



St Andrews Parish Council

Draft Minutes of the Extraordinary Full Council Meeting
Held on Friday 31st July 2025 at 10:00am
at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present: J Chandler, S Heyes, S MacDonald, Paul Morris, V Williams and D Young*

Officer Present: Emma Sylvester, Parish Clerk
Luke Jones, Grounds Maintenance Manger (GMM)**
Alex Hughes, Temporary RCC Manager (TRM)

Public Present: 0

*arrived 10:05am

**left 10:17am

64. APOLOGIES FOR ABSENCE

Apologies were received from P West, Kola Beyioku and Kate Tomlinson

65. DECLARATION OF INTERESTS

None

66. RESOLVED to bring forward agenda item 5 Grounds Maintenance Staff.

67. GROUNDS MAINTENANCE STAFF

Members discussed the new role required for Grounds Maintenance.

RESOLVED to set the salary at apprenticeship rate and seek advice from HR on the terms of the apprenticeship.

68. REDHOUSE COMMUNITY CENTRE

- (i) Members received a report from the TRM on utility charges as the current contracts had ended.

RESOLVED to use British Gas for supply of electricity and gas.

RESOLVED to use Everflow for supply of water.

- (ii) Members received a report from the TRM on changes to hire charges of both rooms in Redhouse Community Centre. The Clerk tabled budget figures showing income and expenditure for 2025/26 and actual figures for 2024/25 (attached to the Minutes in the Minute Book).

RESOLVED to reduce the charity rate to 10% discount

RESOLVED to increase hire charges as follows:

Weekends and Evenings	Standard
Main Hall	£30/hr
Pre-School Hall	£26/hr

Weekday 9am-5pm	Standard
Main Hall	£26/hr
Pre-School Hall	£22/hr

69. RESOLVED to bring forward agenda item 7 Redhouse Community Centre Sublease.

70. REDHOUSE COMMUNITY CENTRE SUB LEASE

- (i) Members received a report from TRM outlining issues to be considered by committee..
- (ii) Members discussed daily charge and services charges.
- (iii) **RESOLVED** to refer the matter back to the Redhouse Community Centre Committee to develop a proposal for Full Council to consider before the TRM enters into discussions with the tenant.

71. STAFF ISSUES

Cllr Heyes reported on the recommendations from the Staffing Committee regarding the following matters:

- (i) Members ratified the decisions on salary rises made at the Staffing Committee meeting held on 25th March 2025 (Details attached to the Minutes in the Minute Book)
- (ii) Members reviewed the salaries of Redhouse Community Centre staff.
RESOLVED to increase the RCC Manager salary by 1SCP
RESOLVED to increase the caretakers salary by 3%
(Details attached to the Minutes in the Minute Book)
- (iii) **RESOLVED** to agree a contract with Robinson Grace to provide ongoing HR support at a cost of £299 per month.
- (iv) **RESOLVED** to appoint DCK Payroll Services to provide payroll services at a cost of £2200 per annum.
- (v) Members reviewed staff support for the Youth Committee.
RESOLVED to carry on with the youth events planned for this summer and to request that the Youth COMMITTEE put forward a proposal going forward for staffing costs to be looked at when budgeting for 2026/27
- (vi) Members noted the request to amend Terms of Reference and Financial Regulations in order for the Staffing Committee to make decisions efficiently
RESOLVED to look at Terms of Reference and Financial Regulations for all committees approval of expenditure at a future meeting.

The meeting closed at 11:15am

Chairman _____

Date _____