



ALDENHAM PARISH COUNCIL

Notice is hereby given of the **Annual Meeting** of **Aldenhams Parish Council**.
This is to be held at the **Radlett Centre, 1 Aldenhams Avenue, RADLETT**
on **Monday 24th May 2021** at **7.00pm**.

Peter Evans
Parish Council Manager
18th May 2021

AGENDA

1. Cllr S Wilson to sign his acceptance of office forms.
2. To elect a Chairman of the Council and sign the Acceptance of office.
3. To receive apologies for absence.
4. To elect the Vice-Chairman of the Council.
5. To review the meeting structure for Aldenhams Parish Council
6. To confirm dates and times of meetings for 2021/22.
7. To confirm membership of the Planning & Finance & General Purposes Committees.
8. To confirm membership of the working parties
9. Appoint Representatives to Vacancies on Outside Bodies.
10. To review Standing Orders & Financial Regulations.
11. To agree the Bank Standing Orders & Direct Debits.
12. To review the Asset Register and Deeds held by the Council.

All members of the Public & Press are welcome to view the meeting via <https://zoom.us/> the details are at the top of this agenda, please contact the council manager on manager@aldenhams-pc.gov.uk or 01923 856433 for details.

ALDENHAM PARISH COUNCIL

Council Document To review the meeting structure for Aldenham Parish Council	AGENDA item 5 Annual Meeting of the Council 24th May 2021
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Background

Aldenham Parish Council (APC) has a council and committee structure that has been in place (in several guises) for many years. Currently there are four committees for, Finance, Planning, Open Spaces and Community Development.

The government legislation allowing councils and their committees to meet using zoom, has now ended so face to face meetings are compulsory. Members have stated that video conferencing was very convenient and an efficient method of holding meetings and making decisions. Working party meetings can still be held via zoom as the Local Govt Act 1972 does not cover such meetings, as they are more informative and have no decision-making powers.

Currently APC have active working parties for 'Around Radlett, 100-year celebrations, Phil Rec Improvement project, some of which include non-councillors which brings a different dynamic to the proceedings, as also was seen with the Radlett Neighbourhood Plan.

A review of the agendas for, especially the Open Spaces and Community Development Committee would question why these items are brought to committee when they could be either discussed by a working party over a few meetings or delegated to the Council Manager. Such examples as the Winter Lights, which, now they are in place will last for five years (why discuss this every year), or whether someone can have a polytunnel on their allotment plot (an officer could decide this).

Recommendations

That the Open Spaces and Community Development Committee are disbanded with either working parties set up or decisions delegated to the Council Manager.

Reasons for recommendation

By moving to working parties where necessary, these will report to full council and so all councillors are made in the decision rather than delegated to a committee and other councillors wanting to have been involved in the decision process.

The ability to include outside experts on working parties for specific projects as was noticed in the Radlett Neighbourhood Plan. An analysis of the agenda items on both these committees for 2020/21 is shown below and alternatives are shown.

Community Development Committee

- New website - Annual review by council, anything noticed during the year e-mail Council Manager who will rectify.
- Events - working party to discuss ideas which will then be sent to contractor to prepare budget, officer then works with contractor rest of the time. This is approach used for 100yr celebration.
- Radlett Youth Council - reports now to Full Council
- Around Radlett publication - keep as working party
- Grants for community - move to Finance & General Purposes Committee to consider alongside CiL grants.

Open Spaces Committee

- Allotments - move to working party, possibly include an allotment holder who could be asked to be part of the allotment policy review as they will know if a proposal would work or not. Officer decides if allotment holder can have a structure such as polytunnel, only if refused and allotment holder appeals will it come to full council.
- Tree works - Officer receives annual report puts out to tender (as is current practice) brings report to Full Council to appoint contractor for work.
- Green Flag, Fir Spring & Scrubbits Wood Management Plans - Officer deals with work as per the plan, and this is included in annual budget submission.

The Council Manager will report all decisions made by him at the meeting so again a level of scrutiny for the council not available currently.

Alternative options

Retain the structure as it is. The full council meetings may be longer, councillors will be encouraged to ask questions on papers circulated before the meeting if it is for clarification.

Financial Implications

There will be a saving in officer time attending evening meetings which is then taken as 'Time off in Lieu' (TOIL) or overtime payments.

Risk Management Implications

That officers take decisions that should be scrutinised by Full Council. There is a safeguard that all decisions will be reported by Council Manager, so they can be questioned, at or before the meeting on an item.

Members are asked to consider this report.

Peter Evans
Council Manager

Here is the effect on the dates of the meetings for 2021/22 which will have to be in The Radlett Centre currently and face to face.

Dates of meetings 2021/22

<u>Committee</u>	<u>DATE</u>
Planning	7th June 2021
Finance & General Purposes	14th June 2021
Planning	21st June 2021
Full Council	28th June 2021
Planning	5th July 2021
Planning	19th July 2021
Full Council	26th July 2021
Planning	2nd August 2021
Planning	16th August 2021
Full Council	23rd August 2021
Planning	Thursday 9th September 2021
Finance & General Purposes	13th September 2021
Planning	20th September 2021
Full Council	27th September 2021
Planning	4th October 2021

Planning	18th October 2021
Full Council	25th October 2021
Planning	1st November 2021
Planning	15th November 2021
Full Council	22nd November 2021
Finance & General Purposes	29th November 2021
Planning	6th December 2021
Full Council	13th December 2021
Planning	20th December 2021
Planning	10th January 2022
Finance (Precept meeting)	17TH January 2022
Planning	24th January 2022
Full Council	31st January 2022
Planning	7th February 2022
Planning	21st February 2022
Full Council	28th February 2022
Planning	7th March 2022
Finance & General Purposes	14th March 2022
Planning	21st March 2022
Full Council	28th March 2022
Planning	4th April 2022
Planning	Tuesday 19th April 2022
Full Council	25th April 2022
Planning	9th May 2022
Annual Parish Meeting	16th May 2022 (8pm)
Planning	23rd May 2022
Full Council & Annual Meeting	30th May 2022 (7pm)