

MINUTES of the St Andrews Parish Council meeting held on Monday, 10 March 2025 at 7.30pm in Redhouse Community Centre.

PRESENT : Cllrs Jake Chandler (chair), Cherie Adams, Daniel Adams, Kola Beyioku, Steve Heyes, Paul Morris, Sue MacDonald, Paul West, Vince Williams, Debbie Young. Locum Clerk Deborah Bourne, Admin Officer Louise Rose.

Also Present : DCK Accounting Solutions, one member of the public.

The Chair requested agreement from the Council to allow Derek Kemp and Melodie Beevers to give their training session to members at the very start of the meeting.

This was unanimously agreed

Presentation / Training

Derek Kemp and Melodie Beevers from DCK Accounting Solutions updated members on progress of their Financial Position and then gave a presentation / training to all members reaffirming Councillors' responsibilities regarding the expenditure of funds. This included Internal and External Audit, Internal Controls, the need for two-member release of money from accounts, etc. VAT was very briefly discussed. It was suggested that all Councillors read the Smaller Authorities Proper Practices Panel – Practitioners Guide.

Public Participation

The chair thanked DCK Accounting Solutions for their attendance this evening, he felt he spoke for everyone when he said it was a very informative session, and he had learnt many things.

There were no questions from the member of the public present.

Swindon Borough Council / Parish Chair Reports

Swindon Borough Councillors Daniel Adams and Jake Chandler gave updates on work being carried out by the Borough.

Swindon Borough Councillor Jason Mills did not attend or provide any written updates.

The Parish Chair welcomed the two new Councillors Debbie Young and Cherie Adams who were both co-opted at the last meeting and have now

both signed their Declarations of Office. Thanks were given to the residents who attended the recent tree planting and litter pick; their help was most gratefully received.

FC25-26 Apologies for Absence

There were no apologies for absence. All ten councillors were present.

FC25-27 Declarations of Interest

There were no declarations of interest in any items on this agenda.

FC25-28 Presentation

Derek Kemp and Melodie Beevers of DCK Accounting gave their presentation at the beginning of the meeting and had left the chamber by this part of the meeting.

FC25-29 Minutes

The minutes of the of the St Andrews Full Council meeting held on Monday 10 February 2025 were adopted as a true record and duly signed by the chair.

FC25-30 Grants

William Morris Primary School PTA had contacted several councillors about an event they are organising to raise funds for a new Nurture Nest at the school.

An email was sent to the Locum Clerk in place of the formal completed Grant form required by the Councils Grant Policy.

Discussion included:

- Will Grant be from this year's budget or next?
- PTA had verbally offered the Chair a full-page advert for the parish council Free of Charge in return for the donation.
- The Chair reported that a Local Developer was also supporting this event by providing £1,000 and the Parish Council should match this.

Officer Advice:

- In emails received by the Locum Clerk there was no mention of a promised grant from Local Developers, only that an application has been submitted to Tesco Stronger Starts for £1,500.
- The Grant Form is still awaiting signature. The Locum Clerk would recommend obtaining a signature urgently if the grant is to be awarded.

RESOLVED to make a grant of £1,000 (One Thousand Pounds) to the William Morris Primary School; £500 to be taken from the 2024/25 Youth Budget and £500 taken from the 2024/25 Grants Budget. The option of a one page advertisement will not be taken but would ask that recognition of the grant be given somewhere within the narrative of the brochure. A St Andrews Parish Council logo (JPEG format) will be supplied to the PTA for use in their advertising of the event.

FC25-31 **Co-Options**

It was noted that the recent vacancy caused by the resignation of Cllr Emma Faramarzi had now been returned to the Parish Council for co-option as no election had been called by electors of the parish.

It was also noted that notices had already been placed on all parish noticeboards and the council's website and Facebook page, closing date 1st April in readiness for co-option at the April meeting.

FC25-32 **Council Structure / Committee Membership**

A written report was presented to members.

Recommendations from Report:

- Give authority to the Locum Clerk to spend £1,500 to source a venue, speaker/facilitator to help kick-start the medium-term objectives. The venue should be conducive to sharing ideas and speaking freely.
- Set up two groups to take an added interest in St Andrews Administration or to follow the work carried out around the parish. Ideally no less than five in each group.

- Set up a formal Planning Committee consisting of at least five members.
- Set up a formal Staffing Committee consisting of at least five members.

Although generally supportive of the officer recommendations it was:

RESOLVED to keep Committees the same as in previous years: Membership of each committee is listed below.

Planning	Redhouse Community Centre
Cllrs: Daniel Adams, Kola Beyioku, Sue MacDonald, Paul Morris, Vince Williams, Debbie Young.	Cllrs: Daniel Adams, Jake Chandler, Kola Beyioku, Paul Morris, Vince Williams
Staffing	Grounds Maintenance/Play Areas
Cllrs: Daniel Adams, Jake Chandler, Steve Heyes, Sue MacDonald, Paul West	Cllrs: Cherie Adams, Jake Chandler, Steve Heyes, Sue MacDonald, Paul West, Vince Williams
Youth	
Cllrs: Cherie Adams, Daniel Adams, Kola Beyioku, Paul Morris, Debbie Young	

Further RESOLVED that all Committees should hold at least four meetings per year, with each committee having a reason to be in existence. Chairs of each committee should be driving their committee forwards.

FC25-33 Date of Next Meeting

The next full council meeting will take place on Monday 14 April 2025 at 7.30pm in Redhouse Community Centre.

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Chair