

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

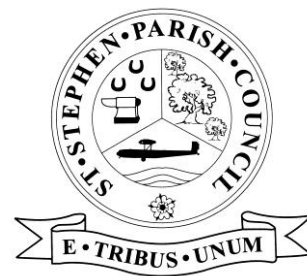
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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)



To: Councillors  
Wendy Berriman  
David Brannen  
Martin Doyle  
Karen Hurford  
Dorothy Kerry (chair)  
David Parry

Bill Pryce  
Beccy Spriggs  
Nicholas Tyndale  
Eileen Whittaker  
David Yates

You are summoned to attend the **Council Meeting**  
To take place on **Thursday 19 March 2020 at 7.30pm**  
Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ**

*S Hake*

Sue Hake, Clerk  
13 March 2020

## CORE VALUES

**COMMUNICATE, CONSULT, OPENNESS, INTEGRITY, INCLUSIVITY, ACCOUNTABILITY**

## KEY PRIORITIES

*To preserve our green spaces*  
*To enhance leisure and play provision*  
*To develop community involvement*  
*To build capacity to deliver quality services*  
*To improve the Council's environmental performance*  
*To maintain all Council assets in good working order*

**Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.**

## AGENDA

- 1920/099** To receive and accept apologies for absence
- 1920/100** To confirm the minutes of the meeting held on 20 February 2020
- 1920/101** To receive declarations of interest and dispensations
- To receive declarations of Interest from Councillors on items on the agenda
  - To receive written requests for dispensations for declarable interests
  - To grant any requests for dispensation as appropriate
- 1920/102** Public Participation – to receive petitions, comments and questions  
To welcome public participation in accordance with the Public Speaking Policy.
- 1920/103** To receive reports from representatives of St Albans District Council and Hertfordshire County Council  
To invite the St Stephen and Park Street District and County Councillors to briefly update Members on Parish related issues

- 1920/104** Reports: Finance, Policy and Resources
- a) To agree March cheque payments and note February card payments, direct debits made in accordance with the report (circulated)
  - b) To agree two signatures of cheques
  - c) To receive the budget report,
  - d) To consider grant & discount applications
  - e) To approve maximum expenditure from reserves of £1350 for a preliminary external/internal inspection of the construction and condition of the Barn at the Parish Centre
  - f) To adopt Statement of Internal Controls (to be reviewed by Finance Committee as and when banking arrangements are changed).
  - g) Business Plan -update and meeting date confirmation

- 1920/105** Coronavirus
- a) Discuss and consider revision to cancellation policy
  - b) Social distancing/isolation
  - c) Working from home – to agree actions

- 1920/106** To note minutes from the Council's committees (circulated)
- a) Leisure
  - b) Planning

- 1920/107** Reports General  
To receive brief progress reports and recommendations from
- a) Events Working Party  
Councillors requested to confirm availability and nominated jobs:-
    - Bar
    - Roads
    - Cash Collection
    - Pimms Stall
    - Marquee erection/dismantling
    - Memorabilia
    - Site layout plan
    - First Aid
    - Car parking
    - Litter picking
    - Gate rota
    - Locating stallholders
    - Locating vehicle exhibits-eg tanks, cars, fire brigade
    - Lost Children official
  - b) Fixed Asset Working Party
  - c) Neighbourhood Plan -update
  - d) Newsletter - update
  - e) Clerks report
    - i) Councillor vacancy update
    - ii) To nominate a further councillor to re-instate the Car Parking Working Party to join Cllr Berriman, Cllr Yates, the Centres Manager and a member of the grounds team

- 1920/108** Documents received  
To receive consultations, invitations, training opportunities and notifications