

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

4th September 2018.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 10<sup>th</sup> September 2018 at 7:30 pm when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins  
Clerk to the Council

### AGENDA

1. **Apologies for Absence**  
To receive and accept apologies for absence.
2. **Declarations of Interest**  
To receive declarations of interest in items on the agenda.
3. **Public Participation**  
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **Hertfordshire Police**  
To receive a report from the Police (if present).
5. **To confirm the Minutes of the Meeting held on**  
9<sup>th</sup> July 2018.
6. **Minutes for adoption**  
To adopt the following minutes and approve publication on the Parish Council's website.
  - Planning & Highways Committee - 18<sup>th</sup> July, 8<sup>th</sup> August & 29<sup>th</sup> August 2018.
  - Finance & Administration Committee - 23<sup>rd</sup> July 2018.
  - Leisure Committee - 22<sup>nd</sup> August 2018.
7. **Internal Audit Report (Final Update) 2017-2018**  
*(Referred from the Finance & Administration Committee min. 118i.)*  
Members are asked to formally note the committee's review of the final Internal Audit for 2017-2018 and that no significant items were raised by the auditors.
8. **Appointments to Other Bodies**  
To re-consider the appointment of Councillor John Wyatt as the Parish Council's Representative on the Carnival Organising Committee. (mins. 8 & 92 refer.)
9. **Committee Assignments**  
To consider the above for Councillor David Monk.

## Abbots Langley Parish Council

- 10. Neighbourhood Plan Steering Group**  
To note the report from the Chairman of the above.
- 11. Standing Orders Update**  
To consider a revised draft of Standing Orders and minor amendments to Financial Regulations and Committee Terms of Reference. (Clerk's report item 1 and draft Standing Orders enclosed.)
- 12. Calendar of Meetings 2019-2020**  
To consider the above. (Clerk's report item 2 and enclosed calendar.)
- 13. Wreath Laying**  
To confirm members allocated to the various ceremonies around the parish. (See Clerk's report item 3.)
- 14. Christmas New Year Working 2018-2019**  
To note the working hours for the above. (Clerk's report item 4.)
- 15. Henderson Hall Managing Trustees**  
To consider the appointment of the above. (Clerk's report item 5.)
- 16. Safeguarding Policy**  
To consider the draft of the above. (Clerk's report item 6 and enclosed draft.)
- 17. District and County Council Member's Reports**  
To consider any reports submitted by members of the above authorities.
- 18. Chairman's Report**  
To consider the Chairman's report.
- 19. Clerk's Report**  
To consider items on the Clerk's report not covered elsewhere on the agenda.
- 20. Monthly Statement of Accounts**  
To consider the monthly statement of accounts for July & August 2018 and approve their publication on the Parish Council website.

**Abbots Langley Parish Council**  
**Clerk's Report - September 2018**

**1. Standing Orders Update 2018**

NALC issued new model standing orders in April 2018, these have been incorporated into a working draft of the Parish Council's Standing Orders.

Updates are highlighted in yellow, with a note in red of the relevant legislation.

Minor amendment to Financial Regulations.

- Contracts 11.1k, page 29. Value limits amended to fall in line with annual changes under EU regulations.

Minor amendment to Committee Terms of Reference

- Finance & Administration Committee.

Delegated Powers para. v., page 34. Updated to include oversight of compliance with General Data Protection Regulation (GDPR) legislation.

**2. Calendar of Meetings 2019-2020**

The above is in line with the current year's meeting calendar.

I have added as a standing meeting a brief Parish Council meeting on 19<sup>th</sup> June 2019 at 19:00 ahead of the Leisure Committee. This is for the purpose of approving the Annual Return and Governance Statement.

The requirement for the internal auditors to complete their final visit of the prior financial year, sign off the accounts, prepare the submissions to the external auditors and hit all the other relevant deadlines means that it is unlikely that this will all be completed by the Annual Parish Council on 13<sup>th</sup> May 2019. If by good fortune it is then the approval can be concluded at that meeting and the 19<sup>th</sup> June meeting cancelled.

**3. Wreath Laying**

To confirm members allocated to the various ceremonies around the parish.

Battle of Britain Sunday (16<sup>th</sup> September)

Chairman - St Lawrence Church <sup>[1]</sup> (not St. Paul's Langleybury as in previous years)

Clerk to arrange - Airfield Memorial Warner Bros. (Probably no formal ceremony)

Remembrance Sunday (11<sup>th</sup> November)

Chairman - St. Lawrence Church

Volunteer member - St. Paul's Langleybury

Bedmond ward member - The Church of the Ascension, Bedmond

Volunteer member - Dale Court, Leavesden High Road

Clerk to arrange - Airfield Memorial Warner Bros. (Probably no formal ceremony.)

<sup>[1]</sup> *Meet in the High Street Car Park at 11:15 parade to St. Lawrence for service at 11:30. All members invited by RAFA.*

**4. Christmas & New Year Working 2018-2019**

Following are the proposed working hours.

24 <sup>th</sup> December (Mon)	Office open 09:30-12:30 (Close @ 12:30)
25 <sup>th</sup> /26 <sup>th</sup> /27 <sup>th</sup> December (Tue/Wed/Thu)	Office closed
28 <sup>th</sup> December (Fri)	Office open 09:30-12:30
31 <sup>st</sup> December (Mon) & 1 <sup>st</sup> January (Tue)	Office closed
2 <sup>nd</sup> January 2018 (Wed)	Back to normal hours

**Abbots Langley Parish Council**  
**Clerk's Report - September 2018**

**5. Henderson Hall Managing Trustees**

Mr Chris Whately-Smith & Mr Richard Baldwin both come to the end of their four-year terms of office in November 2018.

Mr Whately-Smith, currently Chairman of the Managing Trustees, has indicated that he would like to stand down as soon as possible. Members are asked to consider nominations with a view to making an appointment at the November or January Parish Council meeting.

Mr Baldwin has indicated that he would be willing to serve for a further year to provide short-term continuity.

At the November Parish Council meeting it will be necessary to reappoint both trustees, unless a replacement is nominated for Mr Whately-Smith, but in the knowledge that these are appointments that will not complete a full four-year term.

**6. Safeguarding Policy**

There is not a legal requirement for a Parish Council to have a Safeguarding Policy, but it is considered best practice as we do have children and vulnerable adults attend events in our venues. Once approved the policy will be referenced in our Venue Hire T&Cs.

**7. Herts County Council Pension Board**

I have been appointed a substitute member to serve on the above.

Substitute members attend board meetings and will likely take up a full board position when a vacancy arises. The requirements of the role are not onerous, four half day meetings a year at County Hall and some training sessions. The first board meeting is in December.

**8. Data Protection Officer**

Following the appointment of The DPO Centre to undertake GDPR compliance training and consultancy for the Parish Councils in Three Rivers, they have formally taken over at the Data Protection Officer for this council. The record with the Information Commissioner's Office has been updated accordingly.

**9. Grants Awarded**

£250 - Abbots Langley Methodist Church to support a project to refurbish the kitchen that is used by many community groups. (Small Grant)

£250 - Abbots Langley Festival to support publicity costs for the 2018 festival. (Small Grant)

£350 - Abbots Langley Carers Network to support costs of coffee mornings, events and visits. (Financial Grant)

**10. Office Copies**

Copies of the following are available in the office for member's reference.

HCC Public Health eNews - July 2018

Herts Police & Crime Commissioner eNewsletter - July 2018

HCC Money Advice Unit eNewsletter - July 201

Abbots Langley Parish Council  
Clerk's Report - September 2018

11. Diary Dates

9<sup>th</sup> November - TRDC Chairman's Charity Quiz Night (19:00)

11<sup>th</sup> November - Remembrance Parade (timings tbc)

Tim Perkins

Clerk to the Council

4th September 2018

z:\alpc meetings 2018-2019\clerks report\pc\alpc-clerks-report-pc-2018-09.docx