

Wheathampstead Parish Council

The Memorial Hall, Marford Road, Wheathampstead,  
Herts. AL4 8AY  
Tel: 01582 832541  
Email: [info@wheathampstead-pc.gov.uk](mailto:info@wheathampstead-pc.gov.uk)



Clerk to the Council: Julia Warren

19 May 2016

**To: All Councillors**

**Cllrs: D Johnston (Chairman), A Brewster, G Clark, A Dante, D Davies, E Habib, L Halford, S Haynes, T Reason, J Shardlow, P Wilby, P Woodhams**

### Notice of Meeting

You are hereby summoned to the **Annual Meeting of the Parish Council** to be held in the **Hewitt Room** on **Thursday 26 May 2016 at 7.30pm.**

*Julia Warren*  
**Clerk to the Council**

### Agenda

- 1 Election of Chairman**
- 2 Election of Vice Chairman**
- 3 Apologies**
- 4 Specific Declarations of Interests and Dispensations**
- 5 Minutes of Council**  
To approve the Minutes of the Parish Council meeting held on 28 April 2016  
*ATTACHED.*  
Note: Council's standing orders (as approved Jan 2016) determine the agenda order for the Annual Council Meeting.
- 6 Minutes of Committee Meetings**  
To receive the minutes of committees and notes of the following working group meetings.

Neighbourhood Plan SG	9 May 2016
Village Weekend WG	10 May 2016
Annual Parish Meeting	11 May 2016
Planning Committee	24 May 2016
- 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:

Community Involvement Committee

Maintenance Committee

Personnel Committee

Planning Committee

Finance Committee

Allotments Committee

Bury Green Garden WG

Crinkle Crankle Garden WG

East Lane Car Park WG

Facilities Management WG

Memorial Hall Refurbishment WG

Neighbourhood Plan SG

Pump WG

Rectory Copse WG

Station Platform Working Group

Station Sidings 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 (1 person)

For information:

Four Trustees are nominated by WPC to serve for a 4 year period on the James Marshall Foundation. Cllrs Clements & Reason were appointed in 2013 (to 2017) Jacqueline Turner and Anne Atton, (appointed in 2015 until 2019). Following Jacqueline's death a trustee is required to serve until 2019

**11 Review of membership of bodies**

To review and approve membership of bodies, current membership listed below

Campaign for the Preservation of Rural Britain

Chartered Institute of Public Finance and Accountancy

Community Development Agency for Herts

Community & Voluntary Services

Hertfordshire Association of Parish & Town Councils

Institute of Local Council Managers

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

Society of Local Council Clerks

The Purple Guide

**12 Public Speaking**

**13 Hall use request**

To consider the request to use the main hall and Hewitt Room Monday afternoons and evenings by a dance group. This would mean council meetings

are moved to the Green Room. Details previously circulated

**14 Internal Audit Report**

To receive and consider the Internal Auditor's report for the financial year 2015-16 and to approve Council's response to its recommendations.  
(Previously circulated)

**15 Appointment of Internal Auditor for 2016-7**

Recommendation to reappoint GreenbiRo Ltd

**16 Staff pay**

To note that the National Joint Council for Local Government Services (NJC) has reached agreement on a national salary award for 2016-18. Staff are contracted under NJC conditions. The 1% pay award increase is to be implemented immediately and backdated to 1 April 2016

**17 Football Foundation Grant - goals**

To note the successful grant application from the Football Foundation of £648 for replacement of unsafe goalposts.

**18 Consultations, training and meetings**

Reports from councillors