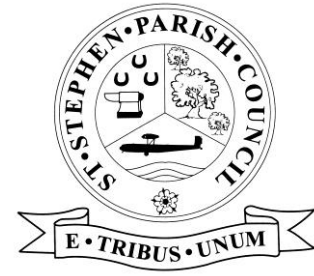


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD  
ST ALBANS HERTS AL2 3PJ  
Tel: 01923 681443  
Email: [amanda@ststephen-pc.gov.uk](mailto:amanda@ststephen-pc.gov.uk)  
Web: [www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk)



**Minutes of the Fixed Assets Committee meeting**  
Held on **Tuesday 26 March 2024 at 7.30pm**  
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

**Present Councillors:**

Mark Skelton  
Nicholas Tyndale  
Adrian Ruffhead

**Also present:**

Amanda Feron, Assistant Clerk

One member of the public

- 2324/AC/062 To receive and accept apologies for absence**  
Apologies received and accepted from Cllrs Yates and Pryce.
- 2324/AC/063 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; and  
c) To grant any requests for dispensation as appropriate  
No declarations of interest or dispensations received.
- 2324/AC/064 To approve the minutes of the Fixed Assets committee meeting held on 25 January 2024.**  
**Resolved:** Cllr Tyndale proposed, seconded Cllr Ruffhead approval of the Fixed Assets Committee minutes from 25 January.  
**Votes:** For, unanimous **Motion carried**
- 2324/AC/065 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy**
- 2324/AC/066 Follow up on previous action not included in the agenda.**  
None
- 2324/AC/067 Review and update Strategic Plan specific to the Fixed Assets Committee for subsequent approval by Full Council.**  
**Resolved:** Cllr Tyndale proposed, seconded Cllr Skelton that the Committee recommend to Full Council to accept the amendments to the Strategic Plan specific to the Fixed Assets Committee and to consider separating the Strategic Plan and the Action Plan.  
**Votes:** For, unanimous **Motion carried**
- 2324/AC/068 To consider and agree the Terms of Reference for the Fixed Assets Committee and to make a recommendation to Full Council.**  
**Resolved:** Cllr Skelton proposed, seconded Cllr Tyndale that the Committee recommend to Full Council to accept the amendments to the Terms of Reference for the Fixed Assets Committee.  
**Votes:** For, unanimous **Motion carried**

**2324/AC/069**

**Clerks report-**

- a) Update on Heads of Terms
- b) Update on Place Services
- c) Parish Centre car park
- d) Update on S106 projects-work starting at Woodbury Field on 2 April
- e) Chiswell Green Clock

**Action:** Assistant Clerk to give an update to the Committee about the clock at the next Fixed Assets meeting.

The meeting closed at 20.15

Signed date

Date