

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

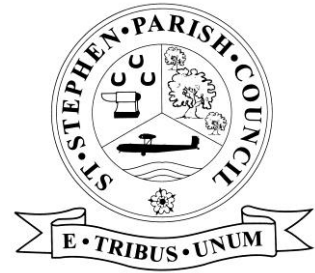
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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## Minutes of the Finance Committee Meeting held on Tuesday 15 March 2022 at 7.30pm at the Parish Centre, St Stephen Suite, Bricket Wood, AL2 3PJ

Present: **Councillors:** Wendy Berriman      Dorothy Kerry      Eileen Whittaker  
   David Parry              Bill Pryce              David Yates  
   Ajanta Hilton          Mark Skelton

Also Present: Sue Hake, Clerk  
No Members of public attended

**2122/FC/039** To receive and accept apologies for absence  
Cllr Doyle

**2122/FC/040** 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/FC/041** To confirm and sign the minutes of the meeting held on 20 January 2022  
**Resolved:** Cllr Pryce proposed confirmation of the minutes for them to be signed, seconded Cllr Parry  
**Votes in favour** 7, Abstained 1 due to not attending **Motion Carried**

**2122/FC/042** Public Participation – to receive petitions, comments and questions  
To welcome public participation in accordance with the Public Speaking Policy  
No public participation

**2122/FC/043** Update of actions from previous minutes not covered later in the agenda  
No additional updates were made

**2122/FC/044** Update on bank mandates  
The Clerk confirmed signature status to now be able to progress with progressing all Finance Committee members to be made signatories for all of the Parish Council bank accounts

**2122/FC/045** Consider and agree changes to venue hire  
i. Function minimum hire charge to be set at £50  
**Resolved:** Cllr Kerry proposed agreement for the Function minimum charge to be set at £50 excluding discretionary and grant applications, seconded Cllr Berriman  
**Votes:** in favour Unanimous **Motion Carried**  
ii. Deposit charges for specific age birthday functions to be set at £1000 plus additional charges  
**Resolved:** Cllr Berriman proposed agreement for specific age birthday functions to be set at £500 plus additional charges, seconded Cllr Parry  
**Votes:** in favour Unanimous **Motion Carried**  
iii. Change to hire agreement in reference to hire of venue for commercial activities  
h) No commercial activity involving direct selling to the public may take place (**without permission from the Parish Council**) on the premises other than 'Fund Raising' and 'Charity' events declared to and approved by the Council. Suggested change in bold brackets

**Resolved:** Cllr Pryce proposed agreement to the hire agreement amendment in reference to hire of venue for commercial activities for no commercial activity involving direct selling to the public may take place **(without permission from the Parish Council)** on the premises other than 'Fund Raising' and 'Charity' events declared to and approved by the Council, seconded Cllr Whittaker

**Votes:** in favour Unanimous

**Motion Carried**

**2122/FC/046** To note Finance Reports

Noted

**Action:** To look into possibility of separating glass bottles at Greenwood Park CC

**2122/FC/047** To confirm the 2021 NJC pay scales backdated to April 2021

Confirmed

**2122/FC/048** To consider and agree actions for the credit/debit card use policy

**Resolved:** Cllr Doyle proposed recommendation for the credit/debit card policy be included with all Council Policies when reviewed by Full Council, seconded Cllr Pryce

**Votes:** in favour: Unanimous

**Motion Carried**

**2122/FC/049** To consider and agree actions for the Investment policy

Agreed to defer to consider ethical principles and review the District Council policy

**2122/FC/050** Clerks Report

The Clerk requested feedback on the replacement for the Drinks machine at the Parish Centre.

Councillors confirmed preference to continue to have a basic tea and coffee machine

**Action:** Research to be completed to seek options for a replacement machine

The Bookings Manager has circulated an email regarding a request for a discount.

Councillors confirmed the request did not comply with the Parish Council Policy and would not be agreed.

The meeting closed at 8.52pm