



# COLNEY HEATH PARISH COUNCIL

Alban Park Office  
Windfall House, D1, The Courtyard  
Alban Park, St Albans  
Hertfordshire AL4 0LA

Colney Heath Village Office  
83 High Street  
Colney Heath  
Hertfordshire AL4 0NS

Tel: 01727 825314

Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)

16 June 2017

To Members of the Parish Council,

Councillors, Peter Cook (Chair), Derrick Crump (Vice-Chair), Kevin Barnes, Susan Devi, Cecilia Hathaway, Pam McDonagh, Margaret Nash, Mark Ouzman and Russell Solts

The next meeting of the **Parish Council** will be held in the Community Room at Colney Heath Village Hall, High Street, Colney Heath AL4 0NS on **Thursday 22<sup>nd</sup> June at 7.30pm** when your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public & press are excluded.

**THE MEETING WILL BE  
AUDIO RECORDED**

*Lisa Chaplin*  
**Clerk to Colney Heath Parish Council**

## AGENDA

- 120/17 APOLOGIES, ANNOUNCEMENTS**  
It is envisaged a closed session will be required for this meeting  
To receive and accept apologies for absence
- 121/17 DECLARATIONS OF INTEREST**  
a) To receive declarations of interest from members regarding this agenda  
b) To receive written requests for dispensations for declarable interests; and  
c) To grant any requests for dispensation as appropriate
- 122/17 QUESTIONS FROM THE PUBLIC**  
Members of the public may make representation, ask questions or give evidence in respect of the business on the agenda
- 123/17 REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES**  
a) To give opportunity to County & District Members to speak on matters relating to Colney Heath Parish if attending  
b) Police & Crime Report



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**124/17**

## **MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL**

- a) To accept and sign the minutes of the Full Meeting of the Parish Council held on Thursday 11 May 2017
- b) To accept and sign the minutes of the Emergency Council meeting held on Thursday 22 May 2017
- c) To review and accept the matters arising/action report

**125/17**

## **FINANCE**

- a) To receive, accept & sign the bank reconciliation report & bank statements
- b) To consider quotes & donations
  - Photocopier
  - New PC for office
- c) Approval of BACS payments for June
- d) Set up of Metro Bank account and signatories

**126/17**

## **INTERNAL AUDIT 2016/17**

To receive and review the Final Internal Audit Report from Kent CC.

**127/17**

## **EFFECTIVENESS OF INTERNAL CONTROL**

To review the Effectiveness of Internal Control (Regulation 3 of The Accounts and Audit Regulations 2015)

**128/17**

## **ANNUAL RETURN FOR THE YEAR ENDING MARCH 2017 ANNUAL GOVERNANCE STATEMENT 2016/17**

To review, complete and sign Section 1 AG Statement 2016/17

**129/17**

## **ACCOUNTING STATEMENTS 2016/17**

To review, approve and sign Section 2 Accounting Statements 2016/17

**130/17**

## **ANNUAL INTERNAL AUDIT REPORT 2016/17**

To review Page 5 of the Annual Return and note in conjunction with 126/17 and 127/17 above

**131/17**

## **INTERMEDIATE REVIEW QUESTIONNAIRE 2016/17**

To review, approve and sign the response to the questionnaire for year ended March 2017

**132/17**

## **APPENDIX 1-6 REVIEW**

To review appendices as listed

- Appendix 1 – list of supporting information
- Appendix 2 – Change of Clerk/RFO & Chairman details
- Appendix 3 – to note timetable
- Appendix 4 – to note checklist and items required
- Appendix 5 – to note dates for exercise of public rights
- Appendix 6 – to note guidance notes on Electors rights



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**130/17**      **PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS.**

- a) To review Planning Applications as listed in report
- b) Refusals & Enforcements

**131/17**      **ANY OTHER BUSINESS**

To receive any comments from Councillors, deal with any urgent matters agreed by the Chair or for matters to be raised and placed on agenda for the next meeting and to confirm the date of the next Parish Council Meeting.

\*Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session