

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

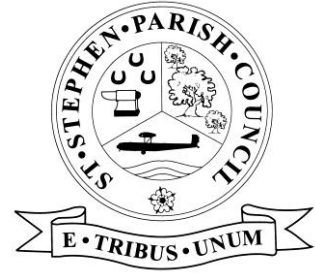
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443 Fax: 01923 681338

Email: [clerk@ststephenparishcouncil.gov.uk](mailto:clerk@ststephenparishcouncil.gov.uk)

Web: [www.ststephenparishcouncil.gov.uk](http://www.ststephenparishcouncil.gov.uk)



Councillors Present: John Bell  
Wendy Berriman

Dorothy Kerry  
David Parry

Martin Doyle  
Bill Pryce

Also present Eileen Whittaker  
Sue Hake, Clerk

## Finance Committee Meeting Monday 14<sup>th</sup> October 2019 at 7.30pm The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ

**1920/FC/001** To elect a Chair for the Finance Committee

**RESOLVED:** Cllr Pryce Proposed Cllr Kerry Chair the Finance Committee, Seconded by Cllr Berriman  
*Votes in favour: unanimous*

**Motion Carried**

**1920/FC/002** To adopt Finance Committee Terms of Reference

The previously adopted Finance Committee Terms of Reference were discussed and a decision made not to use the template and so the clerk was asked to contact Carina at HAPTC to enquire if there is a model template

Committee members were suggested should include the Chair of the Council, Vice Chair, chairs or nominated representative of Planning, Woodlands, Buildings, Leisure, HR, Events or nominated councillor

**Action:** Clerk to contact HAPTC to enquire if there is a template Finance Terms of Reference that could be brought back to the next Finance Committee meeting

**1920/FC/003** To receive and accept apologies for absence

None received

**1920/FC/004** 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/FC/005** Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

No members of public attended

**1920/FC/006** To consider budget proposals – list of priorities

Each of the committees have a list of priorities

Cllr Parry highlighted sustainability may not fit into a committee and so the Finance committee should create a prioritisation for the Full Council to incorporate all items that may not have an identified budget.

**1920/FC/007** Project proposals for S106 funding under headings Green Infrastructure and Leisure Facilities priorities (BRE development)

**RESOLVED:** Cllr Pryce proposed, Seconded Cllr Berriman some of the Green infrastructure S106 funding be used towards solar panels for GWP Community Centre and Pavilion, electric car charging points in Greenwood Park and the Parish Centre, grey water harvesting for Greenwood Park and the

Parish Centre, habitat management, plantations and boundaries at Greenwood Park, community orchard at North Close, energy efficient boilers & bi-fold doors at Park Street Pavilion,  
*Votes in favour: unanimous*

**Motion Carried**

**RESOLVED:** Cllr Berriman, Seconded Cllr Kerry possible Leisure facilities priorities such as building extensions to Greenwood Community Centre & Pavilion to increase use by community groups, minority groups, dementia & youth and also drainage on Woodbury Field

*Votes in favour: unanimous*

**Motion Carried**

**ACTION:** Clerk to enquire if S106 funding proposals will be acceptable

**1920/FC/008** S106 funding Project Priorities Register (wish list)

To be discussed further and where possible link to long term Corporate plan when created

**1920/FC/009** To consider a process for developing the Council's Business Plan

Potential aims and objectives were discussed and 6 agreed

**RESOLVED:** Cllr Kerry proposed 6 key aims and objectives, Seconded by Cllr Parry

1. Review the utilisation of all Parish Council facilities
2. Greater community engagement
3. Become more sustainable & environmentally friendly & encourage community participation
4. Maximise the effectiveness of the Parish Council resources
5. Facilitate events to be run by the wider community for the community
6. Improve the quality of life for the community

*Votes in favour: unanimous*

**Motion Carried**

**ACTION:** Cllr Kerry to work with the Clerk to create a Corporate Plan to include the 6 Aims and Objectives

**1920/FC/010** To consider and produce a financial report to be presented to Full Council – An 'Exec' summary with changes highlighted by amount and percentage and notes of explanation where necessary.

**RESOLVED:** Cllr Kerry Proposed the finance reports to Full Council be a Summary for each centre and a folder be created to hold the detail to be accessed by Councillors Seconded by Cllr Berriman

*Votes in favour: unanimous*

**Motion Carried**

**1920/FC/011** To consider a rolling programme of analysis of different aspects of the Council work – comparisons with other authorities, saving possibilities etc

Running once every quarter to analyse sections of the council functions

**RESOLVED** Cllr Berriman proposed a specified section of the Parish Council functions be analysed each quarter Seconded Cllr Bell

*Votes in favour: unanimous*

**Motion Carried**

**1920/FC/012** To consider working party spending rules/guidelines (recommendation to Full Council)

**ACTION:** Defer to later meeting

**1920/FC/013** To consider moving to electronic banking

**RESOLVED:** Cllr Kerry Proposed the Council look at moving to electronic banking Seconded Cllr Parry

*Votes in favour: unanimous*

**Motion Carried**

**1920/FC/014** To note bank account signatory changes

Noted

**1920/FC/015** To set dates of future Finance Committee meetings to end of April 2020

**ACTION:** Clerk to arrange venue for Finance meetings on:-

10 December 2019 at 7.30pm, 16 March 2020 at 7.30pm & 15 June 2020 at 7.30pm

Meeting closed at 9.59pm