



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Highfield Park Visitor Centre
Hill End Lane, St Albans
Hertfordshire AL4 0RA
Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

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

30th October 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 5th November 2020 at 7pm**. Your presence is summoned for transacting the business outlined below.

All documents required are linked within this agenda and held on the CHPC website at www.colneyheathparishcouncil.gov.uk unless otherwise stated.

The meeting is open to all councillors, the press and public. The public can join the meeting using the following link:

<https://us02web.zoom.us/j/84952220005?pwd=dE42ZU93WnFCZzdleThBK2FMchHcQT09>

Meeting ID – **849-5222-0005**

Password - **985555**

**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-27 APOLOGIES & ANNOUNCEMENTS**
To receive and accept apologies for absence
- FG-28 DECLARATIONS OF INTEREST**
To review and note any declarations of interest
- FG-29 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-30 MINUTES OF PREVIOUS MEETING 3 SEPTEMBER 2020**
To confirm the minutes presented to Full Council 22 October where all actions were approved item 51b. Link to minutes below:
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/09/CHPC-DRAFT-Finance-Governance-Committee-Minutes-03092020.pdf>



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FG-31

GOVERNANCE REVIEWS

To note the resolution of Full Council for this Committee to review all policies with only new policies to be adopted by Full Council.

To review, amend and adopt the following:

a) Insurance Policy Renewal 2020/21

Link to the policy renewal document below:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/10/CHPC-Zurich-Policy-Renewal-Nov-2020.pdf>

b) Asset Statement 2020/21

Link to the previous statement to be reviewed below:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2019/04/CHPC-Asset-Statement-May-2018-1.pdf>

c) Business Continuity Plan (BCP) 2020/21

Link to the draft BCP below:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/10/CHPC-Business-Continuity-Plan-DRAFT-FG-Nov-2020-1.pdf>

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BUDGET/PRECEPT RECOMMENDATION 2021/22

To review the spreadsheet prepared by the Responsible Financial Officer (RFO) at the following link:

<https://www.colneyheathparishcouncil.gov.uk/audit/> and to recommend on 26 November to Council the following:

a) Draft Budget Proposal for 2021/22

b) Precept 2021/22

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LEGAL & LANDOWNER MATTERS

a) Roestock Hut

To discuss details required in response to Roestock Hut proposal, Committee to review and discuss points which require clarity

b) Colney Heath Recreation Ground & Pavilion, Colney Heath

To discuss correspondence on lease extension with regards to an external grant application and associated matters. Committee members to please refer to the email which was sent to them directly 13 Oct 2020.

c) Village Hall Parish Office

To note update on correspondence received

FG-34

RFO REPORT

To note papers if available and verbal reports on matters including:

a) To note the most recent budget report from the Council accounting system for financial year 20/21. The RFO will address queries on income and expenditure report showing current year to date expenditure.



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The report to be discussed can be viewed at the link below:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/10/Inc-Exp-Report-Oct-2020-to-FG-Committee-5Nov2020.pdf>

- b) The Warren illegal electricity connection update and action required
- c) Interim Audit 20/21
Schedule of items to be reviewed by the internal auditor for 2020/21 can be viewed at the link below:
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/10/SIAS-Audit-Plan-2020-21-Colney-Heath-PC.pdf>
- d) Councillor email usage
- e) Fidelity Claim to note delegated authority and schedule of proposed action

FG-35 QUESTIONS FROM THE PUBLIC

Time allowing and at the Chairman's discretion, members of the public may make representation or ask questions in respect of the business having been discussed by this Committee for a maximum per item of 3 minutes.

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.