



# HERTINGFORDBURY PARISH COUNCIL

Members are hereby summoned and the public invited to attend the  
**Annual Meeting of Hertingfordbury Parish Council**  
to be held via Zoom on Wednesday 5<sup>th</sup> May 2021 commencing at 19:00.

Emma Jackson  
Clerk to the Council, 19/04/2021

Members of the public and press may view the meeting. If any member of the public wishes to address the council, please register with the clerk before 11:00 on the day of the meeting. The public will be held in a virtual waiting room until members are logged into the meeting.

Zoom Meeting link: [Hertingfordbury Parish Council 5h May 2021](#)

Meeting ID: 923 6280 8470 Passcode: 429830

## AGENDA

1. Election of chairman for the civic year 2021/22 and signing of acceptance of office.
2. Chairman's remarks.
3. To consider apologies for absence.
4. To note any declarations of pecuniary interest.
5. Election of vice-chairman for the civic year 2021/22.
6. To appoint representatives to committees, working parties and outside organisations:
  - a. Appointments to Employment Committee
  - b. Appointments to Greens Working Party
  - c. Appointments to Neighbourhood Plan Working Party
  - d. Appointment to Walter Wallinger Charity
  - e. Appointment to Panshanger Liaison Committee
7. Public participation. To receive representations from members of the public (please register with the clerk before 11:00 on the day of the meeting).
8. To adopt the minutes of the council meeting held on 10th March 2021.
9. To consider matters arising from the minutes not covered elsewhere.
10. To adopt the minutes of the Annual Parish meeting held on 14th April 2021.
11. To agree the formal postal address for the council.
12. Finance – reports circulated:
  - a. To note the year end accounts for 2020/21.
  - b. To note the internal auditor's report.
  - c. To agree the date for the public to exercise their right to inspect the parish council accounts.



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- d. To approve the signing of the Annual Governance Statement 2020/21.
  - e. To approve the signing of the Accounting Statements 2020/21.
  - f. To appoint the internal auditor for 2021/22.
  - g. To note payments made under contract and delegated powers, and to approve non-contractual payments – report to follow.
  - h. To approve changes to the banking mandate.
13. To consider the arrangements for a return to face-to-face meetings held in public.
14. To consider amending the clerk's delegated powers to ensure the council can operate safely while face-to-face meetings held in public are restricted due to Covid, and video conferencing meetings cease to be legal.
15. To consider correspondence received including:
- a. Car Parking in Birch Green
  - b. Other correspondence not already dealt with
16. To consider work required in the play area.
17. To consider the impact of advertising signs at Cole Green Roundabout.
18. Clerk's report on ongoing projects including:
- a. Bridge height signs
  - b. Litter bin emptying
  - c. Defibrillators
19. To consider the procurement of office equipment required by the new clerk including:
- a. Computer
  - b. Printer
  - c. Other office equipment
  - d. Mobile phone and contract.
20. To receive a report from the Greens Working Party – report to follow .
21. To consider co-option to fill the casual vacancy.
22. Planning – report to follow:
- a. To note any planning decisions
  - b. To consider any new planning applications
  - c. To note any appeals
23. Items for future meetings:
- a. To review the council's Financial Regulations and incorporate changes due to leaving the EU.
  - b. To review the council's Standing Orders
24. Dates of next Meetings: To be decided pending decisions made at this meeting and the outcome legal matters relating to Covid.
25. To exclude the press and public due to the confidential nature of the business to be discussed.
26. To consider the retiring clerk's overtime claim.