

# ST ALBANS PARISH COUNCIL

Initial\_\_\_\_\_

## Minutes of the Meeting of the Parish Council 07 May 2019 at the Oakwood Academy

Members Present	Members Present	Members Absent
Cllr K Eddyshaw		
Cllr J Clark		
Cllr J King (Chairman)		
Cllr F Lari		

Also present: District Councillors R Ellis and D Gibbons and 3 members of the public  
In attendance: The Clerk

**Prior to the start of the meeting all four newly elected members signed their declaration of acceptance of office before the proper officer of the Council.**

Welcome by Chair

Cllr King welcomed those present.

SAPC 19-091 To elect a chair for the 2019-20 municipal year and suspend the meeting for the elected chair to sign their declaration of acceptance of office.

**Proposed by Cllr Clark, seconded by Cllr Eddyshaw, Cllr King was unanimously elected as chairman to St. Albans Parish Council for the 2019-20 municipal year who signed his declaration of acceptance of the office of Chairman before the proper officer.**

SAPC 19-092 To consider whether to elect a vice chair.

**The Council resolved to maintain the office of vice-chair.**

a) To elect a vice chair if applicable

**Proposed by Cllr King, seconded by Cllr Eddyshaw, Cllr Clark was unanimously elected as chairman to St. Albans Parish Council for the 2019-20 municipal year.**

SAPC 19-093 To receive and resolve to approve apologies for absence.

a) To resolve when any member not present must present the completed declaration of acceptance of office.

**All members were present.**

SAPC 19-094 To review and adopt Standing Orders based on the most recent NALC recommended model.

**The Council resolved to adopt Standing Orders as presented.**

SAPC 19-095 To Review and adopt Financial Regulations based on the most recent NALC recommended model.

**The Council resolved to adopt Financial Regulations as presented.**

SAPC 19-096 To resolve to defer the review of the following documents to a later meeting:

- Lengthsman contact
- Asset register
- Review of council's/staff subscriptions to other bodies (NALC/SLCC)
- Complaints procedure

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- Policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation
- Media Policy
- Employment Policies and Procedures
- Financial Risk Assessment
- Regular Payments Schedule

**The Council resolved to review other policies and procedures as well as contracts at a later date.**

- SAPC 19-097 To note the Council's meeting schedule for the coming municipal year.  
**The Council noted the meeting schedule for the coming municipal year.**
- SAPC 19-098 To review the representation on or work with external bodies and arrangements for reporting back.  
**The Council resolved to not have any formal representation on outside bodies. If any members attended meetings or events on behalf of the Council they would give a verbal or emailed account to Council.**
- SAPC 19-099 To review arrangements for insurance cover in respect of insurable risk and receive insurance quotes.  
**The Council resolved to continue its insurance with Zurich insurance.**  
The clerk was asked to enquire if discounts were available for longer term tie ins.
- SAPC 19-100 To receive a report from the County and District Councillors.  
**Newly elected district Cllrs Ellis and Gibbons introduced themselves.**
- SAPC 19-101 To receive disclosures of pecuniary and non-pecuniary interests.  
**There were none.**
- SAPC 19-102 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items.  
**There were none.**
- SAPC 19-103 To receive and approve the minutes of the previous St. Albans Parish Council meeting 30 April 2019 if available.  
**The Council resolved to approve the minutes of 30 April 2019 as a true record which were duly signed.**
- SAPC 19-104 To receive the Internal Auditor's Report and consider any action resulting from it.  
**The Council received the Internal Auditor's report which did not make any recommendations.**
- SAPC 19-105 To consider and approve the Annual Governance Statement for 2018/19.  
**The Council resolved to approve the Annual Governance Statement for 2018/19 as presented. It was duly signed by the chairman and the clerk.**
- SAPC 19-106 To consider and approve the Accounting Statements 2018/19.  
**The Council resolved to approve the Accounting Statements for 2018/19 as presented. These were duly signed by the chairman and the responsible finance officer.**
- SAPC 19-107 To receive the bank reconciliation and explanation of variances to be submitted with the AGAR.

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**The Council received and approved the bank reconciliation and explanation of variances.**

SAPC 19-108 To approve payment of Internal Auditor's invoice for £80.00.

**The Council payment of the Internal Auditor's fee of £80.**

SAPC 19-109 To note the dates for New Councillor Training and approve attendance by councillors who had not previously attended and payment.

**The Council resolved that all councillors should attend New Councillors training if available. This would also be applicable to any members co-opted at the next meeting. The Clerk would make enquiries as to availability.**

SAPC 19-110 To appoint a councillor other than the chairman to verify bank reconciliations in accordance with financial regulations.

**The Council appointed Cllr Eddyshaw to verify the bank reconciliation.**

SAPC 19-111 Correspondence (for information only)

- FBCP March Minutes and events
- Correspondence from a member of the public requesting a longer Annual Parish Meeting.

**The Council noted the above correspondence.**

SAPC 19-112 To receive Items for Notification to be included on next month's agenda. (for information only).

Agenda items: co-option, LIS application/defibrillator

SAPC 19-113 To confirm date of next meeting scheduled meeting for Tuesday, 07 May 2019 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.

**The Council noted the administrative error and confirmed that the next scheduled meeting would be Tuesday, 25 June 2019 at 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.**

**Signed as a true record on behalf of St Albans Parish Council.**

Name\_\_\_\_\_ Date\_\_\_\_\_.

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