



## COLNEY HEATH PARISH COUNCIL

Highfield Park Office  
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 Hill End Lane  
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 83 High Street  
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### MINUTES OF THE COLNEY HEATH PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE MEETING HELD VIRTUALLY THURSDAY 9 JULY 2020, 7pm

<b>Members in attendance</b>
Cllr P Cook Cllr K Slaughter Cllr R Solts (Chairman) Clerk of the Council, Ms. L. Chaplin
Due to the nature of the virtual meetings it is noted that members of the public may join and leave without notice so only Councillors leaving and joining the meeting will be documented.
<b>Other attendees</b>
One member of the public.

<b>FG-10</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> There were apologies from Councillor H Brazier who would be late as she had a previous commitment. She confirmed she expected to be in by 7.30pm.
<b>FG-11</b>	<b>DECLARATIONS OF INTEREST</b> a) None received in advance or noted – should these become apparent that they would be raised at the appropriate time in the agenda b) None received or noted c) None received or noted
<b>FG-12</b>	<b>QUESTIONS FROM THE PUBLIC</b> 7.02pm <i>Standing Orders were suspended so members of the public could ask questions/make statements to the Committee.</i> No questions were asked during this time 7.03pm <i>Standing Orders were resumed</i> It was noted that there was no item FG-13 due to an agenda error.
<b>FG-14</b>	<b>MINUTES OF THE PREVIOUS FINANCE COMMITTEE</b> The minutes of the meeting held 11 June 2020 were noted as being presented to Full Council as Item 20/21 item 25b June 2020 and recommendations were accepted. The minutes were accepted by the Committee as a true and accurate record this was unanimously <b>RESOLVED</b> by a show of hands.
<b>FG-15</b>	<b>REVIEW OF INTERNAL &amp; EXTERNAL AUDIT 2019/20</b> Council noted the paperwork circulated and discussed with points noted as follows: a) <b>SIAS Internal Audit Report 2019/20</b> The report shows 'Good Assurance' with a sound level of internal control. There are issues at 1.6, 1.8, 1.10 and 1.11 with recommendations at 1.12 which were noted and discussed. A report was read from the Finance Officer on issues with VAT and bank reconciliations. Members noted but disagreed with the VAT issue and would like each invoice entered separately in future. It was noted however that there was no financial loss/gain in bulk entering. Councillors were keen to note that having a good level of assurance again all areas marked as good was a credit to the RFO who had worked hard to oversee this successful audit. The low/advisory matters were noted and the management action plan (MAP) and introduction of an enhanced Rialtas package to include purchase ledger was recommended with costs to be provided to Full Council within the MAP.



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	<p>b) <b>CHPC annual accounts for 2019/20</b>          Questions already received. RFO confirmed all questions on the accounts will be answered during the period of public rights and after the accounts are finalised and subsequently sent to PKF Littlejohn.          The error highlighted in the Public Works Loan Board figures noted by the RFO on the papers was noted by Committee and would be corrected prior to final sign off.          The annual accounts 2019/20 were duly proposed and seconded and unanimously <b>RESOLVED</b> by a show of hands.</p> <p>c) <b>Review the effectiveness of internal controls 2019/20</b>          Rialtas Omega accounts system to be upgraded to issue remittances and perform a batch bank transfer which will omit the need for a pink sheet as it will be an automatic report which will be signed.          The Committee recommended this subject to yearly costs.          It was also noted that as a result of the Internal Audit report Financial Regulations noted in the report would be considered and amended. The review was unanimously <b>RESOLVED</b> by a show of hands.</p> <p>d) <b>Section 1 of the Annual Governance Return 2019/20</b>          The Committee reviewed each one of the assertions and confirmed the draft responses as correctly marked. It was recommended unanimously by a show of hands that Full Council approve for the Chairman to sign off the accounts for 2019/20 on behalf of the Council.</p> <p>e) <b>Section 2 of the Annual Governance Return 2019/20</b>          The Committee reviewed the figures quoted and confirmed unanimously by a show of hands recommendation that Full Council approve for the Chairman to sign off the accounts for 2019/20 on behalf of the Council.</p> <p>f) <b>External audit submission to PKF Littlejohn LLP to include noting the dates of public rights access to accounts</b>          Dates as on document were the recommended dates of 1<sup>st</sup> September – 12<sup>th</sup> October 2020 as advised by PKF Littlejohn and these were noted.</p>
<p><b>FG-16</b></p>	<p><b><u>LEGAL UPDATE</u></b>          To receive verbal or written update as appropriate on:</p> <p>a) <b>ROESTOCK HUT</b>          No update, the survey report has been delayed. This has been chased and should be received by the end of July.</p> <p>b) <b>TYTTENHANGER ACCESS</b>          Council noted that some correspondence had been received. As this is potentially a legal matter with other confidential issues to be raised it was proposed to discuss in a closed session, this was unanimously <b>RESOLVED</b>.</p> <p>c) <b>VILLAGE HALL PARISH OFFICE</b>          It was noted that no further response had been received to date          A freedom of information request relating to the matter had been received dating back to a letter from 2001.          The letter when located was requested to be copied to all Committee members.</p> <p>d) <b>HIGH STREET RECREATION GROUND</b>          It is not clear from the proposal received whether the CHFC are requesting to hire just the pavilion or the entire recreation ground. Asset management of the whole Recreation Ground needs careful consideration.</p>



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	<p>There appears to be local belief that the ground has been completely taken over by CHFC acting as if they are the leaseholders. Further inclusive costs and more information is required to determine the best value for this land. A discussion on use of the rateable rather than rental value will need to be confirmed when negotiation reaches this stage. The Clerk was asked to look at a business case for the pitches and potential income from rentals should the current leaseholders look to hire the pitches exclusively for CHFC use only.</p> <p>e) <b>OLD AIR RAID SHELTER</b>        This matter remains ongoing as responses from the CHFC representatives differs from that of their representing solicitor. The RFO was asked to save costs and directly communicate with all parties to try and establish and resolve this matter. If not able to be resolved, then proceed as previously with the Land Registry case and costs would be sought from the other side.</p>
<p><b>FG-17</b></p>	<p><b>RFO REPORT</b>        The RFO gave a verbal report on the following matters:</p> <ul style="list-style-type: none"> <li>• Parks will reopen tomorrow with the 2m banners going up at all 4 parks</li> <li>• Council to agree for Harvesters FC to remove the play equipment at Smallford and for them to carry out maintenance and look after the site until Hertfordshire County Council arrange for the lease to be transferred</li> <li>• A recently received freedom of information request will involve all Councillors to respond for the period 2015-2020 and to indicate any direct contact via your personal or councillor account where applicable from potential developers plus date and location of any conversation or meeting and matters discussed. An email will be sent.</li> </ul> <p><i>7.45pm Standing Orders were suspended to allow questions from the public.        There were no questions asked.        7.46pm Standing order were resumed</i></p>

### **Meeting closed at 7.47pm**

L Chaplin LCGI PSLCC CPFA CiLCA  
 Clerk to the Council  
 Drafted 14/07/2020  
 Presented to Full Council 23/07/2020  
 all recommendations approved item 38c



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### MINUTES OF THE COLNEY HEATH PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE MEETING HELD VIRTUALLY THURSDAY 9 JULY 2020, 7.47pm (Closed Session)

#### Members in attendance

Cllr P Cook  
Cllr K Slaughter  
Cllr R Solts (Chairman)  
Clerk of the Council, Ms. L. Chaplin

#### CLOSED SESSION commenced 7.47pm

##### FG-18

##### Item FG16b – Tyttenhanger Access

Committee noted the history of the matter. The content of the letter was noted. The following matters were discussed and noted with action as follows:

- A total of £50,140.10 had been spent from the Precept over a 10-year period 2009-2019.
- District Cllr C Brazier had been asked to clarify advice given, no response to date
- The owner of the trailer should be located and requested to remove the trailer
- The dying hedge at the front of the access should be removed to enable easier access to the car space
- A salt bin is recommended to be ordered and placed in the accessway for use by local residents and CMH
- Letter to be sent with photographs and reserving the Council right to charge in future
- A plan on the accessway and security measures was required for Full Council

These measures were unanimously **RESOLVED** by a show of hands.

Chairman closed the meeting at 8.14pm

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