

St Albans Parish Council

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Draft Minutes of Annual Parish Council Meeting of 10th May 2022

Present: Cllr Bryant, Cllr Ellis, Cllr Gibbons, Cllr Lari, Cllr O'Neil and Cllr Thorpe, Cllr White

The Chairman opened the meeting at 7.30

Cllr O'Neil arrived 7.32

282. Election of Chairman

Both Cllr Lari and White were proposed and seconded for the post of Chairman. A vote was taken which Cllr white won. Therefore it was RESOLVED to appoint Cllr White as Chairman.

The new Chairman, Cllr White took control of the meeting.

283. Election of Vice Chairman

It was RESOLVED to appoint Cllr Thorpe as Vice Chairman.

284. To receive apologies for absence.

It was RESOLVED to accept apologies from Cllrs Clarke and King.

285. To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.

Cllr O'Neil declared a non pecuniary interest in Item 300.

286. 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 resolve to exclude public and press for these items.

There were none.

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287. To receive minutes of previous St. Albans Parish Council meetings held on 29th March and resolve to sign these as a true record of the meeting. (Appendix 1)

It was RESOLVED that the minutes be agreed and signed as a true record.

288. To identify matters arising from the minutes not on this agenda.

There were none.

289. To discuss next steps with regard to the Clerks position

Clerk leaving end of May, locum identified. Cllr Bryant to collect documents and equipment. Emails to be redirected. Acting comms officer will be vice chairman until Locum is in post. Cllr Byrant to oversee outstanding FOI.

290. To receive an update from the Clerk.

Not present

291. To receive oral reports from Councillors.

Cllr Ellis - community Kitchen 160 meals tonight. Overview and Scrunity committee looking into sewage. Cllr Ellis started new community knitting group at Bestwood welfare, 2nd Wednesday of the month. Notices to go in boards.

Cllr Neil - PC can use school playground for meet the councillors.

Cllr Thorpe - Bestwood Footpath 9 being seen to in coming weeks.

Cllr White - appeal for Ukraine with donations.

292. To resolve to defer the review of the following to a later date:

- a) Delegation arrangements to committees, sub-committees, staff and other local authorities.
- b) Terms of reference for committees.
- c) Appointment of members to existing committees.
- d) Appointment of any new Committees in accordance with Standing Order 4.
- e) Standing Orders
- f) Financial Regulation and Financial Risk
- g) Arrangements with other local authorities, not for profit bodies and business
- h) Representation on or work with external bodies and arrangements for reporting back

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- i) Staff subscriptions to other bodies (NALC/SLCC)
- j) Complaints Procedure
- k) Policies, procedures and practises in respect of its obligation under freedom of information and data protection legislation
- l) Media Policy
- m) Employment Policies and Procedures
- n) The Councils expenditure incurred under s137 of the Local Government Act 1972

It was RESOLVED to defer the review of the documents to a later date.

Finance

293. To receive the Internal Auditors report and consider any actions resulting from it. (Appendix 2).

It was RESOLVED to note the Internal Audit report.

294. To consider and approve the bank reconciliation and explanation of variances to be submitted with the AGAR. (Appendix 3).

It was RESOLVED to approve the bank reconciliation and explanation of variances.

295. To consider and approve the Annual Governance statement for 2021-22. (Appendix 4).

It was RESOLVED to approve the Annual Governance statement for 2021-22

296. To consider and approve the Annual Accounting statement for 2021-22. (Appendix 5).

It was RESOLVED to approve the Annual Accounting Statement for 2021-22

297. To appoint a Councillor other than the Chairman to verify bank reconciliations in accordance with financial regulations.

It was RESOLVED to appoint Cllr Lari to verify bank reconciliations.

298. To agree the accounts for payment. (Appendix 6)

It was RESOLVED to agree the following accounts for payment.

General

299. Insurance
a) To agree the Asset Register (Appendix 7)

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It was RESOLVED to agree the asset register.

b) To agree Insurance Quotation at a maximum cost of £396. (Appendix 8)

It was RESOLVED to agree the insurance quotation at a maximum cost of £396.

300. To consider a Grant Application from Warren Primary PTFA of £750 towards a Jubilee event at the school.

It was RESOLVED to award a grant of £750 to Warren Primary PTFA.

301. To discuss and agree the purchase of a bench on Bestwood Lodge Drive at a maximum cost of £1,500. (Appendix 9)

It was RESOLVED to defer to the next meeting.

302. To discuss and agree any actions relating to graffiti within the Parish

Cllr King to pass information to new Clerk.

303. To discuss and agree any actions relating to the Car park on Bestwood Lodge Drive

Cllr King to pass information to new Clerk.

304. To discuss and agree any actions relating the broken fence in the horse field within the Japanese garden.

Cllr King to pass information to new Clerk.

305. To discuss possible events to celebrate the Queens Diamond Jubilee.

Grant approved (Item 300) will support local groups celebrating the Jubilee. Potential event later in the year to be discussed at next meeting.

306. To discuss land at Muirfield Park.

It was RESOLVED to defer to a future meeting.

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307. To discuss and agree membership of the Bestwood Country Park Development Group.

It was RESOLVED to contact the Chair, County Cllr Barnfather requesting to be part of the group.

308. To receive Items for Notification to be included on next meeting's agenda. (For information only).

- a) Update from staffing committee
- b) Budget and event details for Jubilee

309. To agree the time and place of ordinary meetings of the Council up to the date of the next annual meeting of the Council.

It was RESOLVED to agree the following meeting dates

Tuesday June 28th
Tuesday July 26th
Tuesday September 27th
Tuesday October 25th
Tuesday November 29th
Tuesday January 24th
Tuesday February 28th
Tuesday March 28th
Tuesday April 25th
Tuesday May 30th

The Chairman thanked everyone for attending and closed the meeting.