



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Highfield Park Visitor Centre
Hill End Lane, St Albans
Hertfordshire AL4 0RA

Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

FINANCE COMMITTEE MEETING

Thursday 30th January 2020, 7.30pm Highfield Park Trust Office Atrium

PRESENT: Cllr K Slaughter, Cllr P Cook, Cllr H Brazier, Cllr J Mulroney, Cllr R Solts (Chair) & Ms. L Chaplin – Clerk/RFO, Cllr C Brazier (arrived 8.25pm)

1. APOLOGIES

None required

2. DECLARATIONS OF INTEREST

No declarations were made but would be noted if required throughout the meeting.

3. PUBLIC PARTICIPATION

No members of the public present.

4. MINUTES OF PREVIOUS MEETING

Minutes were noted and with no amendments made for accuracy, were accepted as a true and accurate record of the meeting held 10th October 2019. Minutes proposed by Cllr H Brazier and seconded by Cllr Slaughter.

5. BUDGET REVIEW Q3 REVIEW

- a) The variance report was noted and discussed. It was agreed that the grass cutting contract would be reviewed by a meeting of the Environment Working Group and would be sent to Cllrs Mulroney, H Brazier and Slaughter. The recommendations made would be returned to Full Council for approval of the contract.
- b) Members confirmed their acceptance of the report and accepted the recommendation to transfer £7,714 from general reserves into 600/4220 Legal Fees. This action would be carried out by the Finance Officer/RFO before the end of the month.
- c) The Clerk was instructed to send a letter chasing potential funding of the Oaklands bus shelter to the Principal. Cllr H Brazier would send details by email to the Clerk. A suggestion of bus shelter adoption to resolve the issue of the maintenance at Tyttenhanger Green was discussed and will be discussed at Environment Working Party next meeting in March 2020. If the matter is not resolved it is the recommendation of the Finance Committee that the bus shelter be removed within the next 6-12 weeks due to the health and safety implications.
- d) The Clerk was instructed to arrange a working party review meeting concerning safeguarding and processes on the Community Bus.
- e) A recommendation of the Finance Committee was to consider the sale of Gloucester Park. The Clerk was instructed to prepare a report for Council on proceeding with the sale of the area. Council may defer the initial report back to the Finance Committee for recommendation, but this would be noted in the February Council meeting for a resolution.
- f) The grass cutting contract was discussed again and three Councillors had been tasked with meeting and making recommendations to Council on the contract and areas being maintained.



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6. GOVERNANCE

The policies were noted, all dates and office addresses would be amended as standard but other amendments were made as follows:

- **Freedom of Information Policy**
Changed Information Commissioner to he/she
- **Model Publication Scheme**
Remove all references to Town Council, increase cost of colour copying A4 to 21p and A3 to 26p per copy.
- **Procurement Policy**
Unchanged
- **Annual Investment Strategy**
Increase the amount in section 6 to £85,000

Based on the changes the policies were adopted, the Clerk was instructed to make the changes and update the versions on the website

7. COLNEY HEATH PARISH OFFICE

Members had received the previously circulated paper 20/106 deferred from Full Council 16th January 2020 and correspondence dated and received 26th January 2020 was tabled and noted. After debate between the members the unanimous recommendation of the Finance Committee is that:

the Clerk be instructed to go back to the CHVHC withdraw the previous offer and return to an agreement of a peppercorn rent, payable if demanded whilst requesting evidence of the 30% agreement on utilities. It was further recommended that until such time as the evidence was produced the offer of 10% would be suggested as appropriate.

It was further discussed that a key had been requested by the landlord, this was agreed by the Committee, however a record of entry by the landlord and purpose of entry should be logged for reasons of insurance, transparency and good governance.

8. ROESTOCK HUT

Members were updated and reviewed the recently arrived joint statement which was unanimously approved unchanged.

9. RFO REPORT

The report was received and noted. The following actions were agreed unanimously by members:

- A trial of sending papers to members for Council meetings by email only with options to collect hard copies from the office during the months of February, March and April.
- Chairman's allowance, preparations approved to be commenced by Finance Officer for payment at March meeting.
- Delegated Authority for Clerk/RFO to make wages payments on Friday 28th March and not Tuesday 31st March due to year end.
- History of Christmas Lunch noted – confirmed that this was not a Parish Council event. Starting in the Village Hall by the WI as a Senior Citizens



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Party. Changed during 2003/04 to be held at St Mark's Church. Timeline and history would be shared with St Mark's Church.

Meeting ended at 8.46pm

Signed _____

Dated _____

DRAFT