

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

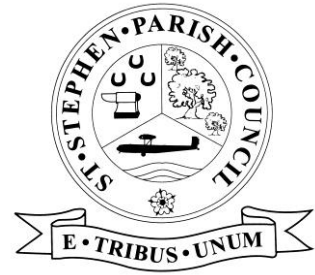
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Minutes of the Full Council Meeting

held on **Thursday 24th June 2021** at **7.30pm**
at Tennyson Hall, Parish Centre, Station Rd, Bricket Wood

Present: Councillors

Wendy Berriman

David Brannen

Martin Doyle

Ajanta Hilton

Also Present: Sue Hake, Clerk

One member of the public present

Dorothy Kerry

David Parry

Bill Pryce

Mark Skelton

Nicholas Tyndale

David Yates

Eileen Whittaker

2122/018 To receive and accept apologies for absence

Apologies received from District Cllrs Curthoys, Featherstone & Jacob

2122/019 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

None received

2122/020 To confirm the minutes of the Annual Full Council meeting held on 27 May 2021 to be signed

Resolved: Cllr Pryce proposed confirmation of the minutes for the Annual meeting held on 27 May 21, seconded Cllr Hilton

Votes: in favour, Unanimous

Motion Carried

2122/021 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

None

2122/022 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

No reports received

2122/023 Reports: Finance, Policy and Resources

a) To receive and note the Asset register as at 31 March 2021

Asset register as at 31 March received and noted

b) To confirm lists of June payments (circulated)

The June lists for payments were noted

c) To consider and agree any grant applications

i. Hanstead Wood Volunteers

Resolved: Cllr Yates proposed the £300 grant be offered in full subject to confirmation of volunteer insurance cover inclusion, seconded Cllr Pryce

Votes: in favour Unanimous

Motion Carried

2122/024 To receive and note the Annual Accounts

The Annual Accounts were received and noted

2122/025 Annual Governance and Accountability Return 2020/21 Part 3 (AGAR)

a) To receive and note the Internal Audit Report 2020-21 and agree any management actions and recommendations to be reviewed by the Finance Committee
The Internal Audit Report was received and noted

b) To Agree and Approve Items 1-9 of Section 1 of the Annual Governance Statement for 2020-21 (each statement to be voted on individually) & (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 Chair 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 2020-21, 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 2020-21, Seconded Cllr Pryce

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 2020-21, Seconded Cllr Whittaker

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 2020-21, Seconded Cllr Pryce

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 2020-21, Seconded Cllr Doyle

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 6 2020-21, Seconded Cllr Berriman

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 2020-21, Seconded Cllr Whittaker

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 2020-21, Seconded Cllr Hilton

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 and the Clerk signed Section 1 of the Accounting Statement 2020-21

- c) To review and approve Section 2 – Accounting Statements 2020-21 (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 the Accounting Statements 2020-21, seconded Cllr Yates

Votes in favour: Unanimous

Motion Carried

Cllr Parry as Chair signed Section 2 of the Accounting Statement 2020-21

- d) To note the completed Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 28 June to 6 August 2021 and the notes to accompany the Notice (Local authority accounts: a summary of your rights).

Noted and confirmed to be displayed on notice boards and the website

2122/026 To consider the revised offer for the purchase of excess grounds maintenance assets, re vehicles & machinery and agree items and costs for disposal.

The clerk explained the contractor amounts offered had been reduced after seeing the damage to the vehicles.

Resolved: Cllr Berriman proposed the inclusion of the roller with graffiti to the list of assets to be sold, with the removal of the tractor shed and hedge flail to Contractor D for the sum of £30,500 plus VAT seconded Cllr Pryce

Votes in favour: Unanimous

Motion Carried

2122/027 To note minutes and note and agree recommendations from the Council's Committees

a) Planning Committee
Noted

b) HR Committee
Meeting postponed

c) Finance Committee
Meeting postponed

d) Annual Events Working Group

Cllr Berriman expressed her thanks to all individuals in the community who had contributed to the hard work of arranging to run the Armed Forces Day that had to be cancelled.

2122/028 Clerks Report

The Clerk confirmed Cllr Skelton was revisiting looking at options to resolve the issue with the non working clock at Chiswell Green

The meeting closed at 8.33pm