St Andrews Parish Council

Minutes of the Parish Council Meeting
Held on Wednesday 8th July 2026 at 7pm
at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present:	Cherie Adams, Daniel Adams, Atif Bukhari*, Steve Heyes, Adam John, Sue MacDonald, Paul Morris and Paul West
Councillors Not Present:	Jake Chandler, Kate Tomlinson and Debbie Young
Officer Present:	Emma Sylvester
Public Present:	2

Public Question Time
No members of public wished to speak

44. APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr Jake Chandler, Kate Tomlinson and Debbie Young

45. DECLARATIONS OF INTERESTS
None

46. MINUTES OF THE COUNCIL MEETING HELD ON 17 JUNE 2026
RESOLVED
That the Minutes be approved as a true record and signed by the Chairman.

47. CHAIRMAN'S ANNOUNCEMENTS (FOR INFORMATION ONLY)
(i) The Chairman reported that the first meeting of the Business Plan Working Group had gone well. Members would now be working on the individual chapters, with the initial focus being on Year 1.
(ii) Cllr MacDonald advised Members that a charity car boot sale would be held on 13 September and asked whether the Council wished to have a stand at the event. Members agreed that a Council surgery would be held.

48. PARISH COUNCILLOR REPORTS (FOR INFORMATION ONLY)
(i) Cllr Adam John reported that he had attended a local Armed Forces Event.
(ii) Cllr Sue MacDonald reported that the Ridge Coffee Club had raised £1,750 for Wiltshire & Bath Air Ambulance and £1,500 for Prospect Hospice.

49. CLERK'S REPORT (FOR INFORMATION ONLY)
The CEO reported that all current staff vacancies had now been filled and that a new team was in place to support the Council.

7:15pm Atif Bukhari arrived

50. COMMITTEES AND WORKING GROUPS
(i) **RESOLVED** to approve the Terms of Reference for the Communications Working Group as attached in the Minute Book.
(ii) Members noted the minutes of the Planning Committee meeting held on 10 June 2026 and the Staffing Committee meeting held on 17 June 2026. The minutes of the Youth & Community Committee meeting held on 24 June 2026 were not yet ready and would be presented to a future meeting.

51. INTERNAL AUDITOR

(i) Members noted that the figures previously reported for the Internal Auditor's three-year appointment were incorrect and that there had been a slight increase in the fee.

(iii) Members considered the appointment of the Internal Auditor for a three-year period at the revised fees.
RESOLVED: That the Internal Auditor be appointed for a three-year period at the following fees:

- 2026/27 – £1,275
- 2027/28 – £1,335
- 2028/29 – £1,395

52. PLAY EQUIPMENT GRANT

(i) Members noted that grant funding of £7,521.00 had been received from the National Lottery Community Fund and congratulated the Deputy Clerk on securing the grant funding.

(ii) Members considered the delegation of authority to the Grounds & Play Committee to approve the associated expenditure and confirm the final details of the project.
RESOLVED: That the Grounds & Play Committee be delegated authority to approve the associated expenditure and confirm the final details of the project.

53. GRANT POLICY

Members reviewed the amended Grants Policy, which allows the Council to consider each grant application on its individual merits.
RESOLVED to approve the amended Grants Policy as detailed in the document attached in the Minute Book.

54. EXPENSES POLICY

(i) Members noted that HM Revenue & Customs (HMRC) had revised the approved mileage rates for the 2026/27 tax year.

(ii) Members considered the amended Expenses Policy.
RESOLVED to approve the amended Expenses Policy as detailed in the document attached in the Minute Book.

55. 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.

56. STAFFING

(i) Members noted that the Staffing Committee had previously approved a budget of £5,000 for temporary grounds staff.

(ii) Members considered the recommendation from the Staffing Committee to extend the appointment of a temporary grounds worker for a further six months to support the Grounds team in catching up with the workload.
RESOLVED to approve recommendation to extend appointment of grounds worker for 6 month being funded from General Reserves.

The meeting closed at 7:25pm.

Chairman ______________________________ **Date** ______________________