



# St Andrews Parish Council

**Draft Minutes of the Full Council Meeting**  
**Held on Wednesday 25<sup>th</sup> October 2023 at 7:30 pm**  
**at Redhouse Community Centre, Frankel Avenue, Swindon**

**Councillors Present:** Daniel Adams, Jake Chandler, Steve Heyes, Sue MacDonald, Paul Morris, Paul West, Vera Tomlinson (Chairman) and Vince Williams  
**Officer Present:** Emma Sylvester- Parish Clerk  
**Public Present:** 1

## 74. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Beyioku, Friend, and B Williams.

## 75. DECLARATION OF INTERESTS

None

## 76. MINUTES

**RESOLVED** to accept the minutes of the last meeting held on 20<sup>th</sup> September 2023 as a true record and signed by the Chairman.

## 77. PUBLIC RECESS

The Chairman from TGV in Bloom spoke to the parish council regarding their grant application, informing members about the work that had been achieved. The parish council was thanked for last year's donation which funded new planters and helped the group to achieve Gold in the RHS Britain in Bloom competition. The group also runs workshops and will be holding a remembrance service which all councillors are invited to attend.

## 78. RESOLVED to bring forward agenda item 6 Grants (79).

## 79. GRANTS

Members thanked the Chairman of TGV Bloom for coming to the meetings and said how much they appreciate the work that is achieved. The grant application received from TGV in Bloom was discussed. The Chairman informed members that another grant application had been received and will be heard at the November Full Council meeting, as it was too late for this agenda.

### **RESOLVED**

That as the parish council was only halfway through the year and only had a small budget, all grants would be considered at the end of the year at Full Council in March 2024.

## 80. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

- (i) Correspondence has been received from Swindon Borough Council (SBC) informing the parish council that borough elections will now be held every four years starting in 2026. SBC are now consulting parish councils to see if they wish to harmonise their elections with SBC. Members discussed how this would work

for St Andrews parish council and requested that the Elections Officer is invited to speak at the next Full Council meeting.

- (ii) Councillors were reminded that they each work for the whole of the parish and not just pay attention to the areas where they live. St Andrews parish is not warded so councillors must look after every part of the parish. Also, the parish council employs two clerks, who are both very busy and not secretaries or at the beck and call of councillors. Councillors are asked to help by completing their own research and if they need help, to contact the Chairman Vera Tomlinson, or any more of the experienced councillors.

## **81. SWINDON BOROUGH COUNCIL PARTNERSHIP WORKING**

- (i) Members noted that the Clerk attended a meeting on Wednesday 4<sup>th</sup> October 2023 at Swindon Borough Council (SBC) offices where SBC informed parishes that they would like to set up two working groups as follows:
  - 1. Parish Protocols – The procedures and systems we have moving forward.
  - 2. How SBC provision services are moving into the next financial year and beyond, and how SBC support parishes in areas where SBC has an ability to do so.
- (ii) Members noted that the Clerk attended a meeting on Thursday 19<sup>th</sup> October 2023 of Swindon Local Councils Forum (SLCF) where membership of SBC proposed working groups were discussed. The Clerk reported that she had put forward that 2 representatives from St Andrews Parish Council are included in both working groups, however, the members of SLCF wished to keep the protocol working group small, as they believed they were making headway with SBC. Membership of the Services working group would be discussed at a meeting to be held on Thursday 23<sup>rd</sup> November 2023.
- (iii) Members discussed a list received from SBC regarding possible services that the parish council may wish to deliver instead of SBC. Members shared concerns about the costs, legality, and ensuring that St Andrews Parish Council were involved in the discussions with SBC.

### **RESOLVED**

To hold a meeting with the Grounds Maintenance Manager to discuss the list of services. Cllrs Tomlinson, Chandler, Heyes and V Williams to be in attendance. Following the meeting with the Grounds Maintenance Manager, the Chairman to set up a meeting with Cllr Jim Grant from SBC.

## **82. COMMITTEES**

- (i) Members noted the minutes of the following committees:
  - Grounds Maintenance 13<sup>th</sup> September 2023
  - Planning 2<sup>nd</sup> October 2023
  - Youth 2<sup>nd</sup> October 2023The Chairman added that she felt the Youth Committee were trying to deliver too much, too quickly and requested that finances are investigated.
- (ii) **RESOLVED** that there was a vacancy on the Youth Committee as Cllr J Chandler was unable to commit to that meeting and membership of committees was confirmed as listed in the attached document in the Minute Book.
- (iii) **RESOLVED** to accept the new meetings calendar as attached in the Minute Book.

### 83. ACCOUNTS

- (i) Members noted payments for August 2023 totalling £43,041.3 and September 2023 totalling £50,907.97 as detailed in the documents attached in the Minute Book.
- (ii) Members received Quarter 2 management reports up to 30<sup>th</sup> September 2023 as detailed in the documents attached in the Minute Book.
- (iii) Members considered a recommendation from Redhouse Community Centre Committee requesting additional funds of £1000 for day to day running costs.

#### **RESOLVED**

To approve an extra £1000 from General Reserves to be used on General Consumables and General Maintenance.

- (iv) Members noted that the External Auditor had returned Section 3 of the Annual Governance and Review which stated that there are no matters of concern. Members thanked the Clerks for their hard work in working on the accounts.

### 84. GROUNDS MAINTENANCE SERVICES

- (i) The Chairman spoke to the council regarding the excellent work of the Grounds Maintenance Manager and asked them to consider raising his salary.

#### **RESOLVED**

To increase the Grounds Maintenance Manager's salary by 3SCP from 1<sup>st</sup> September 2023.

- (ii) The Chairman reported that there was a need for a member of staff to supervise the Grounds Maintenance Team in the Grounds Maintenance Manager's absence as the Clerk didn't have the capacity to do this.

#### **RESOLVED**

To approve a member of the Grounds Maintenance Team acting up as Supervisor in the absence of the Grounds Maintenance Manager.

To approve a salary increase of 10SCP during the period of acting up, and paid at an hourly rate for hours worked.

To approve the job description as attached in the Minute Book.

The meeting closed at 21:30 pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_