

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



Summons issued – 20th November 2025

To Members of the Budget Committee,

Councillors Spencer James, Graeme Shaw, and Craig Tallents.

You are summoned to attend the **Budget Committee** meeting of **Colney Heath Parish Council** that will be held in The Atrium of Highfield Park Visitor Centre, Hill End Lane, St Albans AL4 0RA on **Tuesday 25th November 2025 at 10am**. Your presence is summoned for transacting the business outlined below.

The meeting is open to all councillors, the press and public unless the Council do otherwise **RESOLVE** to enter private session where councillors who are not members of this Committee, members of the public & press are excluded.

Mrs Lisa Peters LCGI PSLCC CPFA CiLCA
Clerk to Colney Heath Parish Council



AGENDA

25/26 BC-01

APOLOGIES & ANNOUNCEMENTS

To receive and accept apologies for absence

25/26 BC-02

DECLARATIONS OF INTEREST

To review and note any declarations of interest

25/26 BC-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

25/26 BC-04

MINUTES OF THE PREVIOUS MEETING OF THE COMMITTEE

To note the minutes for the previous meeting of the Budget Committee held 14th November 2024.

25/26 BC-05

PARISH COUNCIL OFFICE

To review options for Parish Office space from March 2026

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25/26 BC-06

EAR MARKED RESERVES 2026/27

To review the allocated ear marked reserves (EMR) for 2026/27

Motion To resolve the recommended level of reserves including general reserves for 2026/27 to Council at the December 2025 Full Council meeting

25/26 BC-07

PARISH COUNCIL BUDGET 2026/27

a) To receive and note the Responsible Financial Officer (RFO) Budget Report for 2026/27.

b) To receive the RFO draft budget including the predicted outturn figures for 2025/26 and version 1 of budget for 2026/27.

Motion To resolve the recommended 2026/27 budget level to Council at the December 2025 Full Council meeting

25/26 BC-08

PRECEPT RECOMMENDATION 2026/27

To debate and offer a recommendation for December Full Council meeting for the Precept 2026/27.

Motion To resolve the recommended Precept for 2026/27 to Council at the December 2025 Full Council meeting

25/26 BC-09

To review and approve payments for November 2025 (Month 8)

Motion To resolve that on behalf of Council the payments for November 2025 are approved (Month 8)

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.

The following papers were all issued with the summons to all named Councillors and placed on the Parish Council website by the Parish Clerk/RFO on behalf of the Parish Council.

25/26 BC-04	Minutes of Budget Committee 14 th November 2024
25/26 BC-07a	RFO Budget Report
25/26 BC-07b	RFO Draft Budget v1 including outturn
25/26 BC-09	Payment Sheet for November 2025