



Wheathampstead Parish Council

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

18 May 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 25 May 2017** at **7.30pm**.

Julia Warren
Clerk to the Council

Agenda

- 1 Election of Chairman
Election of Vice Chairman
Apologies**
- 2** Including presentation on development
- 3 Specific Declarations of Interest**
- 4 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 2017) determine the agenda order for the Annual Council Meeting.
- 5 Minutes of Committee Meetings**
To receive the minutes of Committees and approve notes of the following Steering Group meetings.

Nomansland Joint Committee	13 April 2017
Annual Parish Meeting	10 May 2017
Planning Committee	16 May 2017
- 6 Review of Delegated Powers**
To be taken with reference to item 8 – terms of reference see report.
- 7 Review of Committees and Committee Terms of Reference**
See also item 7 – delegated powers, ToR attached.



8 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 including allotments

Maintenance Committee

Personnel Committee

Planning Committee

Finance Committee

Facilities Management WG

Neighbourhood Plan SG

Pump WG

Village Weekend WG

9 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. Cllr Tessa Reason and Kevin were appointed in 2013 (to 2017) Louise Harrison and Anne Atton, (appointed in 2016/2015 until 2019).

HAPTC- recommend nominations (1 councillor)

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 & 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 Internal Audit Report

To receive and consider the Internal Auditor's report for the financial year 2016-17 and to approve Council's response to its recommendations.

(Previously circulated)

14 Appointment of Internal Auditor for 2017-8

Recommendation to reappoint GreenbiRo Ltd – see attached £700

- 15 Annual Governance Statement**
To approve the Annual Governance Statement for the year ending 31 March 2017. (Previously circulated)
- 16 Approval of Accounts 2016-17**
To approve the draft accounts for the year ending 31 March 2017 for submission to the external auditor. (Previously circulated)
- 17 Wheathampstead Champion**
Recommendation: To introduce a Wheathampstead Championship award.
- 18 Plans referred from Planning Committee**
Consideration of plans referred from Planning Committee
- 19 Pitch maintenance**
To approve remedial works to football pitches as requested by the Wheathampstead Wanderers FC and to be recharged.
- 20 Project and task review**
Update, review and prioritisation of tasks and projects. List attached for consideration and discussion
- 21 Accounts and Finance Reports**
Attached for consideration.
- 22 Consultations**
Notification of consultations for consideration:
Electric Hackney carriages and private hire vehicles. deadline 15 June
- 23 Reports on training and meetings**
Reports from councillors
- 24 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.
- 25 PCSO SLA**
To approve PCSO service level agreement.
- 26 Staffing**
Report from Clerk.