



# Wheathampstead Parish Council

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

23 January 2019

**To all Cllrs:** T Reason (Chairman), J Booth, G Clark, D Davies, E Habib, L Halford, S Haynes, D Johnston, O McKenzie, R O'Brien, 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 January 2019 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 meeting held on 29 November 2018 (attached).
- 5 Minutes of Committee Meetings**  
To receive the minutes of Committees and approve notes of the following Steering Group meetings (NPSG/MHWG subject to items 8 and 9).

Neighbourhood Plan SG	10 December
Planning Committee	19 December
Community Involvement Committee	3 Dec 2018, 14 Jan 2019
Maintenance Committee	3 Dec 2018, 21 Jan 2019
Wheathampstead Community Safety Forum	7 January
Personnel Committee	7 January
Allotments WG	15 Jan
- 6 Plans referred from Planning Committee**
- 7 Neighbourhood Plan**  
To note and approve Neighbourhood Plan recommendations.



**8 Library**

To report receipt of the notice to quit from HCC for the library which will move to new premises at the refurbished Fire Station in June 2019. This needs to be formally receipted and returned

**9 Budget 2019-20 and precept recommendation**

To consider the budget for 2019-20 as resolved at Finance Committee on 28 January 2019, and determine a Parish Council precept

**10 Preferred contractors list**

2018 list appended for consideration and re- approval

**11 Insurance review of fidelity guarantee**

Review as recommended by audit

**12 Fire Risk assessment**

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

**13 Approval of Risk Register**

Attached

**14 Review and approval of standing orders**

Attached

**15 Review and approval of financial regulations**

Attached

**16 Policy review and approval**

- Anti-Bribery statement
- Banner advertising application
- Bench policy
- Child protection
- Code of conduct
- Complaints Policy
- Conflicts of Interest
- Corporate identity and branding
- Dignity at Work/ Bullying and Harassment
- Disciplinary Procedure
- Document retention
- Equality and Diversity
- FOI Publication Scheme
- Grazing
- Grants policy
- Grievance Procedure
- Gritting and Clearing Memorial Hall Access and Car Park
- Health and Safety
- Internet and electronic mail
- Media protocol
- Open spaces
- Pensions and Discretionary Payments to Employees
- Training and development
- Tree Strategy
- Use of Parish Council Amenity Areas for Organised Events
- Whistle blowing Policy

**17 Project and task review**

Update, review and prioritisation of tasks and projects. List attached for consideration and discussion

**18 Accounts and Finance Reports**

Circulated.

**19 Consultations**

Consideration of consultations to hand: Minerals Local Plan and Omission Sites Jan 2019. Consultation ends 22 March.

**20 Reports on training and meetings**

Reports from councillors