



Wheathampstead Parish Council

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

19 January 2017

To all 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 a **Meeting of the Parish Council** to be held in the **Hewitt Room** on **Thursday 26 January 2017** at **7.30pm**.

Julia Warren
Clerk to the Council

Agenda

- 1 Apologies**
- 2 Public Speaking**
- 3 Specific Declarations of Interest**
- 4 Minutes of Council**
To approve the Minutes of the Parish Council meetings held on 24 November 2016 (attached).
- 5 Minutes of Committee Meetings**
To receive the minutes of Committees and approve notes of the following Steering Group meetings.

Wheathampstead Community Safety Forum	23 Nov 2016
Finance Committee	9 Jan 2017
Personnel Committee	1 Dec 2016, 9 Jan 2017
Planning Committee	19 Dec 2016
Maintenance Committee	16 Jan 2017
Village Weekend WG	23 Jan 2017
Community Involvement Committee	7 Dec 2016
Allotments Committee	12 Dec 2016
- 6 Budget 2017-8 and precept recommendation**
To consider the budget for 2017-18 as resolved at Finance Committee on 9 January 2017, and determine a Parish Council precept



- Recommendation:
- 1 To agree a budget for 2017-18
 - 2 To agree a precept for 2017-18 and that the Parish Clerk notify St Albans District Council of this precept.
 - 3 To note that the calculations had not been based upon receipt of a grant from SADC to offset the changes to the tax base created by the Council Tax Technical Reform Changes and the Localised Council Tax Support Scheme as this was no longer available

7 Bank arrangements

To amend banking arrangements following resignation of Deputy Clerk, her name to be formally removed from bank mandate. Councillor Davies's signature to be added.

8 Approved contractors list

2016 list appended for consideration and re- approval

9 Insurance review of fidelity guarantee

Review as recommended by audit

10 Fire Risk assessment

To approve and adopt the draft fire risk assessment for the Memorial Hall as attached .

11 Approval of Risk Register

Attached

12 Review and approval of standing orders

Attached

13 Review and approval of financial regulations

Attached

14 Policy review and approval

- Internet and Email policy
- Media protocol
- Dignity at Work/ Bullying and Harassment Policy
- Disciplinary Procedure
- Grievance Procedure
- Complaints Policy
- Whistle blowing Policy
- Anti-Bribery statement
- Code of conduct
- Conflicts of Interest
- Open spaces
- Gritting and Clearing Memorial Hall Access and Car Park
- Banner policy
- Child protection
- Pensions Discretions Policy
- Grazing
- Tree Strategy (approved 9 Jan 2017)
- Use of Parish Council Amenity Areas for Organised Events
- Grants policy
- Equality and Diversity

- Commemorative Bench policy
 - Health and Safety
 - Training and development policy
 - FOI Publication Scheme
- 15 Councillor behaviour and Code of Conduct**
Following a recent incident councillors are reminded of the terms of the Code of Conduct and of the need to treat staff, as others, with respect.
- 16 Councillor dispensation**
To approve request from Councillor Shardlow to be absent from Council meetings until August 2017 because of personal study commitments.
- 17 Recruitment**
To report on progress in recruiting office staff and consideration of pension commitment for new staff.
- 18 AV SLA**
To approve annual SLA for the AV system at an annual cost of £1860 + vat
- 19 Memorial Hall car park repairs**
To consider and approve repairs to potholed surface of the Memorial Hall car park
- 20 Memorial Hall rating valuation**
To note and accept the 2017 revaluation
- 21 Waste recycling**
Consideration to change waste collection terms
- 22 Plans referred from Planning Committee**
Consideration of plans referred from Planning Committee
- 23 Review of draft facilities White Paper**
Consideration of facilities, to approve in principle use of the Mill for a Heritage Centre, Butterfield pavilion to be a football pavilion and Tithe Barn and ex- library space for community use.
- 24 BT broadband cabinet location request**
To note request to site a BT broadband cabinet on Parish Council land adjacent to the B651 and Dyke Lane junction and Clerk to enter negotiations for wayleave agreement.
- 25 Project and task review**
Update, review and prioritisation of tasks and projects. List attached for consideration and discussion
- 26 Highways report**
To receive and consider Highways response to queries on High Street improvements, in particular reinstatement of speed tables.
- 27 Consultations**
Notification of consultations for consideration:
- 28 Reports on training and meetings**
Reports from councillors
- 29 Exclusion of Press and Public**
In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.
- 30 Tennis Club**
Matters to do with WLTA.