

Annual Report of the Colney Heath Parish Council 2021/22



Presented at the Annual Parish
Electorate Meeting

Thursday 26th May 2022

Contents

1. Agenda for the Annual Parish Electorate Meeting 2022	3
2. Minutes of the Annual Parish Meeting 29 April 2021	4
3. List of Meetings held in 2021/22	5
4. Budget vs Actual 2021/22	6
5. Audited Balance Sheet 2021/22 & Budget 2022/23	7
6. Audit Schedule 2021/22	8
7. List of Councillors, Officers and Staff 2021/22	9
8. Contact Us	10



Coalpost on Colney Heath Common

ANNUAL PARISH ELECTORATE MEETING 2021/22

Notice is hereby given that the above meeting will take place on Thursday 26th May 2022 at 7pm at Colney Heath JMI School, High Street, Colney Heath AL4 0NP

AGENDA

1. **ANNOUNCEMENTS & DECLARATIONS**
2. **APOLOGIES**
3. **APPROVAL OF THE MINUTES of the ANNUAL PARISH MEETING 2021**
To which a member of the public may propose and/or second.
4. **ANNUAL REPORT FROM THE CHAIRMAN OF THE PARISH COUNCIL**
A brief report from the Parish Council year 21/22.
5. **PARISH FINANCE 2021/22**
6. **QUESTIONS from PARISHIONERS/ELECTORATE**
Chairman and Clerk will take questions from the floor

Cllr Peter Cook
Chair of the Council 2021/22



LAST MEETING MINUTES

These minutes can be viewed on the Parish Council website at

www.colneyheathparishcouncil.gov.uk or at this link:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2022/05/DRAFT-CHPC-APEM-Minutes-29-April-2021-.pdf>

MINUTES OF THE 2021 ANNUAL COLNEY HEATH PARISH COUNCIL ELECTORATE MEETING HELD VIA ZOOM ON THURSDAY 29 APRIL 2021, 7pm

1. ANNOUNCEMENTS & DECLARATIONS

None received.

2. APOLOGIES

None received

3. APPROVAL OF THE MINUTES ANNUAL PARISH MEETING 2019

Due to the pandemic it is noted that there was no meeting held in 2020 so the minutes of the previous meeting were noted with one typographical error on page 2, with this change to be made the minutes were duly proposed, seconded and accepted as a true record of the meeting.

4. MATTERS ARISING FROM 2019 MINUTES

There were no matter arising raised from the agreed minutes. There were questions and statements made from those attending as follows:

- The Council were commended for their declaration of a climate emergency but were asked what are the Council doing to encourage and make suggestions for the future
- The reduction in legal fees and operational costs was highlighted and it was noted that a much clearer picture of these reductions would be seen by next financial year

5. ANNUAL REPORT FROM THE CHAIRMAN OF THE PARISH COUNCIL

There then followed a slide presentation which covered a review of the year. The presentation is on the Parish Council website and can be downloaded at the following link: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2022/05/APEM-Chairman-Presentation-290421.pdf>

6. QUESTIONS FROM THE PARISHIONERS/ELECTORATE

There were no further questions. It was confirmed that the Annual Meeting of the Parish Council would take place on Thursday 5th May 2021.

Meeting ended at 7.26pm

Minutes for approval at the Annual Parish Electorate Meeting 26th May 2022

COUNCIL MEETINGS HELD IN 2021/22

Full Council

5 May 2021	24 June 2021	22 July 2021
9 September 2021	23 September 2021	21 October 2021
16 December 2020	13 January 2022	24 February 2022
24 March 2022		

Finance & Governance Committee

8 July 2020	7 October 2021	27 January 2022
-------------	----------------	-----------------

Environment Committee

14 April 2021	30 June 2021	29 September 2021
8 December 2021	16 February 2022	16 March 2022

HR Committee

8 July 2021	22 February 2022
-------------	------------------

Planning Committee

Now delegated

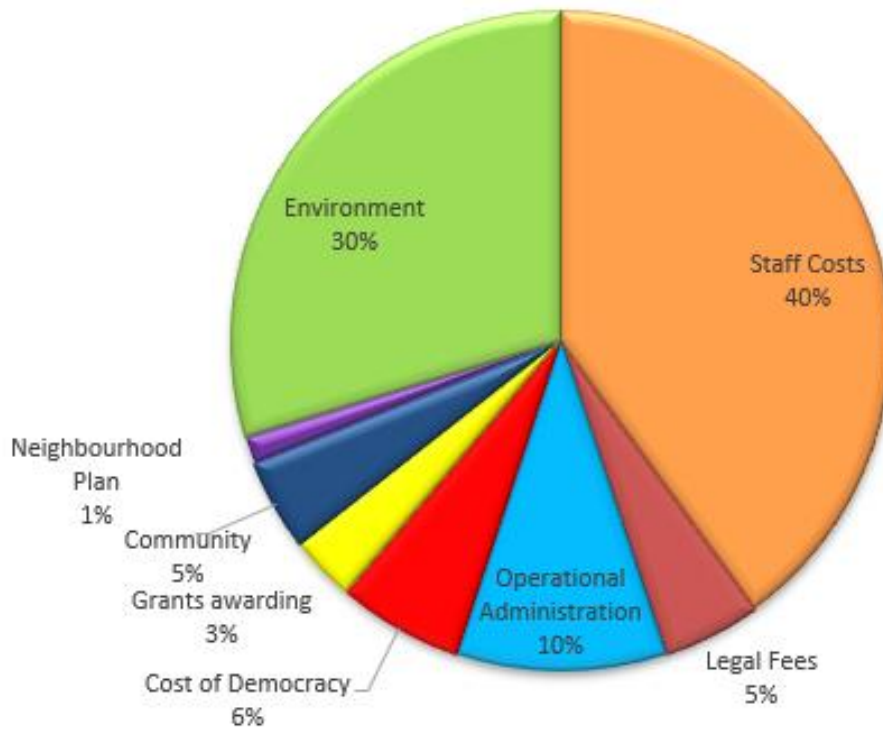
Ward Surgeries

5 June 2021	14 December 2021	8 March 2022
-------------	------------------	--------------

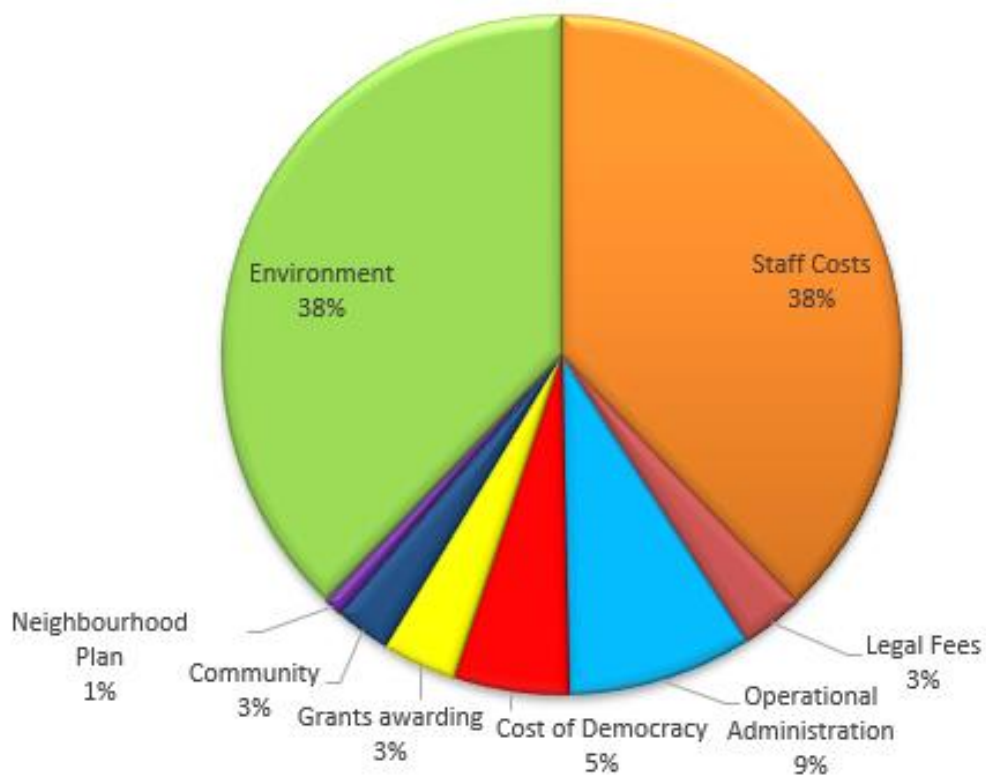


CHPC Budget vs Actual Expenditure 2021/22

CHPC Budget 2021/22



CHPC Actual 2021/22



CHPC Audited Balance Sheet and Budget 2021/22

14/04/2022

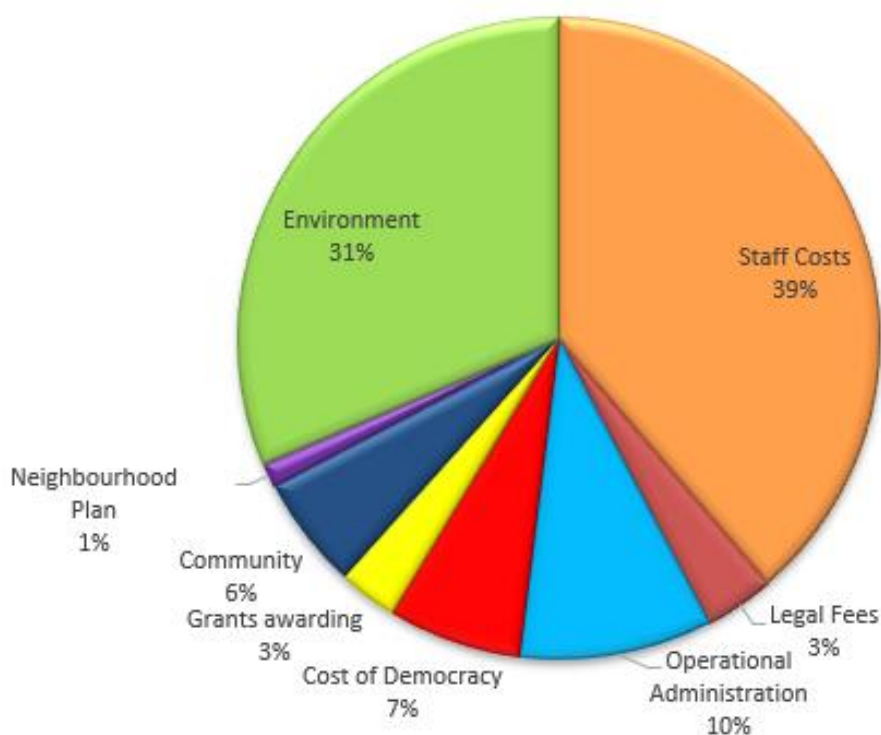
Colney Heath PC Current Year

13:17

Balance Sheet as at 31/03/2022

31st March 2021		31st March 2022	
Current Assets			
1,926	VAT Control A/c	2,622	
0	Prepayments	558	
18,567	Nat West Current Bank DNU	0	
0	Unity Trust Bank	16,226	
123,685	Business Direct Reserve A/C	123,698	
85,000	Metro Bank	85,000	
229,179		228,103	
229,179	Total Assets	228,103	
Current Liabilities			
589	Creditors - other	0	
769	Accruals	1,397	
1,357		1,397	
227,821	Total Assets Less Current Liabilities	226,706	

CHPC Budget 2022/23



Audit Schedule 2022

14 April 2022	2021/22 Accounts closedown
19 April 2022	Internal Auditor required information to be scanned online to sign off Page 3 of Annual Governance & Accountability Return (AGAR).
19 May 2022	Draft year end accounts presented and review effectiveness of internal auditing controls. Members to approve AGAR and Chairman & Responsible Finance Officer (RFO) to confirm assertions and formally sign documents
19 May 2022	notice of public rights and publication of unaudited annual governance and accountability return is published
13 June 2022	30 working day public rights where an elector has the opportunity to question the appointed auditor about the accounting records and has the right to make an objection which concerns a matter in respect of items in the account raised in the public interest. An appointment to view the accounts is required due to venue bookings.
28 June 2022	AGAR and all documents to be sent to External Auditor PKF Littlejohn
22 July 2022	Public inspection period ends



Councillors and Officers of the Council 2021/22

Councillors:

Cllr Peter Cook (Chairman)	Highfield Ward
Cllr Kate Slaughter (Vice Chairman)	Colney Heath Ward
Cllr Russell Solts	Highfield Ward
Cllr Kevin Barnes	Highfield Ward
Cllr Hilary Brazier	Hill End Ward
Cllr Judy Mulroney (until 5 May 2021)	Colney Heath Ward
Cllr Judy Mulroney (from 5 May 2021)	Highfield Ward
Cllr Graeme Shaw (from 12 May 2021)	Colney Heath Ward
Cllr Jane Llewellyn (from 22 July 2021)	Colney Heath Ward
Cllr Natalie West (until 29 July 2021)	Colney Heath Ward
Cllr Tony Burns (from 23 September 2021)	Colney Heath Ward

Committee members 2021/22

Councillors may nominate themselves to serve on a Committee. All terms of reference including remit of these Committees can be found in the documents section of the CHPC website.

Members on these Committees serve for one year until the first meeting of the new council year which is held in May.

Human Resources	Cllr Russell Solts (Chairman) Cllr Peter Cook Cllr Judy Mulroney
Finance & Governance	Cllr Russell Solts (Chairman) Cllr Peter Cook Cllr Kate Slaughter Cllr Hilary Brazier Cllr Kevin Barnes Cllr Graeme Shaw
Environment	Cllr Kate Slaughter (Chairman) Cllr Kevin Barnes Cllr Hilary Brazier Cllr Judy Mulroney Cllr Jane Llewellyn
Planning	Cllr Peter Cook (Chair) All Councillors are members of this Committee.

Council Officers

Clerk to the Council & RFO	Ms Lisa Chaplin
Finance Officer	Mrs Michele Gilbert
Assistant to the Clerk	Ms Sue Walsh-Havens (until 31 st March 2022)

Environment Staff

Colney Heath Common Ranger	Mr Charles Nash
----------------------------	-----------------

Communication

All Councillors can be contacted through the Parish Office:

By telephone: 01727 825314
07484 520070

By email: clerk@colneyheathparishcouncil.gov.uk

By post: Highfield Park Office, Hill End Lane,
St Albans Herts AL4 0RA

In person: Meetings can be arranged by appointment at the Highfield Park
Office, Hill End Lane AL4 0RA

Website: www.colneyheathparishcouncil.gov.uk

The Parish Council can also be found on Facebook and Twitter.

