

Date _____