

# **KNEBWORTH PARISH COUNCIL**

Serving the community since 1894

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Date: 6 September 2023

To: Councillors Charter, Cosson, Farr, Godfrey, Jobling, Hemingway, Hurwitz, Nash, Stringer, Willcocks, Ward

You are hereby summoned to the **Meeting of the Parish Council** to be held on **Wednesday 13 September 2023 at 8.15 pm.**

Roger Willcocks  
Chairman of the Parish Council

## **AGENDA**

<b>No.</b>	<b>Item</b>
<b>1.</b>	<b>Apologies</b> To receive and accept apologies for absence
<b>2.</b>	<b>Declarations of Interest</b> To receive declarations of interest
<b>3.</b>	<b>Public Participation</b> To receive petitions, comments and questions from members of the public.
<b>4.</b>	<b>To approve the minutes of the previous Parish Council meeting</b> To resolve the minutes of the PC meetings held on 12 July and the Extraordinary PC meeting 9 August 2023 and to be signed as a correct record
<b>5.</b>	<b>To note the minutes of Committee and Parish Meetings</b> Planning Committee held on 21 July and 9 August 2023 Public meeting on 26 July 2023 Parish annual meeting 10 May 2023 Amenities Committee Meeting 6 September 2023 Internal Financial Control Working Party 6 September 2023
<b>6.</b>	<b>To discuss Internal Audit procedures</b> To appoint HAPTC Internal Auditors for 2023/24.
<b>7.</b>	<b>To discuss and agree works on the War Memorial</b>

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<b>8.</b>	<b>To discuss Development</b> To discuss NHDC response to Masterplan correspondence To consider response to Outline application re Land south of Watton Road To review revisions to the consultation LCWIP consultation plan.
<b>9.</b>	<b>To discuss parking arrangements of the St Martins Road Car Park</b>
<b>10.</b>	<b>Office arrangements and equipment</b>
<b>11.</b>	<b>To receive an update from the Clerk</b>
<b>12.</b>	<b>To formulate a Policies and Procedures Working party</b> To convene members of the working party and agree meeting dates. To review the employer's health and safety policy.
<b>13.</b>	<b>To discuss the annual Parish Council Insurance arrangements</b> To approve the recommendations of the Internal Financial Control working party.
<b>14.</b>	<b>Finance</b>
14.1	To discuss Parish Council bank mandate arrangements
14.2	To review and approve the list of payments 1 July - 31 August 2023
14.3	To review and approve the bank reconciliation 1 July - 31 August 2023.
14.4	To review and approve quotes.
14.5	To approve a debit card system.
<b>15.</b>	<b>Disposal of equipment</b>
<b>16.</b>	<b>To discuss Knebworth Festival arrangements</b>
<b>17.</b>	<b>Exclusion of members of public and press</b>
<b>18.</b>	<b>Station Pub</b> To receive an update on work on the premises and any issues arising
<b>19.</b>	<b>Staffing Matters</b> To consider various staff matters