

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

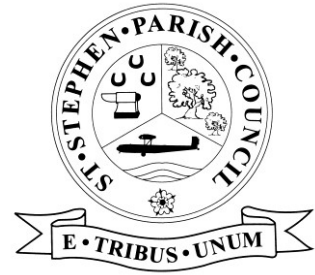
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Present: Councillors

Wendy Berriman

Karen Hurford

Dorothy Kerry

David Parry

Bill Pryce

Nicholas Tyndale

Eileen Whittaker

Also present: Sue Hake Clerk, Isabel Crozier, Assistant Clerk

Minutes of Full Council Meeting held on Tuesday 28 July 2020 at 6:00pm Remote Meeting via Zoom

2021/043 To receive and accept apologies for absence

Cllr Brannen

2021/044 To receive declarations of interest and dispensations

a) To receive declarations of interest from Councillors on items on the agenda

None Received

b) To receive written requests for dispensations for declarable interests

None Received

c) To grant any requests for dispensation as appropriate

None Received

2021/045 To confirm the minutes of the Full Council meeting held on 16 July 2020

Resolved: Cllr Pryce proposed confirmation of the 16 July minutes, seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

2021/046 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

None received

2021/047 Reports: Finance, Policy and Resources

a) To receive and note the Asset register as at 31 March 2020

Noted

Resolved: Cllr Parry proposed all assets are revalued including woodlands in the next year, seconded Cllr Tyndale

Votes in favour: Unanimous

Motion Carried

Action: To identify three Chartered Surveyors to obtain quotes for the revaluation of all assets to include woodlands

b) To consider quotes for electrical connection for the container café at the Community Centre – to be recharged to Café company

i. £965 plus VAT

ii. £1225 plus VAT

iii. £910 plus VAT

Resolved: Cllr Parry proposed quote iii £910 plus VAT contractor, seconded Cllr Pryce

Votes in favour: Unanimous

Motion Carried

Resolved: Cllr Berriman proposed the council subsidise the £100 cost of certification, seconded Cllr Pryce

Votes in favour: 5 Against 2

Motion Carried

c) To consider providing the venue for the St Albans Parish Conference in September
No longer required as to be held as virtual meeting

2021/048 Annual Governance and Accountability Return 2019/20 Part 3 (AGAR)

- a) To receive and note the Internal Audit Report 2019-20 and agree any management actions and recommendations to be reviewed by the Finance Committee

Noted

- 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

The Clerk read each statement to the Council

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements

Resolved: Cllr Parry proposed agreement and approval of the Accounting Statement 1 2019-20, Seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness

Resolved: Cllr Parry proposed agreement and approval of the Accounting Statement 2 2019-20, Seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Resolved: Cllr Parry proposed agreement and approval of the Accounting Statement 3 2019-20, Seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations

Resolved: Cllr Parry proposed agreement and approval of the Accounting Statement 4 2019-20, Seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Resolved: Cllr Parry proposed agreement and approval of the Accounting Statement 5 2019-20, Seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems

Resolved: Cllr Parry proposed agreement and approval of the Accounting Statement 5 2019-20, Seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

7. We took appropriate action on all matters raised in reports from internal and external audit

Resolved: Cllr Parry proposed agreement and approval of the Accounting Statement 7 2019-20, Seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements

Resolved: Cllr Parry proposed agreement and approval of the Accounting Statement 8 2019-20, Seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

NB: Not Applicable as the council are not responsible for any trust funds

Cllr Parry as Chair signed Section 1 of the Accounting Statement 2019-20

- 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

Resolved: Cllr Parry proposed approval of Section 2 Accounting Statements 2019-20, Seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

Cllr Parry as Chair signed Section 2 of the Accounting Statement 2019-20

- 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).

Noted

Action: Clerk to check Social Distancing requirements if required

Meeting closed at 18.54

Chairman

Date