

COLNEY HEATH PARISH COUNCIL

✉ Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA
 ☎ Telephone: (01727) 825 314
 🌐 Website: <https://colneyheathparishcouncil.gov.uk>
 ✉ E-mail: clerk@colneyheathparishcouncil.gov.uk



MINUTES OF THE COLNEY HEATH PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE MEETING HELD TUESDAY 19 JULY 2022, 7.30pm AT COLNEY HEATH SCHOOL

Members in attendance	
Cllr K Barnes (non-voting) Cllr H Brazier Cllr T Burns Cllr P Cook (ex-officio)	Cllr G Shaw Cllr R Solts (Chairman) Clerk of the Council, Ms. L. Chaplin
Other attendees One member of the public.	

FG-01	APOLOGIES & ANNOUNCEMENTS There were apologies for absence from Cllrs Slaughter, Mulroney and Llewelin. Apologies were accepted for reasons given. It was noted that one councillor was audio recording the meeting.
FG-02	DECLARATIONS OF INTEREST a) No changes noted b) None received or raised.
FG-03	QUESTIONS FROM THE PUBLIC <i>7.31pm Standing Orders were suspended</i> <ul style="list-style-type: none"> There was a question as to why an item passed by correspondence to the Chairman of Council was not on the agenda. The Chairman noted that the lease in question expires in 2025, Cllr Cook raised the urban/rural split and had concerns that concerns raised may prejudice the decision as part of the Community Governance Review. The Chairman made it clear that no decision had been made and everything at this stage was hypothetical. Business should carry on as usual. It was confirmed that the Clerk had received the documentation and would decide the order of business. No timescales were set for adding this particular business to the Council agenda. <i>7.37pm Standing orders were reinstated</i>
FG-04	MINUTES OF THE PREVIOUS FINANCE COMMITTEE The minutes of the meeting held 27 January 2022 were noted as being presented to Full Council and recommendations were accepted. The minutes were duly proposed, seconded, and unanimously RESOLVED by a show of hands from the Committee. Motion carried.
FG-05	FINANCE a) Q1 Financial Report The financial reports circulated were noted. The document was reviewed page by page with comments and questions regarding clarification on the following points: <ul style="list-style-type: none"> Page 1 – no questions Page 2 220/4461 Jubilee expenditure was confirmed as the street parties and event at Colney Heath Recreation Ground Page 3 – no questions Page 4 – no questions It was generally noted that there was little expenditure to date.

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On the ear-marked reserve report, there were clarifications on the following reserves:

- 338 Highfield Pathways, as approved by Council from the fidelity funds
- 343 Ansons Barn, as approved by Council from the fidelity funds
- 351 Hybrid Meeting Costs, placed in a reserve for future meeting requirements in the event of a pandemic type event
- 328 Asset Installation Costs, for the installation of assets such as benches, noticeboards or the removal of vandalised assets
- 336 Asset Survey, for when assets require surveying
- 340 Elections, required for by-elections or every 4 years for Parish Council elections, useful to strategically plan and have a reserve for this purpose

b) **Community Governance Review Budget Recommendation 2022/23**

Sheets were handed to members regarding each budget line to be reviewed. Concerns were raised about the financial impact of the proposed split on the rural part. It was made clear that at this time there would be no changes on income.

The first budget to be reviewed was the **administration budget**, the points raised are summarised as follows:

- It was noted that the rental of the office would be reduced but that the Clerk would be working from home as no office was currently being planned after September 2023.

Cllr Shaw suggested that using the village hall again may be an option. It was noted that one of the main reasons that the administrative function moved from the village hall was the lack of quiet enjoyment and the ability to run a business from an area shared by multiple users including a pre-school. It was suggested that Roestock Hut would be a suitable location for a Parish Office, it was noted that there would be very few options for a Parish Office in the new rural part of the Parish if the decision was made to split the Parish Council. The office rental 4095 was increased from £1,250 to £2500

- Cllr Shaw confirmed again that he 'wanted to reduce that wages bill'

8.36pm – 8.38pm *A break was requested and taken*

- Cllr Cook asked whether there were any roles that could be reduced/amended but that this would reduce services as a consequence. There was then a debate regarding the reduction of the Parish Council newsletter and whether this service could be stopped. There was some debate on the hours spent doing the newsletter and it was felt that at this time this was not the appropriate conversation to be having so the Chairman brought the debate back to the administration budget.

- There were questions of the cost of the broadband and telephone costs. It was confirmed that business grade as a requirement.

Cllr Shaw wishes to find a better deal and wanted to review the broadband and phone costs, Cllr Shaw would do this research himself.

- There were questions on staff training and the level that it was currently at.
- The refreshments charge which included a drinking water amount for office staff was challenged.

The next budget reviewed was the **democracy budget**, the points raised are summarised as follows:

- The only change was the Chairmans Allowance 4075 which was reduced from £500 to £250

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	<p>The next budget reviewed was the Community budget, the points raised are summarised as follows:</p> <ul style="list-style-type: none"> • Cllr Shaw suggested the community grants 4305 were reduced from £2,500 to £1250 • The newsletter distribution and production cost centres 4340 and 4350 if we remain as one Parish would remain as they are but if the Parish splits the budget could be removed • Christmas Activities 4458 £500 was removed • Remembrance Day expenditure was reduced from £125 to £50 <p>The Neighbourhood Plan budget remained unchanged. The Legal budget remained unchanged</p> <p>A recorded vote was requested. It was duly proposed, seconded and RESOLVED by a majority show of hands that the amendments as stated for each budget be recommended to Council along with the HR and Environment Committee recommendations for a final decision on the Community Governance Review Budget 2022/23 in the event of a decision to split the Parish into rural and urban parts. Votes as follows:</p> <ul style="list-style-type: none"> ➤ Councillor Brazier For ➤ Councillor Burns For ➤ Councillor Cook Abstained ➤ Councillor Shaw For ➤ Councillor Solts Abstained <p>Motion carried by 3 votes with 2 abstentions.</p> <p>c) Budget/Precept Timetable 2022/23 The Budget & Precept timetable for 2022/23 was noted as circulated this would be subject to change when the CGR decision was announced.</p>
<p>FG-06</p>	<p>GOVERNANCE Annual Bonfire Event Tyttenhanger The documents were noted as circulated. The event was approved in principle and the Clerk was delegated to review the outstanding documents which were the Public Liability Insurance and First Aid cover to make sure these were in order prior to the event. The access of 2 weeks both prior to and after the event was deemed sufficient but again the Clerk was delegated authority to arrange and manage the access with the organisers of the event.</p>
<p>FG-07</p>	<p>LEGAL Legal Update Committee noted the document as circulated. Due to the nature of the item and there being legal and GDPR issues it was agreed that this matter be discussed in a closed session without the public.</p>
<p>FG-08</p>	<p>RFO UPDATE & QUESTIONS The RFO confirmed that there had been two requests to review the accounts one from a resident of the Parish and the other a journalist. The visit had gone ahead jointly and there were some questions asked after the visit which required response. A draft outline of the potential responses to each question was read to the meeting. A response would be sent when each question had been investigated and a full response confirmed.</p>

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FG-09	QUESTIONS FROM THE PUBLIC <i>10pm Standing Orders were suspended</i> <ul style="list-style-type: none">• There was a comment on the amount of time required by the firework event to set up. The Chairman thanked the resident for their comment and asked that the organisers continued to communicate with the Clerk who now had delegated authority. <i>10.01pm Standing Orders resumed</i>
FG-10	CONFIDENTIAL SESSION RESOLUTION It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the Committee go into closed session to discuss item FG-07 for the reasons of legality and GDPR The Chairman thanked all for their attendance and closed the meeting at 10.01pm

Meeting closed at 10.01pm

L Chaplin LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 29/07/2022

Approved and accepted by Full Council 29/09/2022

Approved by Finance & Governance Committee 20/10/2022

Signed by Chair
Councillor Russell Solts
20/10/2022



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MINUTES OF COLNEY HEATH PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE MEETING (Closed Session) HELD AT COLNEY HEATH JMI SCHOOL ON TUESDAY 19 JULY 2022, 10.02pm

Members in attendance	
Cllr H Brazier Cllr P Cook Cllr T Burns	Cllr G Shaw Cllr R Solts (Chairman) Clerk of the Council, Ms. L. Chaplin

FG-07	CLOSED SESSION The history was reviewed and the complaints received were noted. The Clerk was instructed to write to the homeowner and ask them to desist the actions discussed, also should they require access for renovations or decking in future then permission would be freely given but in advance. To the complainant a note stating no further action. The Chairman thanked all for their attendance and close the meeting at 10.08pm
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Closed session meeting closed at 10.08pm

L Chaplin LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 29/07/2022

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Signed by Chair
Councillor Russell Solts
20/10/2022

