



## 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](mailto:clerk@colneyheathparishcouncil.gov.uk)

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

### **Summons issued 29<sup>th</sup> January 2021**

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 4<sup>th</sup> February 2021 at 7.45pm**. 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](http://www.colneyheathparishcouncil.gov.uk) unless otherwise stated.

The meeting is open to all councillors, the press and public. Due to recent uninvited guests accessing the meeting you will be asked to ensure your full name is displayed prior to being permitted into the meeting. If you would to pre-register your attendance this can be done by confirming with an email to the Clerk at [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk) or by calling the Parish Office. We apologise for any inconvenience these new security arrangements may cause you, but it is for the protection of all within the meeting that this is now required. The Council will not tolerate abusive or inappropriate behaviour in these meetings and offenders who persist will be removed. The public can join the meeting using the following link:

<https://us02web.zoom.us/j/82495996537?pwd=Z2pFd1NURIRGOWVHeWprM21hQWtJUT09>

Meeting ID – **824-9599-6537**

Password - **CHPCFGFEB4**

**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-36 APOLOGIES & ANNOUNCEMENTS**  
To receive and accept apologies for absence
- FG-37 DECLARATIONS OF INTEREST**
- To note any declarations of interest update to changes since the last Committee/Council meeting.
  - To note any declarations of interest raised in matters specifically on this agenda



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**FG-38**

### **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-39**

### **MINUTES OF PREVIOUS MEETING 3 DECEMBER 2020**

To confirm minutes presented to Full Council 17 December – noted all actions were approved. Link to minutes below:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/CHPC-Finance-Governance-Committee-Minutes-031220.pdf>

**FG-40**

### **LEGAL & LANDOWNER MATTERS**

#### **a) Roestock Hut – draft head of terms**

To review the drafted heads of terms, to make amendments and recommendations to Council

#### **b) Village Hall Parish Office**

To note and review correspondence received.

#### **c) Charles Morris Hall correspondence**

To review correspondence delegated to this Committee by Council and respond with instruction and recommendation

#### **d) Questions/updates on other legal matters**

To review any outstanding matters and update current situation

**FG-41**

### **GRASS CUTTING TENDERS**

To note the recommendation of the Environment Committee and to review the content of the two tenders and to make recommendation to Council

**FG-42**

### **POLICY REVIEW**

To review and adopt the following policies as reviewed by the Clerk:

- Member/Officer Protocol  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/03\\_1\\_Member-Officer-Protocol-Jan-2021\\_DRAFT.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/03_1_Member-Officer-Protocol-Jan-2021_DRAFT.pdf)
- Email, Internet & Computer System Use Policy  
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2019/04/Email-and-Internet-use-for-Councillors-1.pdf>
- Social Media Policy  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/03\\_3\\_CHPC-Social-Media-Policy-Dec-2016-Review-Jan-2021\\_DRAFT.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/03_3_CHPC-Social-Media-Policy-Dec-2016-Review-Jan-2021_DRAFT.pdf)
- Snow Clearing Policy  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/04\\_4\\_Snow-Clearing-Policy-2021\\_DRAFT.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/04_4_Snow-Clearing-Policy-2021_DRAFT.pdf)



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- Transparency Policy  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/09\\_0\\_Transparency-Policy-2021\\_DRAFT.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/09_0_Transparency-Policy-2021_DRAFT.pdf)
- Data Protection Policy  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/09\\_3\\_Data-Protection-Policy-2021\\_DRAFT.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/09_3_Data-Protection-Policy-2021_DRAFT.pdf)
- Data Protection Privacy Statement  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/09\\_4\\_Data-Protection-Privacy-Statement-2021\\_DRAFT.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/09_4_Data-Protection-Privacy-Statement-2021_DRAFT.pdf)
- Data Breach Protocol  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/09\\_6\\_Data-Breach-Protocol-2021\\_DRAFT.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/09_6_Data-Breach-Protocol-2021_DRAFT.pdf)
- Records Management Policy  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/09\\_7\\_Records-Management-Policy-2021\\_DRAFT.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/09_7_Records-Management-Policy-2021_DRAFT.pdf)
- Habitual & Vexatious Complaints Policy  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/10\\_1\\_Habitual-Vexatious-Habitual-Policy-2021\\_DRAFT.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/10_1_Habitual-Vexatious-Habitual-Policy-2021_DRAFT.pdf)
- Volunteer Policy  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/16\\_1\\_CHPC-Volunteer-Policy-2021\\_DRAFT.docx](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/16_1_CHPC-Volunteer-Policy-2021_DRAFT.docx)

### **FG-43 Q3 FINANCIAL REPORT**

To review the financial position of the Council as reported.

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/01/Q3-I-and-E-Report.pdf>

### **FG-44 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.