

ST STEPHEN PARISH COUNCIL

In the District of St. Albans, County of Hertfordshire



MINUTES OF A MEETING OF THE COUNCIL HELD AT THE PARISH CENTRE, STATION ROAD BRICKET WOOD, ST ALBANS, HERTS ON 24 APRIL 2014 AT 7.30 pm

Present: Oonah Jones, (Chairman), Mick Freeman (Vice Chairman)
Jadwiga Baillie, John Bell, Wendy Berriman, David Brannen, Ian Getley,
Karen Hurford (part), Bill Pryce, Nicholas Tyndale and Eileen Whittaker.
In attendance: One Member of public.
Officers in attendance: Mrs J Pienaar (Clerk)

1. APOLOGIES

Apologies were accepted from Cllr Kerry and Cllr Hurford had advised that she would be arriving late.

2. TO RECEIVE DECLARATIONS

There were none.

3. MINUTES OF THE MEETING HELD ON 20 MARCH 2014

RESOLVED: *Proposed: Cllr Jones* *Seconded: Cllr Brannen* **Motion Carried**
That the minutes be approved as a true record.
Votes in favour: unanimous

4. NOTIFICATION OF OTHER BUSINESS

The Clerk agreed an item on the SADALC meeting on the next agenda.

5. PUBLIC PARTICIPATION

There were none.

6. DISTRICT COUNCILLOR'S REPORT

There were none.

7. REPORTS: FINANCE, POLICY AND RESOURCES

7.1 To approve the payments schedules

Members referred to the schedule for March/April.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Jones* **Motion Carried**
That the payments schedule be approved.
Votes in favour: unanimous

Cllrs Getley and Jones agreed to sign the cheques.

7.2 To approve the purchase of a safe

Several Members considered a fire proof safe of a size suitable for storing important documents as an essential piece of equipment. It was noted that as the fire proof safe also had a 'cash rating' it would serve a dual purpose as a safe when required.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Jones* **Motion Carried**
That the 74 litre fire proof safe be purchased.
Votes in favour: 9 *Votes against: 0* *Abstentions: 1*

7.3 To review the BPA legal documents

The Clerk reported that the matter was in hand with the District Solicitor and was now progressing. A site meeting had been held recently with the District Solicitor. Copies of the draft legal documents were available to Members if required.

7.4 To consider cleaning the Parish War Memorial

Cllr Pryce reported that a quotation to clean the obelisk had been requested but had not yet been received. Enquiries for a grant toward cleaning had been made through the War Memorial Trust's website. However, maintenance and cosmetic cleaning were not eligible.

7.5 To approve the renewal of the Health & Safety contract

Members agreed that the service was most valuable. It was noted that the price of the service had been frozen. The Clerk reported that the consultant would be checking the risk assessments for the Festival event as part of the service provided.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Pryce* **Motion Carried**
That the contract be renewed.
Votes in favour: unanimous

7.6 To consider applications for grants and discretionary discounts

Members considered the application from the Guide Dogs for the Blind. It was noted that it was a new application from a locally based charity.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Bell* **Motion Carried**
That a 100% discount with a value up to £212 be approved.
Votes in favour: unanimous

8. REPORTS: GENERAL

8.1 To receive an update on the A405 (Blackboy PH) bus shelters

It was reported that the Bricket Wood Residents' Association petition had raised over 200 signatures. Mr Coller would be presenting the petition to the Highways and Waste Panel at the County Council on 13th May. It was agreed that, as Cllr Bell was not available, Cllr Getley would accompany Mr Coller as the Parish Council's representative.

8.2 To receive a progress update on the parish website

It was noted that invitations to provide design samples were due to go out shortly.

8.3 To receive a brief update and the recommendations of the:

a) Parish in Bloom Working Party

Cllr Getley reported that the entry forms were now available and that the judges had been agreed.

Cllr Hurford joined the meeting.

b) Annual Events Working Party

Cllr Pryce reported it was recommended by the Working Party that the Council promote and support 'picnic in the park' week from 23 July to 3 August. The idea was to encourage associations and local groups to run activities in the park during that week to promote use of the parish parks.

The Working Party also recommended that the Watford Brass Band is booked at £350 for the Armed Forces Day event being held on 28 June. A Member pointed out that neither the Royal British Legion nor the Cadets were available on that date. Another Member explained that this was because the Parish event coincided with the Marshalswick parade. Members of the Working Party explained that local Brownies, Scouts and Residents' Associations were being invited to attend.

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Berriman* **Motion Carried**
That the brass band be booked for 28th June.
Votes in favour: 10 *Votes against: 0* *Abstentions: 1*

c) HR Working Party

In accordance with recently adopted Council policy to recognise 25 years of employee service it was recommended that Mr Field, who had been working for the Council for 34 years, receive the award.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Freeman* **Motion Carried**
That the long service award be approved.
Votes in favour: unanimous

d) Generating Income Working Party

In the absence of Cllr Kerry, the Clerk reported that the Working Party had recommended that the £20 discount voucher be extended to the other children's groups using the Parish Centre. The proposal was to extend the promotion to more user groups if evidence gathered from the initial trials showed that the scheme had been successful in raising booking levels for the Tennyson Hall. The Working Party also recommended that all advertising and promotions be targeted. To allow more time to gather and analyse data, feedback, gauge the success of promotions and target advertising, the working party requested an additional six months' extension. Members were in full agreement with these recommendations.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Berriman* **Motion Carried**
That all recommendations be accepted.
Votes in favour: unanimous

e) Licensed Refreshment Facility Working Party

Cllr Pryce reported that he was in regular contact with the current publican to negotiate an early termination of the bar agreement. He hoped to have the matter resolved within the next seven days. A Member requested that if possible a clause be included into the agreement, if it wasn't already, that allowed for a probation period.

8.3 To consider recommendations for the 2014 Festival including events, procedures, responsibilities, insurance and easements

The Clerk referred to the Event Cash Handling Risk Assessment, Procedures for the CAMRA bar and the list of Nominated Responsible Persons, all of which were required for audit and insurance purposes and had been approved by the Working Party. The Clerk advised that it was imperative that there was a clear audit trail of income from sales, particularly for the CAMRA bar. The Council's insurers had been advised of the 'Bring your own' event on the Friday evening and the CAMRA bar and had confirmed that there would be no insurance concerns provided the Council complies with any legislation relating to the sale and consumption of alcohol. The insurers had also offered, at no extra charge, on a one-off basis, to extend the 'cash in transit' cover up to £4k for the event, provided that policy conditions were adhered to and to increase the cover up to £6k in the new fire-proof safe if it was agreed by Council. The Clerk advised that under the Food Act legislation the Parish Council could hold a 'mini-market' provided that it obtained an easement from the District Council (a market authority). She added that the District Council's Market Officer had been extremely helpful in this regard and had agreed to grant consent upon request.

Cllr Whittaker explained that the food court comprised a 'mini-market'. Food vendors were being charged £50 per stall. The succinct update concerning the provision of a bar for the Friday evening confirmed that the publican had withdrawn completely with the result that there would be no alcohol or refreshments at the event if 'Bring Your Own' was not agreed and publicised. Both Cllrs Berriman and Whittaker had agreed to be responsible for upholding the licensing objectives. The Clerk said that event documentation had been submitted to the St Albans Advisory Group who were due to meet on 30th April and that the H&S Consultant would be checking the event risk assessments.

Cllr Whittaker referred to the listed recommendations. The programmes would be sold at £2 each with a winning programme prize of £100. Whilst entry to the Festival would be free, visitors would be encouraged to purchase a programme. The purchase of real ale enabled the council to generate income toward the event. A working float of £500 was required. Opening times had been brought forward to 10.45am on both days to include all performers. There would be a clear audit trail kept for all Friday evening tickets sold. Meetings would be held every week up until the event. A few members of staff were helping in a paid capacity. As reported previously, two Grounds team members had volunteered some time as well as Gill Rix, Judith Massey and the Clerk. Cllr Whittaker said that she was still looking for volunteers to fill some gaps on the parish stall.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Hurford* **Motion Carried**
That the following be approved: recommendations as listed, the 2014 Festival Event Cash Handling Risk Assessment, Responsible Persons list; Procedures for the CAMRA bar; the holding of a mini-market and to request an easement from the District Council.
Votes in favour: unanimous

9. DOCUMENTS RECEIVED

9.1 To receive invitations, training opportunities, notifications and consultations

This was noted.

10. MINUTES OF COMMITTEES

10.1 To receive & approve minutes of the following committees

The following minutes were formally received by Council:

Buildings Committee (3)	27 February 2014
Planning Committee (9)	13 March 2014

10.2 To receive notes taken at the Council's Working Parties and Forums

The following notes were received:

Parish in Bloom Working Party	13 March 2014
Annual Events Working Party	3 April 2014
Festival Working Party	10 March 2014
Festival Working Party	25 March 2014
Festival Working Party	8 April 2014
Licensed Refreshment Working Party	20 March 2014
Generating Income Working Party	26 March 2014

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Freeman* **Motion Carried**
That the minutes and notes be approved.
Votes in favour: unanimous

10.3 To note the minutes of the Joint Committees & Associations

The following minutes were noted:

The SA District Association of Local Councils - 8th April 2014

The Chairman declared the meeting closed at 9.18pm.

If you require this document in an alternative format please contact the Parish Office to discuss your requirements.

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