



Wheathampstead Parish Council

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

19 January 2018

To all Cllrs: D Johnston (Chairman), J Booth, G Clark, D Davies, E Habib, L Halford, S Haynes, O McKenzie, 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 25 January 2018 following Planning Committee 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 **30 November 2017** (attached).
- 5 Minutes of Committee Meetings**
To receive the minutes of Committees and approve notes of the following Steering Group meetings (NPSG subject to item 9).

Maintenance Committee	8 Jan 2018
Community Involvement Committee	17 Dec 2017, 15 Jan 2018
Planning Committee	17 Dec 2017, 15 Jan 2018
Wheathampstead Community Safety Forum	16 Jan 2018
Finance Committee	24 January 2017
- 6 Plans referred from Planning Committee**
- 7 Budget 2018-9 and precept recommendation**
To consider the budget for 2018-9 as resolved at Finance Committee on 23 January 2018, and determine a Parish Council precept



- 9 Bank arrangements**
To amend banking arrangements following appointment of new finance and meetings administrator, her name to be formally added to the bank mandate.
- 10 Preferred contractors list**
2016 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**
- 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
- 17 Impact of General Data Protection Regulations**
Report attached. GDPR comes into force in May 2018 and will affect the manner in which we all operate.
- 18 IT and email provision**
To consider and agree IT provision and councillor emails – report attached
- 19 Councillor Vacancy**
Consideration of filling councillor vacancy following resignation of Councillor Shardlow

- 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 and response including St Albans Local Plan [consultation](#) and HCC library [consultation](#)
- 23 Reports on training and meetings**
Attached and reports from councillors including Local Plan presentation, Butterfield Road and s106
- 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 Council assets**