



St Andrews Parish Council

DRAFT Minutes of the Annual Parish Council Meeting
Held on Wednesday 24th May 2022 at 8:50pm
at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present: Daniel Adams, Kola Beyioku, Jake Chandler, Steve Heyes, Sue MacDonald, Paul Morris, Vera Tomlinson, Bradley Williams and Vince Williams

Officer Present: Emma Sylvester

Public Present: 0

**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 Jake Chandler as Vice Chairman.

4. VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Jake Chandler read out and signed the Declaration of Acceptance of Office.

5. APOLOGIES FOR ABSENCE

Cllr Mary Friend and Cllr Paul West

6. DECLARATIONS OF INTERESTS

Cllr S MacDonald declared an interest in agenda item 18

7. CHAIRMAN'S ANNOUNCEMENTS

As I have been re-elected, I would like to put forward what I believe should be the priorities for the coming year:

- (i) To agree and sign a lease for a grounds maintenance depot. All members agreed this was a priority.
- (ii) To start plans for the land purchased at Redhouse and hold public consultation once plans have been fully researched.
- (iii) To improve communication with parishioners about the work and achievements of the parish council.
- (iv) To take the Climate Emergency that was declared last year very seriously and look at what we do and any purchases we make throughout the year to help combat the climate crisis and stop destroying the planet. Every little bit we do will help.

**8. MINUTES OF THE COUNCIL MEETING HELD ON 8TH MARCH 2023
RESOLVED**

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

9. PUBLIC RECESS

No public in attendance

10. STANDING ORDERS AND FINANCIAL REGULATIONS

(i) RESOLVED

To adopt the Standing Orders as detailed in attached sheets in the Minute Book changing the limits to public contracts and the timing for sending the Annual Accounting Statements to Councillors.

(ii) RESOLVED

To adopt the Financial Regulations as detailed in attached sheets in the Minute Book changing the limits to public contracts.

11. CODE OF CONDUCT

RESOLVED

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

12. TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEES 2023/24

RESOLVED

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

13. COMMITTEES AND WORKING GROUPS

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

(ii) New Committee

a) **RESOLVED** to approve setting up a new committee to deal with the climate crisis.

b) **RESOLVED** to adopt Terms of Reference for Climate Crisis Committee as detailed in attached document in Minute Book.

c) **RESOLVED** to appoint members to the Climate Crisis Committee as detailed in attached sheet in the Minute Book.

(iii) **RESOLVED** to approve schedule of meetings as attached in the Minute Book.

14. BANKING AND ACCOUNTS

(i) Members noted March payments totalling £156,172.22 as attached in the Minute Book.

(ii) Members noted year end bank reconciliations for all ten cash books as attached in the Minute book.

(iii) **RESOLVED** to authorise Clerk to make BACS and Direct Debit Payments as attached in the Minute Book.

(iv) **RESOLVED** to add Cllr Jake Chandler as a signatory on parish council current account and savings accounts.

(v) **RESOLVED** to appoint Cllr Paul West to do monthly finance checks.

15. INSURANCE

The Clerk reported that the insurance renewal had come back with a large increase and on consultation with the Chairman, reviewed two other quotes from insurance companies. A decision was taken under delegated authority to put this year's council insurance with BHIB and sign up for a 3-year deal totalling £4574.71 per year.

16. ASSET REGISTER

RESOLVED

To approve the Asset Register for 2022/23 as attached in the Minute Book totalling £440,256.60.

17. COMMUNITY HERO AWARD

Members considered the nominations received.

RESOLVED

The winner of the Community Hero Award would be The Ridge Coffee Club due to the large amount of community events that are held for residents, including a warm space during the winter months. It was agreed the club would be invited to receive their award at the next Full Council meeting which will be held on Wednesday 14th June at 7:30pm.

18. STAFFING

The Chairman reported that due to the increased activity of the Youth Committee and set up of a new Climate Crisis committee there is a need to increase the Deputy Clerk's hours.

RESOLVED

To increase the Deputy Clerk's hours by 6 per week using funds from General Reserves.

19. DEPOT

The Chairman reported that she had met again with Swindon Borough Council who had presented figures for the parish council to stay at Waterside Depot for another 5 years.

RESOLVED

To accept the annual rent subject to agreement of terms of a new lease.

The meeting closed at 10:30pm.

Chairman _____

Date _____