



St Andrews Parish Council

**Minutes of the Annual Parish Council Meeting
Held on Wednesday 20th May 2026 at 7pm
at Redhouse Community Centre, Frankel Avenue, Swindon**

Councillors Present: Cherie Adams, Daniel Adams, Atif Bukhari, Jake Chandler, Steve Heyes, Adam John, Sue MacDonald, Paul Morris, Kate Tomlinson, Paul West and Debbie Young
Officer Present: Emma Sylvester
Public Present: 1

Public Question Time

A member of the public asked questions to the council regarding minutes on the website, costs of Trees for Climate and subscriptions.

1. **ELECTION OF CHAIRMAN
RESOLVED**
To elect Cllr Steve Heyes as Chairman.
2. **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
Cllr Steve Heyes read out and signed the Declaration of Acceptance of Office.
3. **ELECTION OF VICE CHAIRMAN
RESOLVED**
To elect Cllr Daniel Adams as Vice Chairman.
4. **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
Cllr Daniel Adams read out and signed the Declaration of Acceptance of Office.
5. **DECLARATIONS OF ACCEPTANCE OF OFFICE FOR PARISH COUNCILLORS**
The Clerk confirmed that eleven councillors had signed their Declaration of Acceptance of Office prior to the commencement of the meeting.
6. **APOLOGIES FOR ABSENCE**
None
7. **DECLARATIONS OF INTERESTS**
None
8. **CHAIRMAN'S ANNOUNCEMENTS**
 - (i) The Chairman advised that priority will be given to developing a 5-Year Plan for the Parish Council. This will focus on establishing a clear vision of what the Council is expected to look like and achieve over the next five years, including future priorities, services, and community objectives.
 - (ii) Parish Councillors were also invited to attend the Ridge Coffee Club 7th Anniversary event taking place on Wednesday 10 June.
9. **MINUTES OF THE COUNCIL MEETING HELD ON 9 APRIL 2022
RESOLVED**
That the Minutes be approved as a true record and signed by the Chairman.

10. STANDING ORDERS, FINANCIAL REGULATIONS, TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEES

- (i) Members received the attached report from the CEO regarding proposed amendments to the Standing Orders, Financial Regulations, and Terms of Reference and Delegation of Powers to Committees.
- (ii) Members considered the recommendations and **RESOLVED** that the Council amends its Standing Orders to provide that the Chair and Vice Chair shall serve as ex-officio members of all committees and sub-committees with immediate effect.
- RESOLVED** that the Council approves revised delegated spending limits for the Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The CEO, under delegated authority, for any items below £2000 excluding VAT.
 - The Operations Manager, under delegated authority, for any items below £1000 excluding VAT
 - The CEO, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £3,000 excluding VAT.
 - A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
 - the council for all items over £5,000;
- RESOLVED** to adopt the revised Standing Orders, Financial Regulations, and Terms of Reference and Delegation of Powers to Committees as attached.

11. CODE OF CONDUCT

RESOLVED

To adopt the Code of Conduct as detailed in attached sheets in the Minute Book.

12. COMMITTEES AND WORKING GROUPS

- (i) Members were appointed to the Planning Committee, Staffing Committee, Grounds and Play Areas Committee, Youth and Community Committee as detailed in attached sheet in the Minute Book.
- (ii) **RESOLVED**
- a) That the following Working Groups be established:
 - Business Plan Working Group
 - Budget Setting Working Group
 - b) That the CEO will prepare draft briefs for both working groups and present them to the next meeting of the Council for consideration.
 - c) That membership of both working groups will be open to all Members of the Council.
- (iii) **Appointment of Committee Chairs**
RESOLVED:
That the following Chairs of Committees be appointed:
Grounds and Play Committee – Cllr Steve Heyes
Planning Committee – Cllr Adam John
Youth and Community Committee – Cllr P Morris
Staffing Committee – Cllr D Young
- (iv) **Calendar of Meetings**
RESOLVED:
That consideration of the draft calendar of meetings be deferred to the next meeting of the Council.
That it be noted that the Planning Committee and Full Council meetings will take place on Wednesday 10th June.
Post meeting note: Full Council meeting rescheduled to Wednesday 17th June.

13. GENERAL POWER OF COMPETENCE

RESOLVED that the Council continues to meet the two required criteria for eligibility, at the time of the meeting, to exercise the Power of General Competence and to adopt and use the General Power of Competence.

14. INTERNAL AUDIT REPORT

- (i) **RESOLVED** That the Council receives and notes the Internal Audit Report following the visit undertaken on 27 March 2027.
- (ii) Members to considered the following recommendations and **RESOLVED** to agree next steps as follows:
 - a) Minutes of meetings – Cllr S Heyes and Cllr Jake Chandler to contact WALC for further advice.
 - b) Policies – The CEO reported that several policies were to be approved later on in the agenda
 - c) The Grant Awarding Policy and Reserves Policy will be added to new website
 - d) The CEO reported that procedures were continually being reviewed
 - e) The CEO reported that it was on the agenda later to approve a councillor to carry out the internal control spot checks and reminded councillors the importance of this.
 - f) Bank and cash - The CEO agreed to speak with Redhouse Community Centre Manager about ensuring money is paid into bank every month, or more frequently if they exceed £500.
 - g) Members noted that the CEO continues to make excellent progress in bringing the Council's internal controls, processes and procedures back up to standard.

15. BANKING AND ACCOUNTS

- (i) Members noted March payments totalling £83277.44 as attached in the Minute Book.
- (ii) Members noted year end bank reconciliations for all ten cash books as attached in the Minute book.
- (iii) **RESOLVED** to authorise Clerk to make BACS and Direct Debit Payments as attached in the Minute Book.
- (iv) **RESOLVED** that Cllrs Chandler, Heyes and MacDonald would remain as bank signatories
- (v) **RESOLVED** to add Cllr Daniel Adams to bank mandates
- (vi) Members consider the Investment Strategy review and Banking Structure report from CEO. **RESOLVED** to approve recommendations to close Cambridge account and use Unity Trust for spending of Earmarked Reserves
- (vii) **RESOLVED** to appoint Cllr Debbie Young to do quarterly finance checks
- (viii) **RESOLVED** to appoint Cllrs S Heyes and D Adams to carryout approvals of monthly payroll input data

16. SUBSCRIPTIONS

Members considered annual subscriptions. Cllr J Chandler declared a non-pecuniary interest as he was a Swindon Borough Councillor.

- (i) **RESOLVED** To pay the annual subscription to NALC and WALC at a cost of £1884.93
- (ii) **RESOLVED** To pay the annual subscription to Swindon Local Councils Forum at a cost of £180

17. APPOINTMENT TO OUTSIDE BODIES

Members **RESOLVED** to appoint members to outside bodies as follows:

- (i) Wiltshire Association of Local Councils – Cllr Steve Heyes
- (ii) Swindon Local Council Forum – Cllr Debbie Young

20:20 Cllr J Chandler left the room

18. EMPLOYEE HANDBOOK AND POLICIES

Members considered the draft Employee Handbook and associated policies and **RESOLVED** to approve all

20:27 Cllr J Chandler returned

19. COMPLAINTS PROCEDURE

Members considered the Complaints Procedure (attached) and **RESOLVED** to adopt.

20. BIN BAGS

RESOLVED to accept recommendation from Operations Manager to purchase annual supply of bin bags from xxxxxxxxxx at a cost of £1102.50

21. PLAY INSPECTIONS

RESOLVED to appoint xxxxxxxx to carry put annual play inspections for next 3 years at a cost of £877.50 per year.

22. FIVE-YEAR FIXED WIRING TEST

Members received the report from the RCC Manager and **RESOLVED** appoint xxxxxx to carry out the five-year fixed wiring test at a cost of £1170.13

The meeting closed at 20:36pm.

Chairman _____

Date _____