

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

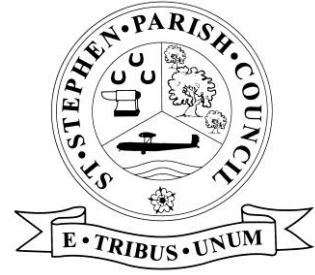
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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To: Councillors

Wendy Berriman

Richard Curthoys

Ajanta Hilton

Aaron Jacob

Dorothy Kerry

Bill Pryce

Adrian Ruffhead

Nicholas Tyndale

David Yates

Eileen Whittaker

You are summoned to attend the **Annual Council Meeting**

To take place on **Thursday 18<sup>th</sup> May 2023 at 7.30pm**

Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ**

*S Hake*

Susan Hake, Clerk

12<sup>th</sup> May 2023

The public are welcome to join this meeting, please email our clerk prior to the day of the meeting to advise of your attendance: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

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

## AGENDA

**2324/001** To elect a Chairman for the year 2023/24 and sign Declaration of Acceptance of Office

**2324/002** To elect a Vice-Chairman for the year 2023/24 and sign Declaration of Acceptance of Office

**2324/003** To receive all remaining signed Acceptance of Office

**2324/004** To receive and accept apologies for absence

**2324/005** 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

**2324/006** To receive nominations for co-option to fill the two Bricket Wood vacancies on the Council

**2324/007** To receive any further signed Acceptance of Office and all Register of Interest forms to be completed and returned within 28 days

**2324/008** General Power of Competence

**Recommendation:** To confirm St Stephen Parish Council meet the conditions of eligibility to use the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, confirms its eligibility (minimum two thirds elected councillors and a CiLCA qualified Clerk to use the General Power of Competence until the next relevant Annual Meeting of the Council that takes place in a year of ordinary elections).

**2324/009** To confirm the minutes of the meeting held on 20<sup>th</sup> April 2023 and Extraordinary meeting held on 27<sup>th</sup> April 2023

**2324/010** Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

**2324/011** Update on previous meeting actions not mentioned later in the agenda

**2324/012** 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.

**2324/013** To appoint representatives to serve on Committees, working parties and outside bodies

**Committees**

Finance Committee

HR Committee

Planning & Environment Committee

Fixed Assets Committee

**Task and Finish Groups**

Future Developments Task and Finish Group-report to Fixed Assets Committee

Woodbury Field Task and Finish Group-report to Fixed Assets Committee

Youth Projects Task and Finish Group-report to Community & Leisure Committee

Communications Task and Finish Group-report to Full Council

**Working Groups**

Annual Events Working Party-Report to Community and Leisure Committee

Tennis Club Liaison Group – report to Fixed Assets Committee

**Representatives on Outside Bodies**

Bricket Wood Joint Management committee (SADC)

ABFLY

Community Rail Partnership

Bricket Wood Station Heritage Trust

Herts Association of Parish and Town Councils

Park Street Village Hall

STRiFE Stop the Rail Freight Exchange)

Park Street Primary School

How Wood Primary School

Killigrew Primary School

Mount Pleasant Lane Primary School

**2324/014** Reports: Finance, Policy and Resources

a) To confirm list of April B, April C, May A payments authorised by Finance Committee Members

b) To consider and agree any grant/discount applications  
Hearing Dogs for Deaf People AGM PC

c) Recommendation to approve the expenditure of up to £3400 plus VAT for a GWP topographical Survey and up to £2914 plus VAT for a measured building survey of the GWP Community Centre and Pavilion from reserves to progress the Option Study

**2324/015** To adopt the Code of Conduct

**2324/016** To adopt Standing Orders

**2324/017** To adopt Financial Regulations

**2324/018** To adopt the Scheme of Delegation

**2324/019** To confirm meeting dates

**2324/020** To note minutes and agree recommendations from the Council's Committees & Working Groups

To receive brief progress reports and recommendations from the:

a) Planning

b) Events Working Party

c) Festival Working Party

**2324/021** Clerks Report