

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

3rd September 2019.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 9th September 2019 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 8th July 2019.**
6. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 - Planning & Highways Committee - 17th July, 7th & 28th August 2019
 - Finance & Administration Committee - 22nd July 2019
 - Leisure Committee - 21st August 2019
7. **Finance & Administration Committee**
To agree by resolution a new Chairman and additional members to serve on the above committee. (Clerk's report item 1.)
8. **General Data Protection Regulations (GDPR)**
 - i. To agree by resolution the updated Privacy Policy based on the template provided by the DPO Centre. (enclosed)
 - ii. To agree member training on GDPR. (Clerk's report item 2.)
9. **Internal Audit Report (Final Update) 2018-2019**
(*Referred from the Finance & Administration Committee min. 108*)
Members are asked to formally note the committee's review of the final Internal Audit for 2018-2019 and that no significant items were raised by the auditors.

Abbots Langley Parish Council

10. Wreath Laying

To confirm members allocated to the various ceremonies around the parish. (See Clerk's report item 3.)

11. Christmas New Year Working 2019-2020

To note the working hours for the above. (Clerk's report item 4.)

12. Neighbourhood Plan Steering Group Report

To note the report from the Chairman of the above. (enclosed)

13. District and County Council Member's Reports

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

14. Chairman's Report

To consider the Chairman's report.

15. Clerk's Report

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

16. Monthly Statement of Accounts

To consider the monthly statement of accounts for July & August 2019 and approve their publication on the Parish Council's website.

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Abbots Langley Parish Council
Clerk's Report - September 2019

1. Finance & Administration Committee

Following the resignation of the nominated Chairman of this committee, members need to appoint a new Chairman. This is an important role, whilst officers do the "technical" side of budget presentation, it is this committee and particularly its Chairman, that has to recommend the budget to the Parish Council for approval. The Chairman needs to have a good understanding of the budget process as well as content.

Membership of the committee is now five, Councillors Bedford, Burns, Clark, Lay and Swallow. Councillor Swallow is unavailable for the October meeting of the committee.

More members are needed to serve on this committee as certainly during the budget process (Oct-Jan) delaying meetings due to an inadequate quorum is not an option.

2. General Data Protection Regulations - Member Training

The recent GDPR audit highlighted the need for the above.

I suspect a number of members have already had GDPR training through their employers, or possibly other authorities. If you have had training there is no need to go through it again, I just need to know you have been trained so I can report at the next audit.

For those that have not there are two options, we can ask our GDPR consultant to run an evening session, this will come at a cost, or I can run a session prior to a scheduled meeting.

At this stage I would just like to understand how many members will require training and which format members would prefer.

3. Wreath Laying

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

Battle of Britain Sunday (15th September)

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

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

Remembrance Sunday (10th 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. (No formal ceremony.)

^[1] *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 2019-2020

Following are the proposed working hours.

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

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5. Sarratt Parish Council

Janice Dawes the Clerk to the Council is leaving on 27th September. Caroline Owen has been appointed as the new Clerk.

6. Small Grant

£250 - Abbots Langley Bows Club to support replacement of fence panels.

7. Office Copies

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

HCC Public Health eNews - July & August 2019

Local Council Review - Summer 2019

8. Diary Dates

15th September - Battle of Britain Parade, St. Lawrence Church. Chairman attending, all members are invited. If not joining the parade arrive at the church by 11:15, service at 11:30 and conclusion by apx. 12:30.

17th October - Staff "Lunch & Learn" - Pensions. Manor House @ 13:00, office will be closed until about 14:30. Other TRDC area PCs also attending.

21st October - Joint Parishes Meeting, Watford Rural PC @ 19:30. Chairman, Leader & Clerk to attend (revised date).

Tim Perkins

Clerk to the Council
3rd September 2019

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