



# COLNEY HEATH PARISH COUNCIL

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

Colney Heath Village Office  
83 High Street  
Colney Heath  
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)

**3<sup>rd</sup> July 2020**

To Members of the Finance & Governance Committee,

Councillors Hilary Brazier, Kate Slaughter, Peter Cook and Russell Solts (Chairman).

You are summoned to attend the **Finance & Governance Committee** meeting of **Colney Heath Parish Council** that will be held virtually via Zoom on **Thursday 9<sup>th</sup> July 2020 at 7pm**. Your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise RESOLVE to enter private session where members of the public & press are excluded.

The public can join the meeting using the following link:

<https://us02web.zoom.us/j/81944728612?pwd=cDd6ZEN5SXE1R0RaTzAybCtqVm94Zz09>

Meeting ID – **819 4472 8612**

Password - **762772**

**PLEASE BE AWARE  
THE MEETING WILL BE RECORDED  
AND MAY BE LIVESTREAMED**

**Lisa Chaplin LCGI PSLCC CPFA CiLCA**  
**Clerk to Colney Heath Parish Council**  
*CHPC operates under General Power of Competence  
since adopted 16 May 2019 ref: 19/20-11*

## AGENDA

- FG-10 APOLOGIES & ANNOUNCEMENTS**  
To receive and accept apologies for absence
- FG-11 DECLARATIONS OF INTEREST**  
To review and note any declarations of interest
- FG-12 QUESTIONS FROM THE PUBLIC**  
Members of the public may make representation, ask questions or give evidence in respect of the business on the agenda or of this Committee for a maximum per item of 3 minutes.
- FG-14 MINUTES OF THE FINANCE COMMITTEE MEETING**  
To confirm the minutes of the meeting 11<sup>th</sup> July 2020 which were presented to Full Council as 20/21 item 25b June 2020.



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## FG-15

### REVIEW OF INTERNAL & EXTERNAL AUDIT 2019/20

To review and discuss the following with a view to make recommendations to Full Council on 23<sup>rd</sup> July 2020 for sign off:

- a) SIAS Internal Audit Report 2019/20
- b) CHPC annual accounts for 2019/20
- c) review the effectiveness of internal controls 2019/20
- d) Section 1 of the Annual Governance Return 2019/20
- e) Section 2 of the Annual Governance Return 2019/20
- f) External audit submission to PKF Littlejohn LLP to include noting the dates of public rights access to accounts

## FG-16

### LEGAL UPDATE

To receive verbal or written update as appropriate on:

- a) **ROESTOCK HUT**
- b) **TYTTENHANGER ACCESS**  
To note correspondence received
- c) **VILLAGE HALL PARISH OFFICE**  
To discuss FOI request
- d) **HIGH STREET RECREATION GROUND**  
To receive update on lease negotiation
- e) **OLD AIR RAID SHELTER**  
To discuss ongoing matters

## FG-17

### RFO REPORT

To note a verbal report on Finance & Governance matters given by the Responsible Financial Officer

Due to the nature of the items to be discussed the Committee may, at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.