



# ST ANDREWS PARISH COUNCIL

**DRAFT Minutes of the Full Council Meeting**  
**Held on Wednesday 4<sup>th</sup> March 2026 7:00pm**  
**At Redhouse Community Centre, Swindon**

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

**Councillors Not Present:**

**Officer Present:** Emma Sylvester – Chief Executive Officer (CEO)

**Public Present:** 1

## 195. APOLOGIES FOR ABSENCE

None

## 196. DECLARATION OF INTERESTS

No Declarations of Interest were received

## 197. MINUTES

**RESOLVED** to approve the minutes of the meetings held on 11<sup>th</sup> February 2026 as a true record and signed by the Chairman.

## 198. CHAIRMAN'S ANNOUNCEMENTS (FOR INFORMATION ONLY)

- (i) The Chairman reminded Members of the Great British Spring Clean and encouraged councillors to become involved.
- (ii) Members were also informed that the Abbey Stadium planning application, which had been called in, would be considered at the Swindon Borough Council Planning Meeting on 10 March 2026.

## 199. CORRESPONDENCE

Members considered correspondence received regarding highway crossings. Members agreed to support the provision of a crossing.

## 200. GRANTS

Members considered grant applications received. The Chairman invited the applicants to speak on their applications and councillors asked questions.

### **RESOLVED**

To award Grants be awarded as follows:

Teamability – £1,200

Scouts – £1,000

## 201. COUNCILLOR ALLOWANCES

Members reviewed councillor allowances and considered recommendations from Swindon Independent Parish Remuneration Panel.

### **RESOLVED**

Not to increase councillor allowances and to retain the current levels as follows:

Parish Councillor Allowance – £1,098

Parish Chair Allowance – £2,832

## **202. GROUNDS VEHICLES**

Members considered the recommendation from the Tender Evaluation Panel for the purchase of two tipper vehicles and one 4x4 vehicle.

Resolved: To award the contract to Wessex for a five-year lease arrangement as follows:

2 x Tipper – £1,284 per month (total £77,040)

1 x 4x4 – £367 per month (total £22,020)

## **203. PAYMENTS**

Members noted the schedule of payments for January 2026, totalling £52,345.78.

## **204. BANK MANDATE AND ONLINE PAYMENTS**

(i) Members considered arrangements should councillors currently named on the bank mandate not be re-elected.

### **RESOLVED**

That former councillors may continue to approve payments on an interim basis until a new bank mandate is established.

(ii) Members considered adding the Deputy Clerk to the bank mandate.

### **RESOLVED**

To add the Deputy Clerk to all bank mandates to submit payments and manage administration in the absence of the CEO.

## **205. EARMARKED RESERVES**

Members reviewed the current earmarked reserves.

### **RESOLVED**

To allocate the following:

Elections – £10,000

Grants – £1,000

Youth – £1,000

## **206. INSURANCE**

Members considered the report regarding the annual insurance renewal.

### **RESOLVED**

The CEO to arrange the relevant insurance within the approved budget and to review cover relating to the precept and staff wages.

## **207. CLERK'S REPORT (FOR INFORMATION ONLY)**

It was noted that a potential grant of up to £50,000 may be available towards the refurbishment of Redhouse Community Centre. Further enquiries are being pursued.

A meeting had also taken place with a youth organisation that has funding available for youth provision in St Andrews. The organisation will undertake outreach work in the area and will report back to the Parish Council with their findings after the first few months.

## **208. COMMITTEES**

Members noted the minutes from the following committee meetings:

Redhouse Community Centre – 4 February 2026

Planning – 11 February 2026

Grounds/Play – 18 February 2026

## **209. PARISH COUNCILLOR REPORTS (FOR INFORMATION ONLY)**

No reports

**210. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED**

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

**211. NEW PARISH OFFICE**

Following an update from the CEO:

**RESOLVED**

That the CEO be authorised to agree a three-year lease for the new office space as detailed in the document attached to the minute book.

**RESOLVED**

To delegate authority to the CEO to arrange internal works required to create internal offices within the premises, ensuring that expenditure is within the agreed budget for 2026/27.

The meeting closed at 20:18

Chairman \_\_\_\_\_

Date \_\_\_\_\_