

# KNEBWORTH PARISH COUNCIL

Serving the community since 1894

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8 February 2018

To; Councillors Willcocks, Burr, Conybeare, Farr, Fothergill, Godfrey, Harrison, Hemingway, Jobling, Stringer, Ward

You are summoned to the **Meeting of the Parish Council** to be held in **Village Hall, Knebworth** on **Wednesday 14 February 2018** at **8.00 p.m.**

Yours sincerely

Claire Graham (Mrs)  
Parish Clerk

*To assist in the speedy and efficient dispatch of business, members requiring further information on issues included in the Agenda are requested to enquire prior to the meeting.*

## AGENDA

At the start of each meeting, the Chairman will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.

### 1. Apologies

To receive and accept apologies for absence

### 2. Declarations of Interest

Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on this Agenda.

You should declare at this part of the meeting or when it becomes apparent your interest by stating:

1. The item you have the interest in
2. Whether it is a disclosable pecuniary interest and the nature of the interest, Whereupon you will not participate in the discussion or vote on that matter, Unless dispensation has been requested and granted.
3. Whether it is a personal interest and the nature of the interest.

### 3. Public Participation

### 4. Minutes

To take as read and approve as a true record the minutes of the meeting  
Of the Parish Council held on 6 December 2017.

### 5. To Note the minutes of Committee Meetings

Planning and Environment Committee meeting held on 6 December 2017 & 10 January 2018  
Amenities Committee meeting held on 17 January 2018

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**6. Matters arising from previous meetings.**

6.1 NHDC EIP

6.2. Data Protection

**7. Neighbourhood Plan**

To receive an update on the neighbourhood plan

**8. Parish Communications**

To review parish communications

**9. Clerk's Report**

To receive a report from the clerk

**10. Sound System**

To consider replacement sound system

**11. Stepping Stone Preschool**

To consider request for a licence for the school year 2018/19 and replacement of container

**12. Meeting Schedule**

To prepare a meeting scheduled for 2018/19

**13. Accounts**

13.1 To approve the List of Payments 1 December 2017 to 31 January 2018

13.2 To approve quotes

**14. Internal Audit**

To appoint internal auditor for 2017/18

**15. Bank**

To review banking

**Finance**

**16. Financial Risk Assessment**

To review financial risk assessment

**17. Financial Review**

To review management accounts to 31 December 2017

**18. Any Other Business**