

COLNEY HEATH PARISH COUNCIL

✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ **Telephone:** (01727) 825 314
💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



CHPC Council Meeting Dates, Staffing Committee & Budget Committee 2025/26

A. Council Meeting Dates 2025/26

The Parish Council holds 11 Full Council meetings per year – monthly.

All meetings start at 7.30pm and are held in Colney Heath JMI School, High Street, Colney Heath AL4 0NP. The dates of the meetings booked for 2025/26 are as follows:

Date	Meeting Type
26 June 2025	Full Council
24 July 2025	Full Council
25 September 2025	Full Council
30 October 2025	Full Council
20 November 2025	Full Council
18 December 2025	Full Council
22 January 2026	Full Council
19 February 2026	Full Council
19 March 2026	Full Council
23 April 2026	Full Council
21 May 2026	Annual Parish Council Meeting
21 May 2026	Annual Parish Electorate Meeting

The Annual Parish Electorate Meeting (APEM), which is a public meeting, chaired by the Council Chair is held between 1st March and 31st May inclusive. This meeting provides the opportunity to the local government electors of the parish to ask questions of the Council and will be set with the Parish Council Chair the date published as soon as it has been agreed.

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B. Membership of Staffing Committee

TERMS OF REFERENCE REVIEW

1. Introduction

- 1.1. The aim of the Committee is to develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where legal and directed.
- 1.2. The Committee shall provide effective and professional staff management in all matters relating to the employees of the Council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.
- 1.3. The Staffing Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Staffing Committee's terms of reference shall be made to the Full Council.
- 1.4. The Staffing Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1 The Staffing Committee shall consist of three Parish Councillors to be elected annually at the Annual Meeting of the Parish Council. The Chairman shall not be elected as a member of this committee.
- 2.2 When making appointments to the Staffing Committee consideration shall be given as to a Member's previous experience or skills in relation to the scope of this Committee.
- 2.3 Three members of the Committee and the Clerk shall constitute a quorum.
- 2.4 Members of the Staffing Committee shall not be members of the Appeals Committee.
- 2.5 The Chair will be elected annually at the Annual Meeting of the Parish Council and shall hold office until the next Annual Council Meeting.
- 2.6 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Staffing Committee will be filled at the next meeting of the Full Council.
- 2.7 Substitutions are not permitted in the event of a Member's absence from a meeting of the Staffing Committee.

3. Meetings

- 3.1 The Parish Clerk will call Staffing Committee meetings as and when necessary or on the receipt of a request for business to be discussed.
- 3.2 Members will be summoned to attend meetings
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

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- 3.4 There will be an item of business on the agenda of a Staffing Committee meeting will make provision for the resolution, as necessary, to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

4. Documentation

- 4.1 Minutes of all meetings will be recorded by the Parish Clerk and circulated for approval at Full Council meetings, redacted as necessary.
4.2 Reports, documents and correspondence relating to this Committee will remain confidential within the Council.
4.3 All correspondence shall be conducted through the Parish Clerk.

5. Scope

- 5.1 The Staffing Committee to have full delegated powers to consider and make recommendations to Full Council on staffing levels and requirements.
5.2 The Staffing Committee to have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Parish Clerk/RFO.
5.3 The Committee will follow the provisions of the council's recruitment policy.
5.4 Applicants will be short-listed by the Staffing Committee and Parish Clerk. Successful short-listed applicants to be interviewed by the Chair of the Staffing Committee and the Parish Clerk, who will submit a recommendation to the Staffing Committee to ratify the appointment of a new member of Staff.
5.5 The Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment and to approve new contracts of employment.
5.7 The Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll changes.
5.8 The Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
5.9 The Staffing Committee to have delegated powers to administer the first stages of the Council's Disciplinary and Grievance Procedures. Second stage Disciplinary and Grievance appeals will be heard by the Council's Appeals Committee.
5.10 The Staffing Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.

6. Review

- 6.1 The Staffing Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Colney Heath Parish Council.

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C. Budget Committee

BUDGET COMMITTEE TERMS OF REFERENCE

1 Purpose of the Committee

The purpose of this Standing Committee is to

- a. focus on the Council's Budget for the forthcoming year to see that the precept demand represents value for money,
- b. monitor and control income and expenditure against the budget for the current year to see that value for money is being delivered
- c. recommend improvements for income and expenditure for Full Council decision
- d. propose the Budget for the forthcoming year for Full Council review and approval.
- e. review the financial governance of the Council and recommend improvements as necessary for Full Council decision.

2 Constitution and conduct

- 2.1 The Committee will comprise of a minimum of three Councillors. Membership numbers are not limited. All serving Councillors may request to be appointed to the Committee subject to approval by Full Council.
- 2.2 The Committee will include at least one member of the Staffing Committee.
- 2.3 Minimum numbers for quorum will be three Councillors and the Clerk. The Clerk/Responsible Financial Officer (RFO) shall be a standing member of the Committee. The Clerk/RFO has no voting powers.
- 2.4 The Committee will select, by vote if necessary, the chairman of the Committee.
- 2.5 If a committee member has an interest in any items on the agenda they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If the Committee, or the Member who has declared an interest then considers the interest to

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be a conflict of interest in accordance with the Council's Code of Conduct, the member must withdraw from the room during consideration of the agenda item to which the interest relates and have no voting powers on such items unless the Chairman of the Committee otherwise agrees.

- 2.6 The Chairman of the Council may attend as ex-officio.
- 2.7 The meetings are open to all Councillors but only those resolved to be members of this committee will have voting rights. The Finance Officer will normally attend when invited.
- 2.8 Members of the public are entitled to attend the Committee meetings, and to address the meeting about items on the agenda for up to 3 minutes each and in total for no more than 15 minutes except as granted at the Chairman's discretion.
- 2.9 Members of the public may be excluded from the meeting if confidential business is to be transacted that would not be in the interest of the Parish Council to be open to the public.
- 2.10 The Clerk will agree the agenda for a meeting with the Chairman of the Committee. The agenda will be published 3 clear working days before the meeting.
- 2.11 The Clerk is responsible for the maintenance of any documents and records that are necessary for the effective fulfilment of the Committee's duties.
- 2.12 The Committee shall meet at least twice each financial year
- 2.13 The Membership and Terms of Reference of the Budget Committee shall be reviewed and voted on annually at the Annual Meeting of Full Council.

3 Powers and responsibilities

The Committee will have the power and responsibility for the following :

- 3.1 To monitor and control the Council's income and expenditure
- 3.2 To propose amendments to the Council's budget as required

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- 3.3 To review all contracts, prices and tenders including the scope of works and services supplied to the Council - award and amendment thereof shall be approved by Full Council.
- 3.4 On a quarterly basis to report to the full Parish Council on the progress of actual expenditure compared to the budget.
- 3.5 To co-ordinate the detailed budget of the Parish Council and recommend to the full Parish Council the budget and precept for the forthcoming year.
- 3.6 To make recommendations to the full Parish Council, with regards to the transfer of funds from and to a particular operating budget, including making project investments in the long and short term.

4 Reference to Full Council

Any member of the Council may require that any matter dealt with, or intended to be dealt with, by the Budget Committee may be referred up to the full Council without giving any reason.

5 Matters resting with Full Council will include to review and approve:

- a. end of year accounts and the annual return
- b. propose accounting practices and systems
- c. Council's internal controls
- d. Council's insurance
- e. Council's reserves
- f. Council's assets and asset register
- g. annual assessment of the financial risks facing the Council
- h. the procedure for making grants

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COMMUNICATIONS WORKING PARTY 2025/26

LEAD COUNCILLOR	Cllr Pettit
COUNCILLOR MEMBERS	Cllr Parish
RESIDENT MEMBERS	4 named community representatives
OBJECTIVE	Communicate effectively with residents
REMIT	• Prepare for publication by the Parish Council a) information about the Parish Council's activities and b) relevant news regarding the Parish and news from community organisations in the Parish • Publication to be within the Council's budget for 2024/25. • Councillor members to draft content regarding the Parish Council. • Community representatives to draft content including that collated from their contacts with community organisations. • Group to discuss digital communications and make proposals in due course having considered GDPR issues etc.
OUTCOMES	1. Parish Council newsletter A hardcopy newsletter for financial year 2025/26, editions confirmed for 2. Events on line Provide information about events in the Parish to be uploaded on the Parish Council's website Local Events page. Amendment and approval of content and uploading delegated to the Clerk.
MEETINGS	2 weeks – content and layout finalized at editorial meeting 1 week - issue final draft for Council meeting Following Council approval with any amendments the newsletter is then sent for printing (delivery should be within one week for distribution).
DELEGATED AUTHORITY	The Clerk is delegated by Council to review each edition prior to it going to print and to then amend as required, upload and issue content.

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COMMUNITY ORGANISATIONS LIAISON GROUP 2025/26

LEAD COUNCILLOR	Cllr Parish
COUNCILLOR MEMBERS	Cllr Brazier Cllr Shaw
RESIDENT MEMBERS	Initially representatives from the following: ➤ 4ColneyHeath residents association ➤ Smallford Residents Association ➤ Colney Heath Village Hall ➤ Charles Morris Hall ➤ Colney Heath Sports and Social Club
OBJECTIVE	To know, and to serve, the needs of our community
REMIT	- establish points of contact with community organisations for liaison and communication. - arrange a meeting at least twice a year with representatives of community organisations to update on progress and to discuss their issues and concerns. Meeting style semi-formal then social
OUTCOMES	- To develop the actions of the Parish Council based on community needs - Establish grants budget for 2024/25 based on plans and needs of the community - Maintaining the calendar of events on the Parish council website - To provide the Parish Council newsletter with relevant content - Improved community coherence.
MEETINGS	- Initially in the summer of 2023 including their activities and plans for the remainder of 2023 and - In Autumn 2023 meet to discuss intentions for 2024/25 including grant needs for consideration in the preparation of the Parish Council budget for 2024/25 - Additional meetings if required and agreed

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PLANNING WORKING PARTY 2025/26

LEAD COUNCILLOR	Cllr Burns
COUNCILLOR MEMBERS	
RESIDENT MEMBERS	6 named community representatives
OBJECTIVE	To protect and enhance the quality and enjoyment of life in the Parish
REMIT	To support Councillors and Officers in • developing data to support responses to planning applications • reviewing planning applications • preparing responses to planning applications, • making representations to the District Council's planning committee, • submissions to Planning Inspectorate when the Parish Council registers • as a Rule 6 party
OUTCOMES	Robust responses to planning applications
MEETINGS	Meetings will be held as required and applications can be discussed by email
DELEGATED AUTHORITY	The Clerk is delegated by Council to review all planning application responses and the Clerk is delegated to submit formal responses on behalf of the Parish Council

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CHARLES MORRIS HALL WORKING PARTY 2025/26

LEAD COUNCILLOR	Cllr Tallents
COUNCILLOR MEMBERS	Cllr Brazier Cllr Shaw
RESIDENT MEMBERS	None Should community representatives be required at a later stage the Parish Council can approve these
OBJECTIVE	To have a new lease in place prior to expiry of current lease to ensure plans for expansion are not unduly delayed
REMIT	- To review any issues regarding the expiry of the lease in 2025 and potential terms of new lease - Conduct without prejudice discussions with the charity - Recommend to Council how to reach a satisfactory conclusion
OUTCOMES	- Minimize costs of advisors, in particular legal costs. Reducing negotiations by the relevant parties' advisors and solicitors. - Land lease for Charles Morris Hall is granted before expiry of current lease in 2025.
MEETINGS	Meetings will be held as required.

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ROESTOCK HUT WORKING PARTY 2025/26

LEAD COUNCILLOR	Cllr Tallents
COUNCILLOR MEMBERS	Cllr Tallents Cllr Shaw
RESIDENT MEMBERS	None Should community representatives be required at a later stage the Parish Council can approve these
OBJECTIVE	Convert liability into a community asset
REMIT	• To review options for use of the site and building including provision of office facilities for the Parish Council • Provide business case with recommended preferred options(s) to Council with the necessary associated implementation requirements • Conduct without prejudice explorations with potential interested parties • Recommend to Council how to reach a satisfactory conclusion
OUTCOMES	1. Minimize costs of advisors, in particular legal costs. Reducing negotiations by the relevant parties' advisors and solicitors. 2. Roestock Hut available as an asset or appropriate community benefit
MEETINGS	Meetings will be held as required.

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ENVIRONMENT WORKING PARTY 2025/26

LEAD COUNCILLOR	Cllr Brazier
COUNCILLOR MEMBERS	Cllr Pettit TBC
RESIDENT MEMBERS	Named specialist and experts in any particular area that the Council, Environment members or the Clerk recommends to be involved as required by the subject.
OBJECTIVE	• To protect our environment • To restore areas of the environment • To educate our community and those who visit in the species and beauty of environment in which they live
REMIT	• To look into any matters related to the environment as delegated by the Council for more in depth research • To offer comment and narrative on species and impact on the environment for planning applications
OUTCOMES	Work with the Clerk to prepare recommendations for Council resolution and action.
MEETINGS	Meetings will be held as required.