



St Andrews Parish Council

**Minutes of the Full Council Meeting
Held on Wednesday 12th November 2025 at 7pm
at Redhouse Community Centre, Frankel Avenue, Swindon**

Councillors Present: C Adams, D Adams, J Chandler (Chairman), S Heyes, S MacDonald, Paul Morris, K Tomlinson V Williams and D Young
Councillors Not Present: K Beyioku, Paul West
Officer Present: Emma Sylvester, Parish Clerk
Luke Jones, Grounds Maintenance Manager (GMM) **
Public Present: 6

Public Question Time

A member of the public addressed the council regarding the recent increase in hirer charges. They requested that the council review the charges, noting that their group provides valuable support within the community and receives referrals from the NHS.

A member of the public spoke about the charges at RCC, highlighting the needs of local residents and the impact of increased costs.

A member of the public asked the council for an update on the delay in reaching a decision about the emptying of dog bins.

115. APOLOGIES FOR ABSENCE

Apologies were received from Paul West.

116. DECLARATION OF INTERESTS

Cllrs D and C Adams declared a personal interest in Agenda item Land at Addinsell as their property was connected to the land.

117. MINUTES

RESOLVED to approve the minutes of the meeting held on 10th September 2025 and 8th October 2025 as a true record and signed by the Chairman.

RESOLVED that the Chairman will initial all the attachments outside of the meeting due to the volume of documents.

118. CHAIRMAN'S ANNOUNCEMENTS

Information was shared about the upcoming Christmas get-together and a meeting at the Jovial Monk regarding the pagoda.

119. CHAIRMAN'S ANNOUNCEMENTS

Members received the following announcements:

- (i) Correspondence has been received from the Environment Agency regarding local flooding, and it was agreed to invite a representative to the next meeting.
- (ii) The Chairman thanked councillors for laying wreaths on Remembrance Sunday.
- (iii) The Administrative Officer remains absent following an operation, and the Chairman requested that best wishes for a speedy recovery be sent.
- (iv) The temporary staff member has secured alternative employment, and a replacement is not being sought at this time, so phone response times may be slower during this period. Councillors were asked to contact the office by email where possible.

120. CLERK UPDATE

- (i) Members noted that the AGARs for 2023/2024 and 2024/2025 had been sent to the external auditor and published as requested.
- (ii) Members noted that the parish council had received the precept of £699,100 for 2025/26

121. FINANCE

- (iii) **Budget 25/26** – Members considered the request for additional funding for several budget codes. It was **RESOLVED** to approve the following allocations from General Reserves:
Office Stationery: £500
Electricity (all centres): £70
Waste Collection Grounds: £100
Bank Charges Admin: £50
Telephone RCC: £300
- (iv) **Payments** – Members noted payments as follows which are attached in the Minute Book:
April 2025 £102685.83
May 2025 £84565.26
June 2025 £53966.81
July 2025 £101959.24
August 2025 £76750.51
September 2025 £78879.52
- (v) **Management reports** – Members received Quarter 2 management reports as attached in the Minute Book.

122. COMMITTEE

Members noted the minutes from the following committee meetings (previously circulated):
Youth Committee 3rd September 2025
Planning 17th September 2025
Grounds Maintenance 24th September 2025
Redhouse Community Centre 1st October 2025
Staffing 28th October 2025 (to follow)

Cllr D Adams reported that there had been a successful arts and crafts halloween event by the Youth committee.

123. REDHOUSE COMMUNITY CENTRE

Following Full Council Minute 105, quotations for the repair of the outdoor play surface had initially exceeded the approved budget. The Clerk reported that, since the agenda was published, the Temporary RCC Manager had identified a quotation within the approved budget. Therefore, no increase to the budget was required. The Council thanked the Temporary RCC Manager for their assistance.

124. IT SUPPLIER

Members considered the purchase of a new laptop for the Operations Manager.
RESOLVED to approve the purchase from CloudyIT, with expenditure up to £1,000.

125. BUDGET

- (i) Members considered dates for budget meetings and **RESOLVED** to hold the first informal budget meeting at 7:00 pm on Wednesday 17th December.
- (ii) Cllr Williams reported on the financial risk assessment. Members discussed and **RESOLVED** that the General Reserves should cover one month of wages in Year One, with funds increasing over a three-year period to cover factored risks and wages. Cllr Williams will update the figures throughout the budget-setting process. The Chairman thanked Cllr Vince Williams for his work.

126. LAND AT ADDINSELL

Cllr Adams reported on the Parish Council's consideration of a transfer of land from a developer, noting that there are ongoing maintenance issues with the land. Members

RESOLVED to refer the item to the Grounds Maintenance and Play Area Committee to review the details.

127. EMPLOYEE ASSISTANCE PROGRAMME

Members considered the purchase of an Employee Assistance Programme at a cost of £750 per year.

RESOLVED to defer the decision and consider it during budget-setting discussions.

128. EXCLUSION OF PRESS AND PUBLIC

RESOLVED That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be discussed.

129. REDHOUSE COMMUNITY CENTRE

(i) Members considered correspondence received from a hirer regarding the new fees. **RESOLVED** to approve the fees as set out in the attached document.

(ii) Members considered correspondence received from a sub-tenant regarding the new fees. **RESOLVED** to approve the fees as set out in the attached document.

The meeting closed at 8:58pm

Chairman _____

Date _____