



Wheathampstead Parish Council

The Memorial Hall
Marford Road, Wheathampstead, Herts. AL4 8AY

24 May 2018

To all Cllrs: **D Johnston (Chairman), J Booth, G Clark, D Davies, E Habib, L Halford, S Haynes, O McKenzie, R O'Brien, T Reason, T Ryan, P Woodhams**

Notice of Meeting

You are hereby summoned to a **Meeting of the Parish Council** to be held in the **Hewitt Room** on **Thursday 31 May 2018** at **7.30pm**.

Julia Warren
Clerk to the Council

Agenda

- 1 Election of Chairman**
- 2 Election of Vice Chairman**
- 3 Apologies**
Including presentation on development
- 4 Specific Declarations of Interest**
- 5 Minutes of Council**
To approve the Minutes of the Parish Council meetings held on 27 April 2017 (attached).
Note: Council's standing orders (as approved Jan 2018) determine the agenda order for the Annual Council Meeting.
- 6 Minutes of Committee Meetings**
To receive the minutes of Committees and approve notes of the following Steering Group meetings.

Planning Committee	10 May 2018
Neighbourhood Plan Steering Group	10 May 2018
Maintenance Committee	14 May 2018
Annual Parish Meeting	16 May 2018
Community Involvement Committee	21 May 2018
- 7 Review of Delegated Powers**
To be taken with reference to item 8 – terms of reference see report.



- 8 Review of Committees and Committee Terms of Reference**
See also item 7 – delegated powers, ToR attached.
- 9 Appointment to Committees and Working Groups & Election of Committee Chairmen/Vice Chairmen**
Members to consider membership of Parish Council committees and working groups applicable pending any structure review.
Appointments are required to:
Allotments Committee
Community Involvement Committee
Maintenance Committee
Personnel Committee
Planning Committee
Finance Committee
Memorial Hall WG
Neighbourhood Plan SG
Pump WG
Village Weekend WG
- 10 Appointment to Outside organisations**
Appointments are required for Nomansland Joint Committee (2cllrs)
Wheathampstead Business Group (WEB) (2 cllrs)
St Albans Association of Local Councils (1 vote per council, but more than one councillor may attend).
Scouts (1 councillor)
James Marshall Foundation (none)
For information:
Four Trustees are nominated by WPC to serve for a 4 year period on the James Marshall Foundation.
Cllr Tessa Reason and Kevin Oxley (appointed 2017 until 2021)
Fiona Haynes and Anne Atton, (appointed 2017/2015 until 2019).
HAPTC- recommend nominations (none, David Johnston currently appointed)
- 11 Review of membership of bodies**
To review and approve membership of bodies, current membership listed below
Campaign to Protect Rural England
Chartered Institute of Public Finance and Accountancy
Community Development Agency for Herts
Community Central St Albans (was CVS)
Country Land and Business Association
Hertfordshire Association of Parish & Town Councils
Local Councils' Advisory Service
National Association of Local Councils
National Society of Allotment & Leisure Gardens
Open Spaces Society
St Albans & District Association of Local Councils
St Albans Footpaths
Society of Local Council Clerks
The Purple Guide
- 12 Public Speaking**

- 13 Internal Audit Report**
To receive and consider the Internal Auditor's report for the financial year 2017-18 and to approve Council's response to its recommendations.
(Previously circulated)
- 14 Appointment of Internal Auditor for 2018-9**
Recommendation to reappoint GreenbiRo Ltd – see attached
- 15 Annual Governance Statement**
To approve the Annual Governance Statement for the year ending 31 March 2018. (Previously circulated)
- 16 Approval of Accounts 2017-18**
To approve the draft accounts for the year ending 31 March 2018 for submission to the external auditor. (Previously circulated)
- 17 InDesign Software**
Recommendation to purchase InDesign software at a cost of £16 per month. This will enable in-house amendments to the design for the Openspaces interpretation board artwork, be used for production of the Pump, event posters etc.
- 18 World War One Commemorative Bench**
To consider project management of the commemorative bench(es) to be made from the felled oak on Rectory Meadow, their location, design and funding.
- 19 Plans referred from Planning Committee**
Consideration of plans referred from Planning Committee
- 20 Neighbourhood Plan**
To note responses to the consultation at the Annual Parish Meeting and approve Steering Group recommendations including site selection criteria.
- 21 Project and task review**
Update, review and prioritisation of tasks and projects. List attached for consideration and discussion
- 22 Accounts and Finance Reports**
Attached for consideration.
- 23 Consultations**
Notification of consultations for consideration:
Improvements to Codicote Road- Lower Luton Road roundabout
- 24 Reports on training and meetings**
Reports from councillors