

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

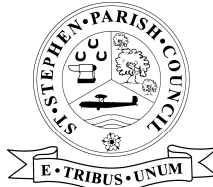
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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To: Councillors

Wendy Berriman

David Brannen

Richard Curthoys

Ajanta Hilton

Aaron Jacob

Dorothy Kerry

Bill Pryce

Adrian Ruffhead

Mark Skelton

Nicholas Tyndale

Eileen Whittaker

David Yates

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

To take place on **Thursday 20<sup>th</sup> June 2024** at **7.30pm**

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

*S Hake*

Susan Hake, Clerk, 13<sup>th</sup> June 2024

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

**2425/021** Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

**2425/022** To receive reports from representatives of St Albans District Council and Hertfordshire County Council

**2425/023** To receive and accept apologies for absence

**2425/024** To confirm the minutes of the meeting held on 16 May 2024

**2425/025** 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

**2425/026** Chairs report

**2425/027** Update on previous meeting actions not mentioned later in the agenda

**2425/028** Reports: Finance, Policy and Resources

- a) Recommendation to approve the Chair, Vice Chair, Committee Chairs and Finance members as bank signatories
- b) To note list of May payments authorised by Finance Committee Members and signatories
- c) To consider and agree any grant/discretionary discount applications
  - i. Bounce discretionary discount request for fund raising event of 100% £49.50
- d) Recommendation to review and agree the Financial Regulations
- e) Recommendation to agree and approve the Fixed Assets as at 31 March 24
- f) To receive and note the Annual Accounts as at 31 March 2024
- g) Recommendation to agree increase to fidelity insurance cover
- h) Recommendation to review and agree the combined Terms of Reference
- i) To discuss the response of the Internal control Section B from the Internal auditor and Assertion 2 of the Annual Governance Statement and agree an explanatory letter to be submitted with the AGAR to the external audit

j) To receive guidance circulated for the requirements for the declaration of interests

## **2425/029 Annual Governance and Accountability Return 2023/24 Part 3 (AGAR)**

- a) To receive and note the Internal Audit Report 2023-24 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 2023-24 (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 2023-24 (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 9 August 2024 and note the notes to accompany the Notice (Local authority accounts: a summary of your rights).

**2425/031** To note minutes and agree recommendations from the Council's Committees & Working Groups

To receive brief progress reports and recommendations from the:

- a) Planning & Environment
- b) Finance Committee
- c) Fixed Asset Committee
- d) HR Committee
- e) Community & Leisure Committee-
  - i. To discuss Parish Council identification badges
  - ii. To discuss Christmas trees
  - iii. Recommendation from community and Leisure to agree the allotment condition 16 change
- f) Events Working Party

**2425/032** Clerks Report - Information updates

## **Agenda items for next meeting required by 8 July 2024**

Items for next agenda