

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

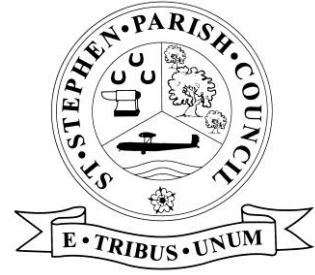
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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To: Councillors  
Wendy Berriman  
David Brannen  
Martin Doyle  
Karen Hurford  
Dorothy Kerry

David Parry  
Bill Pryce  
Nicholas Tyndale  
David Yates  
Eileen Whittaker

You are summoned to attend the **Full Council Meeting**  
To take place on **Thursday 16 July 2020 at 7.30pm**  
**Remote Meeting via**

<https://zoom.us/j/96694477344?pwd=MVoyVTArarnhIb0dBOW10VmIEM2MvQT09>

Meeting ID: 966 9447 7344

Password: 302545

Please note due to the Covid-19 Coronavirus crisis St Stephen Parish Council will not be holding any face to face meetings until further notice. Instead meetings will be held remotely (s.78 Coronavirus Act 2020) via Zoom (<https://zoom.us/>) at the meeting ID above.

Members of the public and press are invited to attend and are requested to contact the Clerk prior to joining the meeting (contact details above).

*S Hake*

Sue Hake

Clerk

10 July 2020

**Please be aware that members of the public may record, film, photograph or broadcast this meeting**  
**AGENDA**

**2021/032 To receive and accept apologies for absence**

**2021/033 To receive declarations of interest and dispensations**

- a) To receive declarations of interest from Councillors on items on the agenda
- b) To receive written requests for dispensations for declarable interests
- c) To grant any requests for dispensation as appropriate

**2021/034 To confirm the minutes of the Full Council meeting held on 9 July 2020**

**2021/035 Public Participation – to receive petitions, comments and questions**

To welcome public participation in accordance with the Public Speaking Policy

**2021/036 To receive reports from representatives of St Albans District Council and Hertfordshire County Council**

- a) To invite the St Stephen and Park Street District and County Councillors to briefly update
- b) Members on Parish related issues

**2021/037 Reports: Finance, Policy and Resources**

- a) To authorise cheque payments and note card payments and direct debits made in accordance with the budget

- b) To consider awards of grants and discretionary discounts –
  - i. PSRA -Macmillan fund raising Coffee Morning (to be circulated)
  - ii. Provisional request from Midway surgery to use the Community centre for Flu Vaccinations
- c) To note Asset register
- d) To Note agreement to progress the opening of a bank account with Unity Trust to progress electronic banking and signatories to be the Clerk and Finance committee members

**2021/038 Annual Governance and Accountability Return 2019/20 Part 3 (AGAR)**

- a) To note the Internal Audit Report 2019-20 and agree any management actions and recommendations to be reviewed by the Finance Committee
- b) To Agree and Approve individually Items 1-9 of Section 1 of the Annual Governance Statement for 2019-20 (to record the date of approval, minute reference and arrange to be signed by the Chair and Clerk of the meeting where approval was given
- c) To approve Section 2 – Accounting Statements 2019-20 (signed by the RFO prior to being presented to the authority for approval) and to record the date of approval, minute reference and arrange to be signed by the Chair of the meeting where the Accounting Statements were approved
- d) To note the completed Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 27 July to 4 September 2020 and note the notes to accompany the Notice (Local authority accounts: a summary of your rights).

**2021/039 To agree Cllrs Parry, Pryce and Kerry meet potential candidates for the Chiswell Green Councillor vacancy**

**2021/040 To note minutes from the Council's Committees (circulated)**

- a) Planning
- b) Leisure
- c) HR
  - i. To receive an update from HR relating the progress of the proposed staff Restructure
- d) Finance

**2021/041 Reports: General**

- a) To receive brief progress reports and recommendations from the:
  - i. Events Working Party-. To discuss and agree any actions relating to award Nominations
- b) To discuss and agree plans relating to reopening of the Parish and Community centres
- c) To review the opening of play areas
- d) To consider Committee structure going forward

**2021/042 Documents received**

To receive consultations, invitations, training opportunities and notifications