

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

12th May 2015.

To Members of the Parish Council

The Annual Parish Council will be held at the above address on Monday 18th May 2015 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. **Election of Chairman**
To elect a Chairman of the Parish Council for the year 2015-2016.
2. **Declaration of Acceptance of Office by the Chairman**
To receive the Declaration of Acceptance of Office from the new Chairman.
3. **Apologies for Absence**
To receive and accept apologies for absence.
4. **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.
5. **Hertfordshire Police**
To receive a report from the police (if present).
6. **Declarations of Interest**
To receive any declarations of interest in items on the agenda.
7. **Election of Vice Chairman**
To elect a Vice Chairman of the Parish Council for the year 2015-2016.
8. **Appointments to Other Bodies**
To appoint members to serve on the following outside bodies.
 - Community Centre Management Committee (2)
 - Joint Committee of Parish Councils (1 + Chairman + Clerk)
 - Citizens Advice Bureau (1)
 - Abbots Langley History Society (1)
 - Three Rivers District Council Environmental Forum (3)
 - Parmiters School (1)
 - YMCA Woodlands (2)
 - Abbots Langley Carnival Committee (1)
 - Hertfordshire Police Authority (1)
 - HAPTC (Cllr Owen Roe serving until July 2015)
 - Henderson Hall Managing Trustees - Councillor contact

Abbots Langley Parish Council

9. Election of Committees

To confirm the membership of the following committees:

- Planning & Highways
- Leisure
- Finance & Administration
- Staffing
- Review Panel

10. Election of Committee Chairman

To confirm the Chairman of the committees listed above.

11. Subscriptions and Corporate Memberships

To consider the enclosed report.

12. Direct Debits

To approve by resolution the continuing use of direct debits for payments to the suppliers listed in the Clerk's report. (See Clerk's report item 1.)

13. List of Deeds and Property Records in the Custody of the Council & its Solicitors

To consider the enclosed reports. (See Clerk's report item 2 and enclosed reports.)

14. General Power of Competence

To agree by resolution that the Parish Council is entitled to use the above power, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

The Parish Council is entitled as it has;

- a. A two thirds electoral mandate.
- b. A qualified Clerk (CiLCA plus an assessment pass in Sec. 7, General Power of Competence, CiLCA 2012).

(See Clerk's report item 3 and enclosed briefing paper.)

15. To confirm the Minutes of the Parish Council Meeting Held on 9th March 2015.

16. Minutes for adoption

To adopt the following minutes and approve their publication on the Parish Council's website.

- Planning & Highways Committee - 18th March, 8th & 29th April 2015.
- Leisure Committee - 22nd April 2015.
- Finance & Administration Committee - 27th April 2015.

17. Annual Parish Meeting 2014-2015

To note the draft minutes for the above meeting held on 5th March 2015.

18. Annual Statement of Accounts 2014-2015

To approve by resolution the Statement of Accounts. (Annual return p1. - Copy enclosed.)

19. Annual Governance Statement 2014-2015

To approve by resolution the Annual Governance Statement. (Annual return p2. - Copy enclosed.)

20. Bank Mandate - Cheque Signatories

- a. To agree by resolution the addition of two members to the bank mandate as authorised cheque signatories.
- b. To agree by resolution that the Clerk and Finance Officer can sign cheques until further cheque signatories are added to the bank.

(See Clerk's report item 4.)

21. Neighbourhood Plan

To consider if members want to progress the above.

22. Past Chairman's Report

To receive and consider the Past Chairman's report.

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23. District and County Council Member's Reports

To consider any reports submitted by members of the above authorities.

24. Clerk's Report

To consider items in the Clerk's report not covered elsewhere on the agenda.

25. Monthly Statement of Accounts

To consider the Monthly Statement of Accounts for March and April 2015 and approve their publication on the Parish Council website.

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Abbots Langley Parish Council

Clerk's Report - May 2015

1. Direct Debits

Affinity Water
All Star (Vehicle fuel cards)
British Gas
BT
Cardsave (Chip & PIN card payment terminals)
Carlsberg
Dayla (Drinks supplier)
Information Commissioner (Data Protection registration)
E.ON
Scottish Power
Southern Communications
Southern Electric
Virgin Media (Office Broadband)

2. List of Deeds and Property Records in the Custody of the Council & its Solicitors

There is a requirement that annually the property assets of the Parish Council be formally reported to the Parish Council.

The enclosed Schedule of Property & Documents report (A3) details the property holdings of the Parish Council. All freehold titles are now registered, with thanks due to Janet Pearce for her work on this over a number of years. Work is in progress on the leasehold titles.

Penman Sedgwick registered the Manor House title, as they were holding all the original lease documents for properties such as the Manor Lodge, Cricket Club, Community Centre, etc. The title map received from the Land Registry has some minor inconsistencies on the southern (Gallows Hill Lane) border, these are being addressed with Land Registry.

The Schedule of Deeds and Documents details the deeds and supporting papers held by Penman Sedgwick. These are less relevant these days due to the freehold titles being registered. However these documents need to be retained for historical research and archival purposes. Some papers date back to the early years of the 1800s.

3. General Power of Competence

The Parish Council is entitled to use the above power, which gives it greater scope than the standard powers available in law to Parish Councils.

To become entitled the Parish Council has to confirm it has a two thirds electoral mandate and a qualified Clerk. This council has both, so by confirming this in a resolution is lawfully entitled to use the power.

A briefing paper for members is enclosed, the further reading linked on p4 may be useful.

4. Bank Mandate - Cheque Signatories

Following the elections there is only one member, Councillor Owen Roe, on the mandate as a cheque signatory. If Jane Lay and Brenda Kersey are returned in the postponed poll for the Abbots Langley and Bedmond Ward, they are both approved signatories.

Previous signatories ex-Councillors Keaveny, Hill and Williams will be removed from the mandate.

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Clerk's Report - May 2015

To ensure business continuity, agreement by resolution for me to countersign cheques is needed, ideally with Councillor Roe as the co-signatory, but in an emergency the Finance Officer. Both of us are already on the mandate as signatories (although we currently do not sign cheques), we are also authorised to make changes to the mandate to add/remove new members.

Ideally we need to appoint two further signatories at this meeting, although not mandatory it would be useful if the new signatories will be going on to serve on the Finance and Administration Committee. Signatories need to be able to come into the office, during the working day, about once every two weeks to sign cheques.

We will review cheque signatories again after the postponed poll.

5. Office Copies

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

Chiltern Society eNewsletter - March 2015

WCHT Councillor News - March & April 2015

Herts Adviser (HCC Money Advice Unit) Newsletter - March/April 2015

Came & Company (Insurance) Council Matters - Spring 2015

Local Council Review - Spring 2015

Herts Building Preservation Trust Newsletter -Spring 2015

6. Diary Dates

25th June - HCC Parish and Town Council Conference - Welwyn. TP attending and presenting, one member slot available.

7. Absence from Office

21st May - NALC Digital Councils - London

27th May - TOiL

17th June - SLCC Herts Branch AGM - Wheathampstead

Tim Perkins

Clerk to the Council

12th May 2015