

**REDBOURN PARISH COUNCIL**

Redbourn Parish Centre, The Park,  
 Redbourn, Hertfordshire, AL3 7LR  
 Telephone: 01582 794832/07436 549584  
 e-mail: [clerk@redbournparishcouncil.gov.uk](mailto:clerk@redbournparishcouncil.gov.uk)



*Working with the Community since 1894*

8<sup>th</sup> May 2019

Cllrs: D Mitchell C O'Donovan, I Caldwell, T Finnigan, R Gray, M Maynard, V Mead, S Kidd, D Bigham, D Fenton, S Vegro and P Schofield.

You are summoned to attend the **Annual Meeting of Redbourn Parish Council on Monday 13<sup>th</sup> May 2019 7.30pm** in the **Conference Room, Redbourn Parish Centre.**

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**CLERK TO THE COUNCIL**


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**AGENDA**

ITEM NO	TOPIC	PURPOSE/OUTCOME	TO LEAD
1.	<b>ELECTION OF CHAIRMAN</b>	To elect the Chairman and receive the Chairman's declaration of acceptance of office.	All
2.	<b>ELECTION OF VICE CHAIRMAN</b>	To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office	All
3.	<b>APOLOGIES</b>	To receive apologies for absence including reason for absence.	Chair
4.	<b>DISCLOSURE OF INTERESTS</b>	Members are also reminded of their obligation to report any amendment to their Register of Interests to the Clerk as soon as it becomes apparent.	Chair
5.	<b>PUBLIC PARTICIPATION</b>		All
6.	<b>MINUTES OF THE PREVIOUS MEETING</b>	To receive the minutes of the meeting held on 13th May 2018	Chair
7.	<b>COMMITTEES</b>	To review Committee Structures including Terms of Reference and to appoint members to serve on the following committees: <ol style="list-style-type: none"> <li>1. Commons &amp; Open Spaces</li> <li>2. Management &amp; Communications</li> <li>3. Finance and Policy</li> <li>4. Planning</li> </ol>	All
8.	<b>WORKING PARTIES</b>	To review Working Party Structure including Terms of Reference and to appoint members to serve on the following Working Parties: <ol style="list-style-type: none"> <li>1. Fireworks</li> <li>2. Neighbourhood Plan</li> <li>3. Green Belt Defence (RAGE)</li> <li>4. Communicating with the Community</li> <li>5. Friends of the High Street</li> <li>6. Climate Crisis and Redbourn</li> </ol>	All

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9.	<b>TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES</b>	<ol style="list-style-type: none"> <li>1. St Albans District Association of Local Councils</li> <li>2. Redbourn Recreation Centre</li> <li>3. Redbourn Village Hall Management Committee</li> <li>4. Redbourn Charities</li> <li>5. Redbourn Museum</li> <li>6. Youth Organisations – Brownies, Guides, Scouts &amp; Cubs</li> <li>7. Redbourn Youth Club</li> <li>8. Redbourn Tennis Club</li> <li>9. Redbourn Cricket Club</li> <li>10. Redbourn in Bloom</li> <li>11. Friends of the Nickey Line</li> <li>12. Redbourn Churches</li> <li>13. Redbourn Care Group</li> <li>14. Allotments</li> <li>15. Active in Redbourn</li> </ol>	All
10.	<b>STANDING ORDERS</b>	To receive and review the Standing Orders for Redbourn Parish Council adopted by the Council May 2014	All
11.	<b>FINANCIAL REGULATIONS</b>	To receive and review the Financial Regulations for Redbourn Parish Council adopted by the Council October 2011	All
12.	<b>FINANCE</b>	<ol style="list-style-type: none"> <li>1. To receive and approve the Cllr Allowance and Expense schemes paid by the Parish Council</li> <li>2. To receive and approve the regular expenditure (inc. BACS / direct debits) paid by the Parish Council</li> </ol>	All
13.	<b>RISK ASSESSMENT</b>	To receive and review the Redbourn Parish Council Risk Assessment adopted by the Council May 2017	All
14.	<b>STATEMENT OF INTERNAL CONTROL</b>	To receive and review the Redbourn Parish Council Statement of Internal Control adopted by the Council May 2017	All
15.	<b>CODE OF CONDUCT</b>	To receive and review the Code of Conduct, adopted by the Council June 2012	All
16.	<b>CALENDAR OF MEETINGS</b>	To receive and approve the proposed schedule of meetings for 2019-20.	All
17.	<b>GROUNDS MAINTENANCE CONTRACT</b>	To receive and agree appointment of Grounds Maintenance Contract	CLERK
17.	<b>DATE OF NEXT MEETING</b>	Full Council, Monday, <b>16<sup>th</sup> May 2019</b> , 7.30pm	All
18.	<b>CLOSE</b>		