

## REDBOURN PARISH COUNCIL

Minutes of Annual Meeting of Redbourn Parish Council held on Monday 15<sup>th</sup> May 2017 at 7.30pm, Conference Room, Parish Centre

**PRESENT:** Cllrs D Mitchell (Chair), C O'Donovan (Vice Chair), I Caldwell, T Finnigan, A Gardener, M Maynard, V Mead, D Bigham and I Hickmott

**IN ATTENDANCE:** Nish Khanna, Clerk to the Council

### 1. ELECTION OF CHAIRMAN

Cllr Mitchell was proposed for the position of Chairman.

It was proposed, seconded and resolved that:

***Cllr Mitchell is elected as Chairman of Redbourn Parish Council until the next Annual Meeting of the Parish Council.***

Cllr Mitchell then read and signed the Declaration of Acceptance of Office.

### 2. ELECTION OF VICE CHAIRMAN

Cllr O'Donovan was proposed as Vice Chair.

It was proposed, seconded and resolved that:

***Cllr O'Donovan is elected as Vice Chairman of Redbourn Parish Council until the next Annual Meeting of the Parish Council.***

Cllr O'Donovan then read and signed the Declaration of Acceptance of Office.

### 3. APOLOGIES

Apologies were received from R Gray (Family commitment), V Mead (Prior meeting) and S Kidd (Prior engagement)

#### **ABSENT**

Cllrs P Schofield

### 4. DISCLOSURE OF INTERESTS

None.

The Clerk distributed copies of Cllrs current Register of Interests forms.

### 5. PUBLIC PARTICIPATION

None.

### 6. ELECTIONS TO COMMITTEES

Cllrs discussed the review of each Committee's Terms of Reference.

It was proposed, seconded and resolved that:

***The review of each committee's Terms of Reference should be done at the first meeting of each committee, following this meeting.***

#### 6.1 Commons Committee

The following Councillors are to serve on this committee:

- Cllr O'Donovan
- Cllr Caldwell
- Cllr Mitchell
- Cllr Finnigan
- Cllr M Maynard
- Cllr V Mead
- Cllr D Bigham

This Committee meets on the 1<sup>st</sup> Thursday of each month.

## **6.2 Management & Communications Committee**

The following Councillors are to serve on this committee:

- Cllr Caldwell
- Cllr Gardner
- Cllr Maynard
- Cllr Mitchell
- Cllr R Gray
- Cllr V Mead
- Cllr I Hickmott

This Committee meets on the 2<sup>nd</sup> Tuesday of each month.

## **6.3 Finance and Policy Committee**

The following Councillors are to serve on this committee:

- Cllr Maynard
- Cllr Gardner
- Cllr Mitchell
- Cllr Caldwell
- Cllr Kidd
- Cllr V Mead

This Committee meets as and when required, normally every two months.

## **6.4 Planning Committee**

The following Councillors are to serve on this committee:

- Cllr Caldwell
- Cllr Finnigan
- Cllr R Gray
- Cllr Maynard
- Cllr Mitchell
- Cllr O'Donovan
- Cllr D Bigham
- Cllr I Hickmott
- Cllr V Mead

This Committee meets every 4 weeks on the Tuesday before SADC Plans North.

It was proposed, seconded and resolved that:

*Cllrs will sit on the Parish Council Committees, as indicated above.*

## **7. WORKING PARTIES**

### **7.1 Firework**

The following Councillors are to serve on this working party:

- Cllr O'Donovan
- Cllr Bigham

### **7.2 Neighbourhood Plan Working Party**

The following Councillors are to serve on this working party:

- Cllr Finnigan
- Cllr Mitchell
- Cllr Mead
- Cllr Hickmott
- Cllr Bigham
- Cllr Caldwell
- Cllr Maynard
- Cllr Gray

### **7.3 Green Belt Defence Working Party (RAGE)**

The following Councillors are to serve on this working party:

- Cllr Caldwell
- Cllr Finnigan
- Cllr Gray
- Cllr Maynard
- Cllr Mitchell
- Cllr Mead
- Cllr Bigham
- Cllr Hickmott

## **8. TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES**

### **8.1 St Albans & District Association of Local Councils**

- Cllr Mitchell

### **8.2 Redbourn Leisure Centre**

- Cllr Maynard

### **8.3 Redbourn Village Hall**

- Cllr Caldwell

### **8.4 Redbourn Charities**

- Cllr Finnigan

### **8.5 Redbourn Museum**

- Cllr Mitchell

### **8.6 Youth Organisations (Brownies, Guides, Cubs and Scouts)**

- Cllr Finnigan

- 8.7 Youth Club**
- Cllr Mead
- 8.8 Redbourn Tennis**
- Cllr Maynard
- 8.9 Redbourn Cricket Club**
- Cllr O'Donovan
- 8.10 Redbourn in Bloom**
- Cllr Schofield
- 8.11 Friends of the Nickey Line**
- Cllr Caldwell
- 8.12 Redbourn Churches**
- Cllr O'Donovan
- 8.13 Redbourn Care Group**
- Cllr Bigham

**Action:** The Clerk to contact relevant organisations and advise them who their Parish Council representative is.

## **9. Terms of Reference – Full Council**

Cllrs reviewed and discussed this document. Cllrs felt that 'As Above' was not relevant against 'Power to ensure effective discharge of Council functions' and 'Power to employ persons to carry out Council functions'

**Action:** The Clerk was asked to amend the Council TOR to reflect this.

Cllr Caldwell noted that the most recent act mentioned was from 1997 and queried if it the document was up to date. The Clerk pointed out that the Localism Act was not mentioned and confirmed it did need updating.

**Action:** The Clerk was asked to add a review of the Council's Terms of Reference to the next Management and Communications Committee agenda.

**Action:** The Clerk said he would see if a NALC model template was available.

It was proposed, seconded and resolved that:

***The Terms of Reference for Redbourn Full Council be accepted, subject to the above changes and intention to further review at the next Management and Communications Committee in June 2017.***

## **10. STANDING ORDERS**

Cllrs reviewed and discussed the Standing Orders.

It was proposed, seconded and resolved that:

***The Standing Orders be amended at 1a to include 'If the Chairman proposes a motion, a seconder is not required'.***

**Action:** Clerk

The Clerk was asked to remove the word 'County' at 14a to correct the statement.

**Action:** Clerk

Cllr Mitchell drew Cllrs attention to 18a(v) and 18c and confirmed the £60,000 threshold above which procurement should follow a formal tender process was as per NALC recommendations.

Cllr Gardner queried whether 19b, 19c, 19d and 19e reflected current processes. Cllrs discussed this.

It was proposed, seconded and resolved that:

***The Standing Orders be amended at 19b, 19c, 19d and 19e to reflect that in matters involving members of staff, the Council's most senior member of staff should raise it with the Chair of the Council, or in their absence, the Chair of the Management and Communications Committee.***

**Action:** Clerk

The Clerk was asked to add a review of the Press/Media policy mentioned at 21a to the next Finance and Policy Committee.

**Action:** Clerk

The Clerk was asked to issue the revised version of the Standing Orders, once amended.

**Action:** Clerk

It was proposed, seconded and resolved that:

***The Standing Orders for Redbourn Full Council be accepted, subject to the above amendments.***

## 11. FINANCIAL REGULATIONS

Cllrs reviewed and discussed the Financial Regulations.

It was proposed by the Chair and resolved that:

***The Clerk's expenditure limit at 3.4 be increased from £800 to £1500.***

**Action:** The Clerk to amend the Financial Regulations accordingly.

**Action:** The Clerk was asked to correct the figure stated at 11.1b, 11.1g and 11.1i from £50,000 to £60,000 to reflect Standing Order 18a(v) and 18c.

**Action:** The Clerk was asked to correct the statement at 11.1i to obtain 3 x quotes for supply of goods and materials exceeding £1500 in value, to reflect the above amendment at 3.4.

It was proposed by the Chair and resolved that:

***The Financial Regulations be adopted, subject to the above amendments.***

## 12. FINANCE

### 12.1 **Councillor Allowance Scheme**

Cllrs discussed the Councillor Allowance Scheme for 2018-19.

It was proposed, seconded and resolved that:

***The Redbourn Parish Councillor Allowance Scheme be set at 10% of the prevailing SADC Cllr Allowance, beginning in 2018-19.***

The Clerk was asked to let SADC know and arrange for this proposal to be presented to SADC's Parish Remuneration Panel.

**Action:** The Clerk

### 12.2 **Councillor Expense Scheme**

Cllrs discussed the Councillor Expense Scheme for 2017-18.

It was proposed, seconded and resolved that:

***The Redbourn Parish Councillor Expense Scheme for 2017-18 reflect the prevailing SADC Scheme for 2017-18 and the child care allowance to be amended to reflect a maximum of £7.50 per hour.***

The Clerk was asked to arrange for the Councillor Expense Scheme for 2017-18 to be amended to reflect the changes.

**Action:** The Clerk

### 13. **Risk Assessment**

Members received the Risk Assessment and reviewed the contents.

The Clerk was asked to clarify the activity around 1) ensuring the fidelity insurance was adequate and 2) that our records met insurance compliance requirements and report back to the Management and Communications Committee.

**Action:** The Clerk

The Clerk was asked to remove any references to the Localised Council Tax Support Grant (LCTSG) as we no longer receive this from SADC.

**Action:** The Clerk

The Clerk was asked to update the comment regarding provision of a fire safe as this has now been installed.

**Action:** The Clerk

The Clerk was asked to investigate NALC recommendations on if/when to charge to respond to Freedom of Information requests.

**Action:** The Clerk

It was proposed and resolved that:

***The Risk Assessment be adopted, subject to the above amendments.***

### 14. **Statement of Internal Control**

Members received the Statement of Internal Control and reviewed the contents.

It was proposed and resolved that:

***The expenditure limit the RFO/Clerk can incur for urgent health and safety matters be increased from £1000 to £1500.***

The Clerk was asked to amend the Statement of Internal Control to reflect this increase.

**Action:** The Clerk

It was proposed and resolved that:

***The Statement of Internal Control be adopted, subject to the above amendment.***

**15. CODES OF CONDUCT**

Members received the proposed Codes of Conduct and reviewed the contents.

It was proposed and resolved that:

***The Codes of Conduct be adopted.***

**16. AIMS AND OBJECTIVES**

Members received the Aims and Objectives and reviewed the contents.

This Clerk was asked to remove items 2, 16 and 17 and 'ADD TO AGENDA' comments as they were no longer relevant.

**Action:** Clerk

It was proposed and resolved that:

***The Aims and Objectives be adopted, subject to the above amendments.***

**15. CALENDAR OF MEETINGS 2017-18**

The meeting received the calendar of meetings for 2017-18.

- Cllrs confirmed that the Planning Committee meets monthly at 7:30pm on the Tuesday before SADC's Plans North Meeting.
- Cllrs confirmed that the Management and Communications Committee meets monthly at 10am on the second Tuesday of the month.
- Cllrs confirmed that the Commons Committee meets monthly at 7:30pm on the first Thursday of the month.
- Cllrs also confirmed that the Finance and Policy Committee meetings at 7:30pm on a Tuesday, every 2 months.

Cllrs reviewed the calendar and queried some of the meeting dates. The Clerk was asked to verify the meeting dates and present the revised calendar at next Full Council.

**Action:** Clerk

**16. DATE OF THE NEXT MEETING**

Full Council meeting, Thursday 18<sup>th</sup> May 2017, 7.30pm, Conference Room, Parish Centre.

The meeting closed at 20.47pm.

Chair..... Date .....