



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

Summons issued 2nd July 2021

To Members of the Finance & Governance Committee,

Councillors Kevin Barnes, Hilary Brazier, Kate Slaughter, and Russell Solts (Chairman).

You are summoned to attend the **Finance & Governance Committee** meeting of **Colney Heath Parish Council** that will be held in the Main Hall of Colney Heath School, High Street AL4 0NP on **Thursday 8th July 2021 at 8pm**. 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 unless the Council do otherwise **RESOLVE** to enter private session where members of the public & press are excluded.

Social distancing measures will be strictly adhered to. All those attending will be required to provide their contact details for track and purposes. Public admission will be on a first come first served basis and due to the venue limit please be aware that once the venue reaches capacity there will be no further admittance. Any restrictions on capacity are constantly under review. The Council apologise for any inconvenience caused as a result and thank you in advance for your cooperation.

**PLEASE BE AWARE
THIS MEETING MAY BE RECORDED BY
THIRD PARTIES**

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

21/22 FG-01

APOLOGIES & ANNOUNCEMENTS

To receive and accept apologies for absence

21/22 FG-02

DECLARATIONS OF INTEREST

- a) To note any declarations of interest update to changes since the last Committee/Council meeting.
- b) To note any declarations of interest raised in matters specifically on this agenda



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21/22 FG-03

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.

21/22 FG-04

MINUTES OF PREVIOUS MEETING 4 FEBRUARY 2021

To confirm minutes accepted by Full Council – all actions were approved. Link to minutes below:

[CHPC-Finance-Governance-Committee-Minutes-040221.pdf](https://www.colneyheathparishcouncil.gov.uk/content/uploads/2021/07/CHPC-Finance-Governance-Committee-Minutes-040221.pdf)
([colneyheathparishcouncil.gov.uk](https://www.colneyheathparishcouncil.gov.uk))

21/22 FG-05

Q1 FINANCIAL REPORT

To receive the financial report for the end of the quarter and review the financial position and expenditure against budget plus the ear marked reserves position and expenditure. To review the reports please use the following link:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Q1-IE-Report-2021-22.pdf>
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Q1-EMR-Report-21-22.pdf>

21/22 FG-06

BANK AND PAYMENT ARRANGEMENTS

- a) To review the current bank accounts and make recommendations on current and future banking and signatory arrangements
- b) To note the payroll provider changes

21/22 FG-07

POLICY REVIEW

- a) To note the policies reviewed by the Clerk and the Assistant to the Clerk and action taken.
- b) To adopt the Communications Policy – to view the draft please use the following link –

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/CHPC-Communication-Policy-April-2021.pdf>

21/22 FG-08

LEGAL & LANDOWNER MATTERS

a) Marketing Reports

To receive and review marketing reports for parish owned land at Smallford and Hill End Lane and offer recommendations to Council *confidential circulation*

b) Village Hall Parish Office eviction

To note correspondence received and outcome of solicitor meeting and next steps.

c) Questions/updates on other legal matters

To receive and update on outstanding matters.



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21/22 FG-09

ITEMS ALLOCATED TO COMMITTEE BY COUNCIL

a) **Noticeboards**

To review costs of installing extra noticeboards and budget recommendations. To view the report on resource and location please view the following link:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Report-FG-09a-July-2021-Noticeboards-.pdf>

b) **Community Bus**

To review costs and options for community service provision.

21/22 FG-10

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.