

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

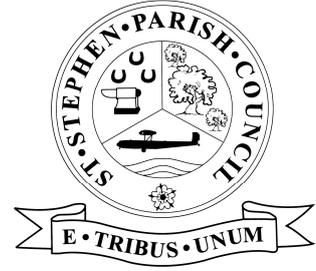
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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To: Councillors

Wendy Berriman

David Brannen

Richard Curthoys

Ajanta Hilton

Aaron Jacob

Dorothy Kerry

Bill Pryce

Adrian Ruffhead

Mark Skelton

Nicholas Tyndale

Eileen Whittaker

David Yates

You are summoned to attend the **Annual Council Meeting**

To take place on **Thursday 16th May 2024 at 7.30pm**

Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ**

S Hake

Susan Hake, Clerk

9th May 2024

The public are welcome to join this meeting, please email our clerk prior to the day of the meeting to advise of your attendance: clerk@ststephen-pc.gov.uk

Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.

AGENDA

2425/001 To elect a Chairman for the year 2024/25 and sign Declaration of Acceptance of Office

2425/002 To elect a Vice-Chairman for the year 2024/25 and sign Declaration of Acceptance of Office

2425/003 To receive any further signed Acceptance of Office and any update to Register of Interest forms

2425/004 Public Participation – to receive petitions, comments and questions
To welcome public participation in accordance with the Public Speaking Policy

2425/005 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

2425/006 To receive and accept apologies for absence

2425/007 To confirm the minutes of the meeting held on 18 April 2024

2425/008 To receive declarations of interest and dispensations
a) To receive declarations of interest from Councillors on items on the agenda
b) To receive written requests for dispensations for declarable interests
c) To grant any requests for dispensation as appropriate

2425/009 Chairs report

2425/010 General Power of Competence

Recommendation: To confirm St Stephen Parish Council meet the conditions of eligibility to use the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, confirms its eligibility (minimum two thirds elected councillors and a CiLCA qualified Clerk to use the General Power of Competence until the next relevant Annual Meeting of the Council that takes place in a year of ordinary elections).

2425/011 To receive Councillor allowance claim/forego forms for 2024-25

2425/012 Update on previous meeting actions not mentioned later in the agenda

2425/013 To appoint representatives to serve on Committees, working parties and outside bodies

Committees

Community & Leisure
Finance Committee
Fixed Assets Committee
HR Committee
Planning & Environment Committee

Task and Finish Groups

Future Developments Task and Finish Group-report to Fixed Assets Committee
Youth Projects Task and Finish Group-report to Community & Leisure Committee
Communications Task and Finish Group-report to Full Council

Working Groups

Annual Events Working Party-Report to Community and Leisure Committee
Tennis Club Liaison Group – report to Fixed Assets Committee

Representatives on Outside Bodies

Bricket Wood Joint Management committee (SADC)
Community Rail Partnership - ABFLY
Bricket Wood Station Heritage Trust
Herts Association of Parish and Town Councils (HAPTC)
St Albans District Association of Local Councils (SADALC)
Park Street Village Hall
Park Street Primary School
How Wood Primary School
Killigrew Primary School
Mount Pleasant Lane Primary School

2425/014 Recommendation to re-adopt the Code of Conduct

2425/015 Recommendation to adopt Standing Orders

2425/016 Recommendation to re-adopt the Scheme of Delegation

2425/017 Reports: Finance, Policy and Resources

- a) To note list of April payments authorised by Finance Committee Members
- b) Recommendation from Finance to approve the Investing of Precept, S106 and Reserves funds with CCLA
- c) Recommendation to Confirm extending the GWP café license agreement for a further 12 months
- d) Recommendation to confirm the Café License rate for the 12month period 2024-25 to be paid quarterly
- e) To consider and agree any grant/discount applications
 - i. Community Rail partnership - Abfly Grant request £500
 - ii. Keep Chiswell Green-discretionary discount of venue hire

2425/018 To consider agreement in Principal for £10k grant request from Keep Chiswell Green and confirm budget allocation

2425/019 To note minutes and agree recommendations from the Council's Committees & Working Groups

To receive brief progress reports and recommendations from the:

- a) Planning & Environment
- b) Finance Committee
- c) Fixed Asset Committee
- d) Community & Leisure Committee
- e) Events Working Party

2425/020 Clerks Report - Information updates

Agenda items for next meeting required by 10 June 2024

Items for next agenda Recommendation to adopt new NALC model Financial Regulations .