



ST ANDREWS PARISH COUNCIL

**Draft Minutes of the Full Council Meeting
Held on Wednesday 14th January at 7pm
At Redhouse Community Centre, Swindon**

Councillors Present: Daniel Adams, Jake Chandler, Steve Heyes, Paul Morris, Kate Tomlinson, Paul West and Vince Williams
Councillors Not Present: C Adams, K Beyioku, S MacDonald and Debbie Young
Officer Present: Emma Sylvester – Chief Executive Officer
Luke Jones – Operations Manager
Louise Rose – Administration Officer
Alex Hughes – Temporary RCC Manager
Public Present: 3

A local scout spoke to the council regarding his selection to go to Jamboree and stated that he was trying to raise money to attend.

A local resident spoke to the council asking about not spending money on office space and RCC and distribute the money to buy food for people in Swindon.

156. APOLOGIES FOR ABSENCE

Apologies were received and reasons accepted from Councillors Cherie Adama and Sue MacDonald.

157. DECLARATION OF INTERESTS

No Declarations of Interest were received

158. MINUTES

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

The minutes of the meeting held on 12th November were also signed and the CEO reminded the Chairman of a previous resolution requiring him to attend the office to initial the attached documents.

159. **RESOLVED** to bring forward item 7 - Budget

160. BUDGET

RESOLVED that consideration of the budget be deferred to a future meeting as Members agreed there had not been sufficient meetings to discuss the budget.

No financial discussion took place.

The CEO advised Members of the Borough Council deadline for submission of the budget.

RESOLVED that an additional Full Council meeting be held on Wednesday 21st January at 7:30pm with the budget as the sole item of business.

161. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that Wiltshire Wildlife Trust may be planning events within the parish. Members were also reminded of Swindon Borough Council's cycling consultation.

162. CLARIFICATION TO PREVIOUS MINUTES

- (i) **Internal Audit Report** – Members considered recommendations from Internal Auditor and agreed the following:
 - a. Minutes of Meetings – It was agreed that the Council would seek advice from WALC regarding missing minutes. Cllrs S Heyes and J Chandler will contact WALC
 - b. Policies and Procedures – It was agreed that this item would be considered later in the meeting (see Item 165)
 - c. Internal Auditor – Members considered the independence of the Internal Auditor and, having reviewed the attached documentation, agreed that the Internal Auditor is independent.
 - d. Payroll Checks – It was agreed that Cllrs SH and V Williams (VW) will undertake payroll checks. Confirmation of the checks will be obtained by email.
- (ii) **Tenders Sub Committee** – Members discussed the membership of the Tenders Sub-Committee. It was noted that Cllr V Williams advised his neighbour had enquired about the tender. Members agreed this did not prevent his involvement. **RESOLVED** Cllrs P West, S Heyes and V Williams to be the three members on the sub-committee.
- (iii) **Swindon Borough Council** - Members received an update from Cllr S Heyes. There are no current plans for devolution, though this may occur in the medium term.

163. CORRESPONDENCE

Correspondence from WALC regarding the Wiltshire Environment Network was noted. **Resolved:** Cllrs P Morris, D Adams and L Jones to attend the inaugural meeting on Thursday 29 January at 12 noon via Zoom.

164. SCHEME OF DELEGATION

Members considered the draft Scheme of Delegation to the CEO. **RESOLVED** to approve the Scheme of Delegation with minor amendments as attached in the minute book.

165. POLICIES AND PROCEDURES

- (i) **Staffing Policies**
RESOLVED to approve expenditure of £899 for the HR consultant to update staffing policies, as recommended by the Internal Auditor.
- (ii) **Health and Safety Audit**
RESOLVED to approve expenditure of £795 for a Health and Safety Audit via the Council's HR consultant.

166. STAFF SAFETY

Members considered reports relating to CCTV, lighting and personal safety. **RESOLVED** to consider new CCTV and lighting at RCC at the budget meeting. Personal safety alarms to be purchased at a cost of £100 from the Personal Safety Company.

167. COUNCIL MEETINGS

RESOLVED to approve the new meeting dates, as detailed in the calendar attached in the Minute Book..

168. COUNCILLOR ATTENDANCE

(i) **Standing Orders – Ex-Officio Membership**

Members considered changes to Standing Orders to allow the Chair and Vice-Chair to be ex-officio members of committees.

RESOLVED to agree in principle. The CEO to investigate how this would operate in practice.

(ii) **Councillor Attendance Policy**

Members considered whether to adopt a Councillor Attendance Policy.

RESOLVED not to adopt

169. COUNCILLOR TRAINING

Members noted that two Teams training sessions had been paid for and that not all councillors had responded.

Resolved: Training sessions to be scheduled after the May elections.

170. COMMITTEES

The following committee minutes were noted:

- Grounds Maintenance and Play Area – 19 November 2025
- Planning – 10 December 2025

171. EXCLUSION OF PRESS AND PUBLIC

Resolved: That the press and public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the following business.

172. STAFF

(i) **Holiday Pay Request**

RESOLVED to defer until the next Full Council meeting.

(ii) **Grant Expenditure**

RESOLVED to delegate authority to the CEO to spend a grant of £3,600 on office software, equipment and training. Items to be purchased upfront and reclaimed from the DWP.

173. COUNCIL OFFICES

RESOLVED to approve HR consultation regarding a new office location once a firm proposal is received.

The meeting closed at 20:44

Chairman _____

Date _____