



ST ANDREWS PARISH COUNCIL

DRAFT Minutes of the Full Council Meeting
Held on Wednesday 10th December 2025 at 7pm
At Redhouse Community Centre, Swindon

Councillors Present: Kola Beyioku, Daniel Adams, Steve Heyes, Sue MacDonald, Paul Morris, Paul West and Vince Williams
Councillors Not Present:
Officer Present: Luke Jones – Grounds Maintenance Manager
Public Present: 1

Chairman Jake Chandler sent his apologies; therefore, Councillor Steve Heyes chaired this meeting. It was agreed for Councillor Sue MacDonald to take the minutes.

139. APOLOGIES FOR ABSENCE

Apologies were received from councillors Debbie Young, Jake Chandler, C Adams and Kate Tomlinson

140. DECLARATION OF INTERESTS

- (i) To receive Declarations of Interest in accordance with the Code of Conduct adopted by this council. Members are reminded that it is their personal responsibility to make sure their Register of Interest contains up to date information. **NONE**
- (ii) To receive written requests for dispensations for declarable interests (if any) **NONE**
- (iii) To grant any requests for dispensation as appropriate **NONE**

141. MINUTES

Members to receive and approve the minutes of the last meeting held on 12th November 2025 **RESOLVED** to approve but minutes weren't signed.

142. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

143. CLERK UPDATE

- (i) Staffing – no update due to CEOs absence
- (ii) Christmas Opening Hours and Cover – no update due to CEOs absence
- (iii) Members **RESOLVED** to agree allocation from General Reserves of £1150.00 for expenditure related to the returning member of staff. Councillors asked to postpone purchasing of chair until the occupational health report has been completed, unless the CEO believes otherwise.

144. ACCOUNTS

- (i) **RESOLVED** to note payments for October 2025 totalling £70,045.33
- (ii) **RESOLVED** Members received and noted the internal audit report as detailed in the document attached in the minute book and noted the following recommendations:
 - a. Minutes of Meetings – Council to seek advice from WALC regarding missing minutes
 - b. Policies and Procedures – Council should review in next few months. Please see related agenda item later in the meeting.
 - c. The Grant Awarding Policy and Reserves Policy to be placed on website

- d. Standard Office Procedures – Documents to be updated following new systems in place.
 - e. Internal Auditor – Members to consider the independence of Internal Auditor annually. See attached documents from current auditor.
 - f. Accounting Records – Anomalies to be investigated and corrected.
 - g. Bank Reconciliation – Issue with recording of savings accounts and a councillor and RFO to check and initial all bank reconciliations and bank statements
 - h. Payroll Checks – Councillors should check the information that is supplied to DCK Accounting, the payroll provider. Confirmation of this check should be obtained by email.
- (iii) **RESOLVED** Members agreed to bring accounts back in house and the following costs: RBS software £2223.00 plus staff training at £578.00
 - (iv) **RESOLVED** Members approved an extra day for Internal Auditor, due to significant changes to council officers and processes at a cost of £450.00
 - (v) **RESOLVED** Members approved expenditure to seek assistance with VAT registration at a cost of £881 plus VAT from PS Tax

145. COMMITTEES

Members noted the minutes from the following committee meetings:
Planning: 12th November 2025

146. DONATION

Members noted that a donation of £1,161.39 has been received from the now-dissolved Redhouse Residents Association. **RESOLVED** to refer the decision back to Grounds Maintenance committee to purchase girls' benches. Operations Manager to provide report.

147. GROUNDS MAINTENANCE AND PLAY AREAS

- (i) Members considered reports from the Operations Manager **RESOLVED** to approve expenditure as follows:
 - a. Benches **RESOLVED** to purchase benches at a total cost of £5316.00 from street master, part of this spend (£3000.00) has been allocated to the parish council from the Great Western Forest Grant Fund meaning net cost to parish is £2316.00
 - b. Bins **RESOLVED** to purchase 11 bins from Broxap at a cost of £3794.45
 - c. Play Equipment **RESOLVED** to approve spend of £12,526.60 on play area equipment as detailed in the documents attached to these minutes in the minute book
- (ii) Members **RESOLVED** the formation of a Tenders Sub-Committee for grounds maintenance vehicles, along with the terms of reference as detailed in the document attached to these minutes in the minute book. Membership of this Sub-Committee to be Councillor Steve Heyes, Councillor Paul West, Councillor Vince Williams and Operations Manager. Members wanted to check with the CEO regarding Councillor Vince Williams being on this committee.

148. SWINDON BOROUGH COUNCIL

Steve Heyes provided an update on surface devolution.

149. POLICIES AND PROCEDURES

- (i) Members deferred considering a report updating of Parish Council policies
- (ii) Members deferred considering a report regarding Health and Safety Audit

150. STAFF SAFETY

Members deferred considering report regarding the safety of staff

151. FUNDING STRATEGY STATEMENT (FSS) – WILTSHIRE PENSION FUND

Members considered draft Funding Strategy Statement (FSS) **RESOLVED** to provide no comments

152. SWINDON LOCAL CYCLING AND WALKING PLAN – PUBLIC CONSULTATION

Members noted the launch of the public consultation on the draft update of the Swindon LCWIP and to **RESOLVED** to encourage residents to engage via the Facebook page.

153. FLOOD RISK AWARENESS PROJECT

Members noted the Environment Agency’s flood risk awareness project in the parish and that an invite had been sent for an officer to attend the parish council meeting but there has been no response.

154. EXCLUSION OF PRESS AND PUBLIC

To RESOLVE 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.

155. COUNCIL OFFICES

Members noted information provided by the CEO regarding new offices.

The meeting closed at 20:10

Chairman _____

Date _____