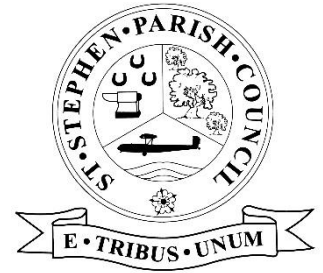


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD
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Tel: 01923 681443 Fax: 01923 681338
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Present: Councillors

John Bell	Wendy Berriman
Martin Doyle	David Parry
Bill Pryce	Nicholas Tyndale
Eileen Whittaker	

Derek Kemp-DCK Accounting Solutions
Sue Hake, Clerk

No Members of the Public attended

1920/022 To receive and accept apologies for absence
Dorothy Kerry, Karen Hurford, David Yates, David Brannen,
Also Sue Featherstone- County Councillor

1920/023 To receive declarations of interest and dispensations

- a) To receive declarations of interest from Councillors on items on the agenda
None
- b) To receive written requests for dispensations for declarable interests
None
- c) To grant any requests for dispensation as appropriate
None

1920/024 To confirm the minutes of the meeting held on 16th May 2019
Resolved: Proposed Cllr Pryce Seconded Cllr Berriman the minutes be approved as a true record
Votes in favour: Unanimous

1920/025 Public Participation – to receive petitions, comments and questions
To welcome public participation in accordance with the Public Speaking Policy.
None

1920/026 To Consider applications to fill the Councillor vacancy
Cllr Parry requested the Clerk explain about possible cost implications of an election if a Co-Option is not agreed at this meeting.
Resolved: Proposed Cllr Tyndale Seconded Cllr Pryce BP to defer voting on Co-Option until all candidates have been met to give all of the candidates an equal chance for consideration.
Votes: in favour 6, against 1
Action: Cllr Pryce, Cllr Bell & Cllr Parry to arrange to pursue a convenient time to meet the remaining two candidates and feedback to Councillors.

1920/027 To receive reports from representatives of St Albans District Council and Hertfordshire County Council
None

To invite the St Stephen and Park Street District and County Councillors to briefly update Members on Parish related issues.

None

1920/028 Reports: Finance, Policy and Resources

- a) To authorise cheque payments and note card payments and direct debits made in accordance with the budget (circulated)
Resolved: Proposed Cllr Bell Seconded Cllr Pryce for Cllr Berriman & Cllr Whittaker to sign cheques.
Votes in favour: Unanimous
- b) To receive the budget report to end May 2019, (circulated)
Confirmed Budget Report received
- c) To consider awards of grants and discretionary discounts – see attached application from
 - i. Parkinsons Group
Proposed: Cllr Berriman Seconded Cllr Bell to approve 100% discretionary discount for the hire of the Sports Hall on the 29th September for a fund raising event.
Votes in favour: Unanimous
- d) To note Asset register (circulated)
Noted
- e) To note the dates of the period for exercise of public rights and publication of unaudited Annual Governance & Accountability Return 21 June to 1 August 2019 (circulated)
Noted revised date of period for exercise of public rights & Publication of unaudited Annual Governance & Accountability Return 22 June to 2 August 2019.
- f) To Note the Annual Internal Audit Report 2018-19 (circulated)
Noted
DK expressed surprise at not being contacted by the Internal Auditor
Resolved: Proposed Cllr Pryce Seconded Cllr Doyle requested Clerk to contact the internal auditor for a more detailed report and suggest communication to Accountant
Votes in favour: Unanimous

1920/029 Annual Governance and Accountability Return 2018/19 Part 3

- a) To Agree and Approve Items 1-9 of Section 1 of the Annual Governance Statement for 2018-19 (to be signed by the Chair and Clerk to include minute reference) (circulated)
Cllr Parry read through each statement
Resolved
Section 1 Agreed and Approved *Votes in favour: Unanimous*
Section 2 Agreed and Approved *Votes in favour: Unanimous*
Section 3 Agreed and Approved *Votes in favour: Unanimous*
Section 4 Not Agreed or Approved *Votes against: Unanimous* as 17-18 public exercise rights notice not issued on time
Section 5 Agreed and Approved *Votes in favour: Unanimous*
Section 6 Agreed and Approved *Votes in favour: Unanimous*
Section 7 Agreed and Approved *Votes in favour: Unanimous*
Section 8 Agreed and Approved *Votes in favour: Unanimous*
Section 9 Agreed and Approved *Votes in favour: Unanimous* Agreed Not Applicable

Confirmed Annual Governance statement signed by the Chair and the Clerk
- b) To approve Section 2 – Accounting Statements 2018-19 (to be signed by the RFO and Chair to include minute reference) (circulated)
Resolved Proposed Cllr Bell Seconded Cllr Tyndale Agreed for the Chair to sign the Accounting Statement of section 2

Confirmed Accounting Statement signed by the RFO and Chair

- 1920/030** To appoint a Chair and representatives to serve on the Finance Committee
Resolved Chair, Vice Chair ex officio, Buildings Chair Cllr Doyle, Leisure Chair, Cllr Pryce,
Cllr Berriman, Cllr Whittaker to be members of the committee.
Resolved to defer appointing 2 further Cllrs and to appoint the Chair at the first
finance
meeting
- 1920/031** To appoint an additional member to the Leisure Committee
Resolved to defer to future meeting
- 1920/032** To adopt the FOI Policy and Publication Scheme (circulated)
Resolved: Proposed Cllr Bell Seconded Cllr Pryce to adopt the FOI Policy
Agreed and Approved *Votes in favour: unanimous*
Resolved: Proposed Cllr Bell Seconded Cllr Pryce to agree the revised publication
scheme
Votes in favour: Unanimous
- 1920/033** To note minutes from the Council's Committees (circulated)
a) Planning
Noted
b) Leisure
Noted
- 1920/034** Reports: General
a) To receive brief progress reports and recommendations from the:
i. Events Working Party
recommendations from review, Two new categories to be added to the Community
Awards: To take to the next Full Council
 - Businesses
 - Groups**Resolved:** Cllr Pryce proposed Seconded Cllr Berriman to adopt the
recommendation from the working party to add the two new categories Businesses
& Group
Festival Working Party
Final figures for the cost of the Festival were asked if available,
The Clerk confirmed invoices were still being received & final figure not yet
available.
Further events this year are Armed forces day, Arts and Crafts, Remembrance
Day, Firework display being considered, Award Ceremony & Parish in Bloom to be
reviewed for future years continuation.
- b) To consider the Storage and Hire arrangements for Litter Pick resources
(circulated)
Resolved: Proposed by Cllr Whittaker Seconded Cllr Bell to agree storage of litter
pick resources subject to obtaining a point of contact to liaise and agree a suitable
location
Votes in favour: Unanimous
- c) To consider Health & Safety & HR support Contract (Report circulated)
The options for the H&S and HR contracts were discussed
Resolved: Proposed Cllr Pryce Seconded Cllr Bell to retain the existing HR
support on a contract or a retainer
Votes: in favour 2, against 5
Resolved: Cllr Berriman Seconded Cllr Tyndale proposed an external organisation

for both aspects of Health & Safety & HR combined

Votes: in favour 5, against 2, Motion Carried

Resolved Proposed Cllr Bell Seconded Cllr Berriman for the supplier ELAS to be given the combined contract for a three-year period only

Votes: in favour 6, against 1

1920/035 Documents received

To receive consultations, invitations, training opportunities and notifications

None

The meeting closed at 9.19pm

Chairman

Date