

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

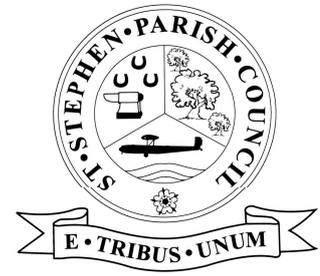
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

Web: [www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk)



To: Councillors:

Wendy Berriman

David Brannen

Richard Curthoys

Ajanta Hilton

Aaron Jacob

Dorothy Kerry

Bill Pryce

Adrian Ruffhead

Mark Skelton

Nicholas Tyndale

Nuala Webb

David Yates

You are summoned to attend the **Full Council Meeting**  
To take place on **Thursday 20 November 2025 at 7.30pm**  
Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ**

*S Hake*

Susan Hake, Clerk, 13<sup>th</sup> November 2025

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](mailto: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

**2526/068** Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

**2526/069** To receive reports from representatives of St Albans District Council and Hertfordshire County Council

**2526/070** To receive and accept apologies for absence

**2526/071** To confirm the minutes of the meeting held on 16 October 2025

**2526/072** 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

**2526/073** Chair's report

**2526/074** Update on previous meeting actions not mentioned later in the agenda

- Update and feedback on Defibrillator maintenance from Cllrs Pryce and Brannen
- Community Asset update
- Update on legal action estimate to reopen open space at Hanstead Park

**2526/075** Reports: Finance, Policy and Resources

- To note list of October payments including payments authorised by Finance Committee Members and signatories
- Recommendation:** to agree the use of additional reserves of £3641 plus VAT for Mayflower Park play equipment
- To consider and agree any grant/discretionary discount applications
  - St Lukes Lunch Club Grant application request for £200
- Recommendation:** To agree the annual donation/grant amount to the 4 primary Schools
- Recommendation:** To confirm Councillor Allowances for 2026 -27 to be confirmed to District Council
- Recommendation:** To confirm Internal auditor
- Recommendation:** To confirm agreement for the Business Risk Assessment 2025
- Recommendation:** To adopt the amended grant & discretionary discount policy
- Recommendation:** To consider and agree 3.5% hire increase 2026-27

**2526/076** 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 Committee
- b) Finance Committee
- c) Fixed Asset Committee
- d) HR Committee
- e) Community & Leisure Committee
- f) Events Working Party

Councillors to confirm availability to assist at the Christmas Market and task allocation

- g) To confirm Devolution Working Party members and confirm date of meeting
- h) PC parking update

**2526/077** Clerk's Report - Information updates

**Agenda items for next meeting required by 6 January 2026**

To Agree Budget and Precept for 2026-27

# ST STEPHEN PARISH COUNCIL

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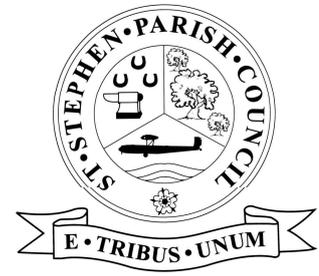
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## Minutes of the Full Council Meeting

Held on Thursday 16 October 2025 at 7.30pm

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

### Present: Councillors:

David Brannen

Richard Curthoys

Ajanta Hilton

Aaron Jacob

Dorothy Kerry

Bill Pryce

Adrian Ruffhead

Nicholas Tyndale

David Yates

### Also present

Susan Hake, Clerk

1 member of public

### 2526/055 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

The member of the public confirmed assisting with the preparation of the application to request a flypast for the 2026 Armed Forces Day to be shared with Cllr Pryce although the Lancaster will not fly again before 2027

### 2526/056 To receive reports from representatives of St Albans District Council and County Council

Cllr Hilton gave an update on County Council and confirmed Local Government review submissions for their preferred split that needs to be made by November 25 2025

Cllr Hilton confirmed the District Council are looking to create a Parish Council for St Albans

### 2526/057 To receive and accept apologies for absence

Apologies received and accepted from Cllr Berriman and Skelton

### 2526/058 To confirm the minutes of the meeting held on 18 September 2025

**Resolved:** To confirm the minutes of the meeting held on 18 September 2025 to be signed

### 2526/059 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

None received

### 2526/060 Chair's report

Cllr Yates confirmed items on the agenda for Hanstead Park & the Community Governance review

### 2526/061 Update on previous meeting actions not mentioned later in the agenda

Update and feedback on Defibrillator maintenance from Cllrs Pryce and Brannen

Cllr Pryce confirmed he is continuing to research commitment for the maintenance costs of Defibrillators and maintaining the status of availability on the National register

The Clerk is pursuing progressing the agreed list of Community Assets to be registered with the District Council and Community and Leisure to identify any additional ones to be added

### 2526/062 Reports: Finance, Policy and Resources

a) To note list of September payments including payments authorised by Finance Committee Members and signatories

Noted

b) Recommendation to note payment to be made from Project budget (FA Chair and Clerk) for the completion of buildings surveys at Greenwood Park of £3000 plus VAT and £350 plus VAT for a site visit

Noted

- c) To consider and agree any grant/discretionary discount applications
  - i. Park Street Resident Association - £428- Discretionary Discount  
**Resolved:** Agreed unanimously the Discretionary Discount of £428 granted to Park Street residents
  - ii. Shirani St Ledger McCarthy- retrospective discretionary discount £63 & future bookings  
This is to review reserved matters and discharge of conditions of planning applications  
**Resolved:** Agreed unanimously the Discretionary discount of £63 granted and future bookings if room available
  - iii. St Lukes Church £300 Grant  
**Resolved:** Agreed unanimously for the grant of £300 to St Lukes Church for Christmas light event
- d) To receive External Audit and associated Internal Audit letter submitted to external audit  
Received External Audit and associated Internal Audit letter submitted to external audit
- e) To note Notice of conclusion of audit displayed from 26 September 25  
Noted conclusion of audit notice displayed from 26 September 2025
- f) Recommendation to agree amendments to the SSPC Business Action Plan (see document)  
It was requested to add the Summer event once this has been agreed at Community & Leisure  
**Resolved** to agree the SSPC Business Plan with removal of financial amounts specified
- g) To consider and agree artwork from the Tennis Club  
The request has been changed to have lettering for the Tennis club website and everyone welcome on the wall  
**Resolved:** to agree the lettering request to display the website of the Tennis Club and everyone welcome
- h) Recommendation to agree quote for procurement of Rewilding Trees to be made from Trees and Woodland Reserves (see report)  
It was requested to have additional plants added to the quote B £3421 to a total of £4000 plus the VAT  
Local Schools and groups are being invited to join the planting sessions  
**Resolved:** To agree to accept quote B £3421 and additional planting up to £4000 plus VAT

**2526/063** 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 Committee  
Cllr Yates gave an update on the planning and environment committee meeting
- b) Finance Committee  
The next meeting to be held 23 October
- c) Fixed Asset Committee  
The next meeting will be on 27 November, it is hoped we will received details for a public consultation and a structural survey is about to be made
- d) HR Committee  
Meeting date requested to be agreed before the end of October
- e) Community & Leisure Committee
- f) Events Working Party  
To request all Councillors to assist at the Christmas Market and confirm task allocation  
Cllr Pryce gave an update on behalf of Community and Leisure and the Events working Party on the Service of Remembrance and Christmas Market
- g) To confirm Devolution Working Party members and confirm date of meeting  
All Cllrs to forward expression to be included in the Devolution working party to the Clerk
- h) Parking clarification enquiry from Dimensions  
Cllr Curthoys left the meeting at this point  
**Resolved:** to confirm there is no agreement for parking at present and forward a letter  
**Action:** Clerk to request a solicitor's letter to confirm no parking and forward the draft to the Chair and Vice Chair before issuing
- i) To agree committee or working group to meet with the Tennis Club to discuss proposal to have Padel Courts at Greenwood Park  
**Action:** To discuss the Padel Court proposal at the next Fixed Asset meeting and consider if the Council would like to include a Padel Court in the improvement to Greenwood Park

**2526/064** To confirm CGR response submitted by Cllr Yates

Council members confirmed endorsement of the response submitted by Cllr Yates

- 2526/065** To discuss the request of asset transfer from St Albans DC for the area of land associated with the former sewage works lying between Tippendell Lane, Watling Street and the A405 as part of the Devolution  
Cllr Yates has expressed the remaining land be transferred to the Parish Council as an asset transfer with covenants made on the land to ensure if there is any building on it for 100% of any profit be given to the Unitary authority with the hope it will remain as a green space.  
Cllr Hilton confirmed that she and Cllr Cavender are in agreement
- 2526/066** To discuss the issues relating to Hanstead Park and the potential acquisition of Hanstead Wood by St Stephen Parish Council  
Cllr Yates confirmed the Council will not agree to progress with the transfer of the wood before all outstanding queries are resolved for the development and wood.  
There is a meeting at the Parish Centre with Hanstead Park residents and friends of Hanstead Wood  
Cllr Yates requested approval for the Council to seek an estimate possibly in the region of £4k for advice about taking civil action against Griggs for obstructing the public open space and to reopen it in the interest of the community & a letter before action that will be paid for from the budgeted Neighbourhood Plan review  
**Resolved:** to agree Cllr Yates pursue an estimate for the legal action and ascertain likely success required to take Griggs to task to reopen the public space at Hanstead Park to be paid from the Neighbourhood Plan budget  
**Action:** Clerk to resend the dowry request previously sent to Vistry for the Wood
- 2526/067** Clerk's Report - Information updates  
Segro Purchase order now provided to request the £2.5k donation  
SADC Asset List circulated and requested input to confirm locations  
The Council have been contacted by Film companies to request filming and or using premises for parking

Agenda items for next meeting required by 10 November 2025

Meeting closed at 21.35

### St Stephen Parish Council Payments October 2025

23Oct2025	B/P to: A1 Security	ST STEPHEN PC	-1471.68
23Oct2025	B/P to: Agrovista UK Ltd	CD972032582	-718.25
23Oct2025	B/P to: B R Boatwright	ST STEPHEN PC	-3600
01Oct2025	B/P to: Beelex Electrical	INV111463	-98.45
23Oct2025	B/P to: Castle Water Ltd	TEI0000011390	-627.17
23Oct2025	B/P to: Ernest Doe & Sons	INV. B70040	-929.91
23Oct2025	B/P to: F & R Cawley Ltd	INV. 33742342	-903.76
23Oct2025	B/P to: George Browns Ltd	ACC. 445381	-3454.55
01Oct2025	B/P to: H S Jackson & Son	000555283	-2683.58
23Oct2025	B/P to: HCC Debtors	HFS CS059420	-226.32
31Oct2025	B/P to: HCC PENSIONS - LGP		85217 -6813.25
23Oct2025	B/P to: Hire One (St Alban	INV. 37983	-68.64
31Oct2025	B/P to: HMRC PAYE	951PB00104440	-7616.25
23Oct2025	B/P to: Holywell Recycling	M057543 & M057544	-636
23Oct2025	B/P to: KOMPAN Ltd	INV. 264514 PART 2	-38709.2
24Oct2025	B/P to: KOMPAN Ltd	INV. 264514 PART 1	-90000
01Oct2025	B/P to: Legal & General	G 74283-122	-1156.42
23Oct2025	B/P to: Lit Electrical Ins	INV 000014727	-190
23Oct2025	B/P to: M and D Crusher Hi	INV. 992	-432
23Oct2025	B/P to: Noviellos Ices Lim	INV. 386	-240
23Oct2025	B/P to: PPL PRS Ltd	0167359SIN3179250	-1359.83
23Oct2025	B/P to: PPL PRS Ltd	0167359SIN3179251	-186.58
23Oct2025	B/P to: Ricoh UK Ltd	INV. 102748143	-213.6
01Oct2025	B/P to: Scott & Sons Ltd	INV-102267	-23.4
23Oct2025	B/P to: Scott & Sons Ltd	STEPHEN	-3607.56
01Oct2025	B/P to: SECOM Plc	I0222013	-36
23Oct2025	B/P to: SLCC Enterprises	BK223410-1 & 459-1	-481
01Oct2025	B/P to: St Albans City &DC	LN/200500581	-180
24Oct2025	B/P to: St Luke's Church	ST STEPHEN PCGRANT	-300
24Oct2025	B/P to: St Stephen PC L A	TRANS FROM UNITY	-18699
01Oct2025	B/P to: Village Sign Peopl	INV. 253 STSTEPHEN	-116.46
23Oct2025	B/P to: Wicksteed Leisure	INV. 0000829490	-81.26

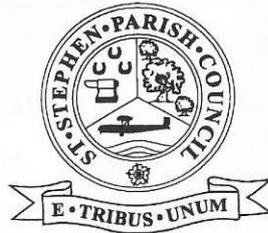
**St Stephen Parish Council DD Payments October 2025**

08Oct2025	Direct Debit (BRITISH GAS)	BGL0425915-0409010	-11.7
20Oct2025	Direct Debit (CORONA ENERGY RETA)	D000091216C2510161	-275.43
15Oct2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC	-32.21
15Oct2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC	-1324.94
27Oct2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC	-2135.98
29Oct2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC	-354
31Oct2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC	-34.18
02Oct2025	Direct Debit (H3G)	985630447301200049	-48
16Oct2025	Direct Debit (LLOYDS CORP CARD)	80000029781III8408	-584.47
06Oct2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470	-56.38
13Oct2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470	-43.2
20Oct2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470	-448.79
01Oct2025	Direct Debit (SADC COUNCIL TAX)	7051089	-961
15Oct2025	Direct Debit (SADC COUNCIL TAX)	7021936	-404
15Oct2025	Direct Debit (SADC COUNCIL TAX)	9135020	-152
16Oct2025	Direct Debit (SAGE SOFTWARE LTD)	ZJVE5KQ	-301.16
28Oct2025	Direct Debit (SECOM PLC)	619077	-53.45
21Oct2025	Direct Debit (TOTALENERGIES G&P)	1174013	-299.29
31Oct2025	Service Charge		-26.1

**St Stephen Parish Council card purchases October 2025**

15/10/2025	SADC Premises Licence	Purchase Payment	23.00
10/10/2025	CC Lily Alley Florist	Flowers for Eileen Mayflower op	40.00
08/10/2025	CC Zoro Inv. 162150365	Combination locks for GWP hei	59.98
07/10/2025	Amazon Paper cups	Purchase Payment	10.44
03/10/2025	Amazon Electric candles	Purchase Payment	21.25
02/10/2025	Amazon Haribbo bags	Purchase Payment	9.65
02/10/2025	Amazon Safety mesh	Purchase Payment	49.34
02/10/2025	Amazon chocolates forMayflower	Purchase Payment	25.99
02/10/2025	CC Monthly Fee AF	Lloyds Corporate Card Monthly	3.00
02/10/2025	CC Monthly Fee SH	Lloyds Corporate Card Monthly	3.00
01/10/2025	HW Pharmacy Hand soap	Purchase Payment	1.99
01/10/2025	Pharmacy 1st aid stock	Purchase Payment	16.47

# ST STEPHEN PARISH COUNCIL



## GRANT APPLICATION FORM

Please read the Grants and Discounts Policy  
before completing an application form

St Stephen Parish Council covers the areas of  
Bricket Wood, Chiswell Green and Park Street.

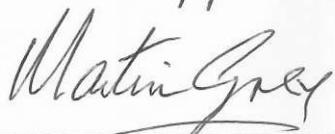
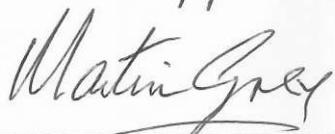
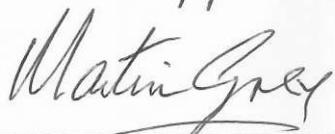
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TEL: 01923 681443 EMAIL: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

# ST STEPHEN PARISH COUNCIL

## GRANT APPLICATION FORM

1.	Name of organisation and your registered charity number (if applicable) <p>ST. LUKE'S DAYCARE CENTRE</p> <p>Reg Charity No. 299897</p>
2.	Name and address of responsible person to be contact regarding this application. Name: [REDACTED] Address: [REDACTED] Tel: _____ Mob: _____ Email: _____
3.	Address where activities are based. <p>ST. LUKE'S CHURCH HALL THE CRESCENT, BRICKET WOOD</p>
4.	What area (community) is served? <p>ST. STEPHEN PARISH</p>
5.	Details of the project/initiative and purpose of the grant funding <p>GRANT SOUGHT TO CONTRIBUTE TOWARDS COST OF CHRISTMAS LUNCH 15/12/25 APPROX COST £400</p> <p>THE CLUB PROVIDES A HOT LUNCH FORTNIGHTLY, TERM TIME, MINI BUS TRANSPORT IS PROVIDED IF NECESSARY</p>
6.	Estimate how many people in the Parish will benefit. <p>35/40</p>

## ST STEPHEN PARISH COUNCIL

7.	How does your organisation/activity benefit the residents of St Stephen Parish?  <p style="text-align: center;">PLEASE SEE 5 ABOVE</p>				
8.	Will any income be generated? If Yes, please specify proposed charges/subscription/fees (please attach schedule if available)  <p style="text-align: center;">CHRISTMAS LUNCH FREE. ALL OTHER DATES £7 per PERSON per LUNCH</p>				
9.	<table style="width: 100%; border: none;"> <tr> <td style="width: 45%; border: none;">a) Proposed starting date of project:</td> <td style="border: none;">PLEASE SEE 5 ABOVE +</td> </tr> <tr> <td style="border: none;">b) Estimated completion date:</td> <td style="border: none;">ONGOING DURING THE YEAR</td> </tr> </table>	a) Proposed starting date of project:	PLEASE SEE 5 ABOVE +	b) Estimated completion date:	ONGOING DURING THE YEAR
a) Proposed starting date of project:	PLEASE SEE 5 ABOVE +				
b) Estimated completion date:	ONGOING DURING THE YEAR				
10.	Please give details of the cost of the project. (Payment receipts to be provided)  <p style="text-align: center;">£400. FOOD NOT YET PURCHASED.</p>				
11.	Please give details of other grants awarded or applied for.  <p style="text-align: center;">NONE</p>				
12.	Amount of grant requested from St Stephen Parish Council (max £1,000)  <p style="text-align: center;">£200</p>				
13.	Details of bank account for BACS transfer if successful (please enclose proof of bank details, letter on headed paper, copy of paying in slip or bank statement)  <p style="text-align: center;">ST LUKE'S DAYCARE CENTRE NAT WEST, ST-ALBANS, S/CODE 60-18-11 A/C NO 42174619</p>				
14.	Any other relevant information.  <p style="text-align: center;">BANK STATEMENT ATTACHED</p> <p style="text-align: center;">An email re the decision would be appreciated.</p>				
15.	<table style="width: 100%; border: none;"> <tr> <td style="width: 55%; border: none; vertical-align: top;">Please sign to confirm that all the information in this application is correct and that you are authorised to act for the organisation in making this application for a grant.</td> <td style="border: none; text-align: center; vertical-align: middle;"></td> </tr> </table>	Please sign to confirm that all the information in this application is correct and that you are authorised to act for the organisation in making this application for a grant.			
Please sign to confirm that all the information in this application is correct and that you are authorised to act for the organisation in making this application for a grant.					

St Stephen Parish Council will hold and handle this information in accordance with the General Data Protection Regulations 2018. To view the full Privacy Policy visit the public documents pages at [www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk) or contact us on 01923 681443 or email [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

**Remember to attach a copy of your accounts to this application**



# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street  
The Parish Centre, Station Road, Bricket Wood, St Albans, Herts AL2 3PJ

## REPORT TO ST STEPHEN PARISH COUNCIL

**Date of Meeting:** 23 October 2025

**Agenda Item:** 2525-075g

**Report Subject:** Business Risk Assessment 2025/26

### 1. Background

In order to meet the requirements of the External Audit for 2025/26 the Council have to have carried out a Business Risk Assessment.

### 3. Business Risk Assessment Document

The Business Risk Assessment document below is an assessment of the risks facing the authority and how it has taken appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance cover where required.

### 5. Recommendation

It is **RECOMMENDED** that the Council approve the Business Risk Assessment below.

Report produced by:	Sue Hake
Date:	20 November 2025

**ST STEPHEN PARISH COUNCIL – BUSINESS RISK ASSESSMENT 2025-26**

Area	Risk	Existing controls, precautions, arrangements, procedures	Risk factor level H / M/ L	What improvements are required or have been made?	Lead
1 <b>Physical assets</b>	Protection of assets	<p>Bi-annual review of asset registers to ensure accuracy for insurance renewal and year end accounts. Value of assets index-linked</p> <p>Regular maintenance of physical assets</p> <p>Annual portable appliance tests</p> <p>Independent annual fire equipment checks and twice-yearly fire alarm checks. Annual security alarm service</p> <p>Annual review of risk and insurance cover including material loss/damage /theft Robust insurance providers.</p> <p>Boundaries of parks and open spaces checked annually and prompt action taken against encroachments.</p> <p>Regular inspections of Council property including buildings, play/fitness equipment, noticeboards, street furniture, bus shelters, etc.</p> <p>Damage deposit retained for functions. Where possible checks carried out between functions.</p>	L	<p>Revaluation of all buildings to be completed for the November Insurance renewal</p> <p>Establish system to record maintenance of all grounds equipment</p> <p>Maintenance Person and Grounds Person trained; PAT testing equipment to be calibrated Jan 2026</p>	SH
					MH/AF
	Security of buildings, equipment etc	<p>Greenwood Park Community Centre: (GWP) Key holder agreement with security contractor. Building &amp; access gates locked by Security contractor. All GWP Community Centre windows and front entrance secured with roller shutters. GWP Pavilion doors upgraded to high security doors; all windows secured with roller shutters.</p>	L H	<p>CCTV installed at Community Centre February 2019 and Parish Centre March 21– checks can be made on-site or remotely</p> <p>Following shutter survey in January 23, New Door shutter installed at GWP CC as H&amp;S precaution and annual inspection now in place to identify any faults or repairs on shutters on relevant buildings</p>	DM AF/JU

**ST STEPHEN PARISH COUNCIL – BUSINESS RISK ASSESSMENT 2025-26**

	Public toilets locked Mon – Fri by staff, café owners, Sat & Sun by security. CCTV (SADC) coverage of public toilets, outside of buildings and driveway CCTV (SSPC) installed 2019 covering inside building and approach to main entrance. Registered with Information Commission, necessary signage installed and CCTV policy approved by Council. The Parish Centre & Barn: Security alarm; panic button; front door entry controls & key box system for every room. Key holder agreement with security contractor. Council vehicles clearly marked showing ownership and rarely left overnight in parish car park. Compound security low, CCTV installed Park Street Pavilion secured No problems at present Security Access Codes	L	Main Gate security continue to be monitored before considering engaging Security contractor to lock access gates.	DM
Maintenance of buildings	Annual site inspection by Buildings Committee. Report fed back to committee for future planning and budget purposes and to inform on-going internal maintenance programme covering all buildings. Buildings Maintenance Programme reviewed at Assets Committee Meetings (3 times per year) Electrical Compliance Certification maintained	L	All access codes changed ongoing & reviewed	DM/MH
Maintenance of equipment, assets etc.	Legionella risk assessments to be completed bi-annually as advised by the company who completed the risk assessment Rolling replacement and inspection programme for bus shelters, seats, vehicles and grounds maintenance equipment. Vehicles and grounds maintenance equipment regularly serviced in accordance with required schedule.	M	Lapsed but re-instated JU to provide regular update reports to Council Electrical wiring tested in 2020 & remedial works implemented, next test due 2025 Following the risk assessment in March 2020 we continue to work through an action plan- tests made ongoing Rolling replacement budget reviewed and re-introduced	Cllrs/JU/ Clerks JU/AF JU/AF AF/JU
		L		MH MH/Grounds team

**ST STEPHEN PARISH COUNCIL – BUSINESS RISK ASSESSMENT 2025-26**

Area	Risk	Existing controls, precautions, arrangements, procedures	Risk factor level H / M / L	What improvements are required or have been made?	Lead
2	Banking	<p>Bulk of funds in high interest accounts.</p> <p>Funds currently held across 5 banking institutions, reviewed by Finance.</p> <p>On-line banking –</p>	L	<p>Investment strategy completed and updated with largest proportion of funds invested with CCLA/Jupiter</p> <p>To look to reduce banks and look to close the Co-Op accounts 2025-26</p> <p>Access confirmed for all office staff, Finance Committee and Chair of Community and Leisure</p>	RFO/Clerk
	Consequential Loss of income	Business interruption insurance cover to be reviewed	L	Reviewed at Finance Committee and decided not to pursue	Finance cmtee/Clerk
	Loss of cash by theft or dishonesty	<p>Fidelity guarantee insurance cover of one million – reviewed</p> <p>Money insured against risks with extra cover for money held in the safe should this be required.</p> <p>Only two keys for the cash safe with responsibility restricted to two authorised personnel. Annual review of insurance cover.</p> <p>Debit/credit cards, direct transfer and cheque payments accepted.</p> <p>Cash payments declined</p> <p>Secure cash controls in place for income-generating parish events. A separate 'money handling' risk assessment is produced, tailored for each event. All event risk controls, assessments and named Responsible persons approved by Council.</p>	L	<p>Clerk requested Insurer increase cover to 2 million</p> <p>Clerks</p>	DM/JOB/Clerks
	Financial controls and records	Following receipt of completed venue booking forms. All Income invoices raised through Sage FMS	M	<p>No cash payments accepted</p> <p>No further car boot trial with small sums of cash taken being held</p>	DM JOB/DM
			L	Sage loaded onto office staff PC's, invoices and credits raised directly into Sage to increase robust audit trail	Clerk/RFO, DM, J'OB, & AF



**ST STEPHEN PARISH COUNCIL – BUSINESS RISK ASSESSMENT 2025-26**

		Ensure adequate level of Reserves are maintained. investment policy reviewed and adopted annually Reserve Policy to be reviewed and adopted annually		Reserves agreed in addition to earmarked reserves for projects, Treasury/Investment policy adopted and reviewed annually To adopt Reserve Policy	Clerk/RFO/ Committees/ Council
	Comply with Customs and Excise Regulations	Annual de-minimis VAT analysis. VAT claims made within time limits.	L		Clerk/RFO
	Budgeting to underpin the Precept	Budget report to Finance Committee & Full Council.	L		Clerk/ Finance Cmtte/Council
		Precept calculation based on budget report and future projects.	M		Clerk/ Finance Cmtte/Council
		Strategic Plan reviewed but required further review at Committees and update of actions required for future budgeting		Strategic Plan and Actions to be updated to Ensure Funds required for projects are identified and included in the budget	Council/ Clerk/ RFO
		Adequate contingency reserves in case of non-payment of Precept by SADC.		Contingency reserves agreed 2023 to be £400k in addition to Earmarked reserves for future projects, Reserves to be reviewed and agreed annually	RFO/Cllrs
		Earmarked reserves held for priority projects and rolling replacements		Business Plan started and Operational Plan review to be completed with projects confirmed-to monitor rolling replacements.	Council, Clerk/RFO/ Staff
	Complying with borrowing regulations	Precept request submitted on time annually		Confirmed	RFO
		Controls in place and permission sought as required	L	No Loans currently active	

**ST STEPHEN PARISH COUNCIL – BUSINESS RISK ASSESSMENT 2025-26**

Area	Risk	Existing controls, precautions, arrangements, procedures	Risk factor level H / M / L	What improvements are required or have been made?	Lead
3	Proper use of funds granted to local bodies	Applicants complete an application form and provide a set of accounts. Additional documentation required for charitable events. Feedback process to be re-established	L		Clerk/JOB
	Third Party, property or individuals	Competent and professional external H&S Advisor carries out an annual H&S Audit, Fire Risk Assessment and monitoring. Reports submitted to HR Committee and responsible staff	L	Regular meetings held and Action Plan is updated	AF
		Risk Assessments accessible to staff on Shared Drive		Maintenance risk assessments continue to reviewed with assistance from the external H&S advisor if required. Risk assessments being updated and hard copies to be made available to staff	AF/MH
		Vibration testing of red items annually, Amber & Green bi-annually.			AF/MH
		Noise testing bi-annually			AF
		Relevant staff trained via toolbox talk			AF
		All H&S certificates and documentation held electronically in one place.			AF
		Health & Safety Policy maintained and reviewed			AF
		H&S training for staff and available to members		Key staff access to H&S Consultant for advice	AF
		Health Surveillance carried out for grounds/maintenance staff annually			AF/MH
		Personal Protective Equipment (PPE) provided to staff where appropriate		PPE Audit to be carried out annually & signed for	AF/Clerk
		Three members of staff trained in Emergency First Aid at Work.		MH&MB completed three day first aid at work course November 22, AF,DM,JU	AF
	£10m Public and employers liability insurance. £5m Hirer's Indemnity insurance. Officials indemnity insurance £500k and libel/slander cover £250k. Personal accident cover for Cllrs/employees			Clerk/ Council	



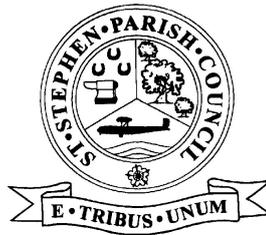
**ST STEPHEN PARISH COUNCIL – BUSINESS RISK ASSESSMENT 2025-26**

Area	Risk	Existing controls, precautions, arrangements, procedures	Risk factor level H / M/ L	What improvements are required or have been made?	Lead
4 <b>Employer Liability</b>	Comply with Employment Law	<p>All staff have written contracts Staff policies in place and reviewed</p> <p>Professional HR Advice contracted to James Corregan at Council HR Governance Support. Contracted professional external H&amp;S Advisor is Team Safety Services</p> <p>Membership of the National Association of Local Councils, the Herts. Association of Parish &amp; Town Councils &amp; Society of Local Council Clerks provide access to professional advice and guidance</p>	Low	<p>New staff handbook supplied by HR support - review &amp; link to relevant PC policies where required that are not in the Green Book</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AF</p>
	Comply with Inland Revenue	<p>Advice sought from Inland Revenue as required. Real Time PAYE implemented</p>	Low		Payroll Services
	Safety of staff and visitors	<p>Use of external payroll provider (DC payroll services) H&amp;S advice &amp; guidance obtained as part of H&amp;S contract. Door entry system fitted at Greenwood Park Community Centre and Parish Centre</p> <p>Panic buttons at both GPC and Parish Office</p> <p>CCTV Installed at Greenwood Park Community Centre and at Parish Centre Barn &amp; compound</p> <p>Lone working and home working</p> <p>Mental Health &amp; Wellbeing-Ensure Staff workload is monitored &amp; adequate resources available for projects/tasks completion.</p> <p>Intermittent risk assessment of premises including continued controls for minimising spread of contagious germs for Mental Health &amp; Wellbeing of staff and hirers</p>	Low	<p>Internal CCTV GWP CC &amp; external reinstalled by St Albans DC 2019, External CCTV at PC</p> <p>Processes &amp; Policy to be reviewed to incorporate home working where necessary</p> <p>HR committee to liaise with staff individuals to aid monitoring of workload &amp; have awareness of work pressures.</p> <p>As per H&amp;S policy.</p>	<p>AF DM</p> <p>DM Clerk</p> <p>Clerk</p> <p>HR</p> <p>DM/ AF/ Clerk/JO B</p>





# ST STEPHEN PARISH COUNCIL



## GRANTS AND DISCRETIONARY DISCOUNTS POLICY

Adopted: October 2021  
Revised June 2022  
Review Date: February 2023  
Revised/Adopted July 2023  
Revised October 2024  
Revised October 2025

St Stephen Parish Council covers the areas of  
Bricket Wood, Chiswell Green and Park Street.

THE PARISH CENTRE STATION ROAD BRICKET WOOD ST ALBANS AL2 3PJ  
TEL: 01923 681443

## **Grants and Discretionary Discounts Policy**

The purpose of this document is to help those wishing to apply for a grant or a discount on the hiring costs of the St Stephen Parish Council facilities to do so.

### **INTRODUCTION**

St Stephen Parish Council is permitted to award grants to organisations to support their activities in the Parish. The Council takes great care in the awarding of public funds.

The contribution made by many organisations and individuals to the wellbeing of the local community is recognised by the Council as important to our society. The purpose of any grant or discount given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Bricket Wood, Chiswell Green and Park Street that are not, as a matter of course, funded by the Council.

There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. Applicants are encouraged to seek advice from council officers on these matters.

Grants and discounts are considered at Finance Committee meetings, which occur quarterly. For the dates, check with the parish office or check the meetings calendar on the Parish Council website. The form should be submitted at least three weeks in advance of the meeting.

Grants and discounts awarded should be in line with the aims of St Stephen Parish Council, listed below:

- to support our local communities, encourage inclusion and diversity
- to protect and enhance our local environment
- to promote participation, good management and efficiency

Applications for grants and discounts must be made on an official Parish Council application form, available from the Parish Office or Centres Manager.

### **1. GRANT FUNDING**

#### **Level of Funding**

The level of funding available may vary each year depending on the Council's budget. The total annual grant fund is £5000. Individual grants are normally restricted to a maximum of 20% of the total Grants budget (£1000). The Council will consider each request on its own merits. Evidence of match funding will be welcomed.

## Conditions of Grant Funding

Applications will be considered from individuals as well as organisations. The Council will usually only consider requests for specific projects as opposed to ongoing running costs.

Grant applications WILL NOT be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion and gender
- Private organisations operated as a business to make a profit or surplus
- Projects that have already taken place (retrospective funding is not permitted)

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Organisations should include evidence to back their application. (ie: completed projects / previous grant applications etc:)

All applications must demonstrate clearly how a grant will be of benefit to the local community within the Parish.

An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year or, in the case of a newly formed organisation, a detailed budget/actuals and business plan.

An organisation is required to have a bank account in its own name and specify charity registration number if applicable

Ongoing commitments to award grants or discounts in future years will not be made. A fresh application will be required each year.

Due account will be taken of the extent to which funding has been sought or secured from other sources or the organisation's own fundraising activities. Advice on other grant sources may be obtained from council officers or Communities 1st ([www.communities1st.org.uk](http://www.communities1st.org.uk))

## **2. DISCRETIONARY DISCOUNTS**

St Stephen Parish Council is able to provide discretionary discounts on the hiring costs of the St Stephen Parish Council facilities to local groups and for certain fundraising activities. A Discretionary Discount can only be applied against the charges arising from the hire of the Council's facilities.

### **Community organisations**

- a) A Discretionary Discount will be considered for the following 'approved organisations' without the need to complete a Discretionary Discount application:
  - i. 100% discount for committee meetings (including AGMs) as well as one special event per annum held by the Residents' Associations, namely: Bricket Wood, Chiswell Green and Park Street Residents' Associations, the Community Rail Partnership or at the Council's discretion
- b) Other organisations may be considered upon application for a discount of up to 75%.
- c) Booking requests for the forthcoming year should be submitted to the Clerk by 1st November of the preceding year
- d) Non-fundraising applications must demonstrate clearly how a discount will be of benefit to the local community within the Parish.

### **Charitable Fundraising events**

#### ***Application for a fundraising event from a registered charity or Community Interest Company (CIC)***

- a) A Discretionary Discount will be considered for fundraising events by a registered charity or CIC on application as follows:
  - i. Up to 100% for one event in the financial year per organisation and at the Council's discretion for subsequent requests in the same financial year

#### ***Application for a fundraising event on behalf of a registered charity or CIC***

- a) A Discretionary Discount will be considered for fundraising events on behalf of a registered charity or CIC. Successful applicants will be required to provide evidence within 28 days of the event, from the charity/CIC confirming the proceeds received.

### **Commercial activities**

- a) A Discretionary Discount will only be considered for commercial activities for the purposes of promoting new business at one of the Council's facilities on application as follows:

Promotional rates, agreed at the discretion of the Council, will apply to new hirers for a period up to and not exceeding three months.
- b) Non-fundraising applications must demonstrate clearly how a discount will be of benefit to the local community within the Parish.

## **GRANT / DISCOUNT APPLICATION DECISION**

Grants and discretionary discounts are considered by the Finance Committee/Full Council. The application should be submitted to the Parish Clerk at least three weeks before the date of the committee meeting. Dates of future meetings are available on the website meetings calendar or enquire with the Parish Office. If the application is incomplete and the committee requires further information to reach a decision this could delay the decision by up to three months so please ensure that you have answered all the questions and provided details of recent accounts.

Applicants are able to attend the council meeting when the grant applications will be considered. They will be able to speak for up to 3 minutes at the beginning of the meeting.

The Council may make the award of any grant or discount subject to any additional conditions and requirements it considers appropriate.

When a decision has been made by the Council, applicants will be informed as soon as possible as to the outcome. This will generally be by email. Should a grant be approved then the Council aims to send payment to the organisation by BACS the following month.

## **AFTER THE DECISION**

Acknowledgments of financial support received from the Council will be required on documentation and any promotional material or other media. If the Parish Council makes it conditional on the awarding of the grant, successful applicants must agree to:

- Acknowledge St Stephen Parish Council as a funder in the media
- Agree to any reasonable joint publicity the Parish Council may request
- Provide a statement or report of how the money has been used
- Provide photographs which can be used on social media and in Parish Council publicity material

## **GRANT / DISCOUNT REVIEW**

Where requested, successful applicants must provide receipts or other evidence of expenditure within 12 months of receipt of the grant award. Applicants should show that funds have been used for the purpose specified in the grant application.

Applicants should complete a feedback form, outlining the benefit of the project to the community within 12 months of receipt of the grant award.

If the organisation ceases to exist for any reason prior to spending the grant or fails to spend the granted funds within 12 months of the award, the Council may ask for all or part of the money to be returned.

Successful discount applicants for fundraising events will need to provide evidence, within 28 days of the event, from the charity confirming the proceeds received.