



ST ANDREWS PARISH COUNCIL

**Minutes of the Full Council Meeting
Held on Wednesday 11th February 2026 7:40pm
At Redhouse Community Centre, Swindon**

Councillors Present: Cherie Adams, Daniel Adams, K Beyioku, Jake Chandler (Chairman), Steve Heyes, Sue MacDonald, Paul Morris, Kate Tomlinson, Paul West, Vince Williams and Debbie Young

Councillors Not Present: K Beyioku

Officer Present: Emma Sylvester – Chief Executive Officer
Luke Jones – Operations Manager
Louise Rose – Administration Officer
Alex Hughes – Temporary RCC Manager

Public Present: 0

180. APOLOGIES FOR ABSENCE

Apologies were received and reasons accepted from Cllrs Cherie Adams and Kate Tomlinson.

181. DECLARATION OF INTERESTS

No Declarations of Interest were received

182. MINUTES

RESOLVED to approve the minutes of the meetings held on 14th and 21st January 2026 as a true record and signed by the Chairman. The Chairman noted he did not consider Minute 176(vi) – Budget a correct record, but that view was not upheld.

183. CHAIRMAN'S ANNOUNCEMENTS (FOR INFORMATION ONLY)

None

184. FORMER CHAIRMAN TRIBUTE

Members discussed tributes to Vera Tomlinson.

RESOLVED to seek permission from Swindon Borough Council to rename Redhouse Community Centre as *Vera Tomlinson Redhouse Community Centre*, and to approve a budget of £100 from General Reserves for the purchase of a commemorative plaque.

185. REVIEW OF QUARTER 3 ACCOUNTS

The accounts were received and reviewed. No comments were raised.

186. PAYMENTS

Payments were noted for November 2025 totalling £74,773.99 and December 2025 totalling £49,098.63.

187. PRECEPT PRESS RELEASE

RESOLVED that the press release be approved as detailed in the document attached to the Minute Book. The Chairman to provide a quotation to the CEO following the meeting.

188. PUBLICATION SCHEME

RESOLVED that the Council’s Publication Scheme be approved as detailed in the document attached in the Minute Book.

189. CLERK’S REPORT (FOR INFORMATION ONLY)

The CEO reported that the precept request has been submitted to SBC and confirmed that the Parish Council will be VAT registered from 1 April 2026. A response from the external auditor is still awaited. The CEO’s attendance at the Practitioners Conference and forthcoming meeting with Wiltshire and Swindon Youth were also noted.

190. COMMITTEES

Members noted the minutes of the Planning Committee meeting held on 21st January 2026, previously circulated

191. PARISH COUNCILLOR REPORTS (FOR INFORMATION ONLY)

Cllr D Adams reported that Prospect will be holding an event on 4th April 2026 and requested the Parish Council’s support through volunteers and publicity.

192. 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.

193. STAFF MATTERS

RESOLVED that the matters be approved as detailed in the document attached in the Minute Book.

194. NEW PARISH OFFICE

Members discussed the need for new offices, potential options, and next steps.

RESOLVED to earmark £15,000 from this year’s budget for leasing new Parish offices in the next financial year, and to delegate authority to the CEO to negotiate and lease offices up to a total cost of £24,000, inclusive of utilities, with the landlord responsible for all repairs to the office space.

The meeting closed at 20:10

Chairman _____

Date _____