

# 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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To: Councillors  
Wendy Berriman  
David Brannen  
Martin Doyle  
Ajanta Hilton

Dorothy Kerry  
David Parry  
Mark Skelton  
Daniel Spelman

Bill Pryce  
Nicholas Tyndale  
David Yates  
Eileen Whittaker

You are summoned to attend an

## Full Council Meeting

To take place on **Thursday 16<sup>th</sup> June 2022 at 7.30pm**

Venue: Parish Centre, St Stephen Suite, Station Road, Bricket Wood, Herts, **AL2 3PJ**

Sue Hake, Clerk  
10 June 2022

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

### AGENDA

**2223/029 To receive and accept apologies for absence**

**2223/030 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

**2223/031 To agree the minutes of the Full Council meetings held on 19 May 2022 and 30 May 2022 to be agreed and signed**

**2223/032 Public Participation – to receive petitions, comments and questions**

To welcome public participation in accordance with the Public Speaking Policy

**2223/033 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

To invite St Stephen Parish Councillors to briefly update on Parish related items

**2223/034 Update on previous actions not mentioned later in the agenda**

**2223/035 Reports: Finance, Policy and Resources**

- a) To confirm list of May and June payments
- b) To receive and note the Fixed Asset register as at 31 March 2022
- c) To consider discount enquiry for Ukraine fundraising activity
- d) To review and agree amendments to Grants and Discount Policy
- e) To review and agree Sponsorship and Donations Policy
- f) To consider grant application from SADC for grazing on Bricket Wood Common
- g) To adopt the interim Treasury and Investment Policy
- h) To agree the formation of a Task & Finish group to formulate a Climate and Environmental and Ethical policies to be linked to the Treasury and Investment policy
- i) Report and feedback on discussion from Midway surgery
- j) To confirm agreement of HR support contract

### **2223/036 Annual Governance and Accountability Return 2021/22 Part 3 (AGAR)**

- a) To receive and note the Internal Audit Report 2021-22 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 2021-22 (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 2021-22 (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 1 July to 11 August 2022 and note the notes to accompany the Notice (Local authority accounts: a summary of your rights).

### **2223/037 To progress the Fixed Assets Development Strategy**

- a) To Consider and agree the Draft brief for the options study-Greenwood Park
- b) To agree motion for the Fixed Assets Committee to have delegated powers to sign off the Final Brief

### **2223/038 To note minutes and note and agree recommendations from the Council's Committees**

- a) Planning & Environment Committee
- b) HR Committee  
To appoint a member to join the HR committee
- c) Finance Committee
- d) Annual Events Working Group  
Feedback on Platinum Jubilee Event

### **2223/039 Clerks Report**