



22nd July 2020

Dear Councillor

This is to inform you that the Annual Meeting of the Council will be held at Roe Hill Hall, Briars Lane, Hatfield AL10 8EY and via zoom <https://us02web.zoom.us/j/88507810473?pwd=azU0TEdSemVQL2MzUkJYY05aWnA2dz09> Meeting ID: 885 0781 0473 Password: 450932 (participants are muted on entry) at 7.30 p.m. on Wednesday 29th July 2020, to which you are summoned, for the transaction of the following business.

Yours sincerely,

C A Lloyd
Town Clerk

AGENDA

1. ELECTION OF TOWN MAYOR
To elect a Town Mayor

2. DECLARATION OF ACCEPTANCE OF OFFICE
The Mayor will sign the Declaration of Acceptance of Office

3. ELECTION OF DEPUTY TOWN MAYOR
To elect a Deputy Town Mayor

4. DECLARATION OF ACCEPTANCE OF OFFICE
The Deputy Mayor will sign the Declaration of Acceptance of Office

5. APOLOGIES

To receive apologies for absence if any.

6. DECLARATIONS OF INTERESTS BY MEMBERS

To note declarations of Members' personal interests or personal and prejudicial interests in respect of items on this Agenda.

7. LEADER AND DEPUTY LEADER OF THE COUNCIL AND LEADERS OF POLITICAL GROUPS

To note the nomination as Leader and Deputy Leader and Leaders of Political Groups

8. QUESTION TIME

Fifteen minutes of the Meeting will be given over to questions from members of the public on issues relating to the work of the Council.

9. MINUTES

To approve as a correct record the Minutes of the Council meetings. Copy of 13th May attached and others available to view & download at <https://hatfield-herts.gov.uk/council-meetings-2>

4th March 2020 - previously approved for signing only
8th April 2020- previously approved for signing only
29th April 2020- previously approved for signing only
13th May 2020

10. MINUTES OF COMMITTEES

Available to view & download at <https://hatfield-herts.gov.uk/council-meetings-2>

To note the Minutes of the Meetings of the Council's Committees.

- a) Planning Committee – 22nd March 2020
- b) Planning Committee – 1st April 2020
- c) Planning Committee – 21st April 2020
- d) Planning Committee – 28th April 2020
- e) Planning Committee – 12th May 2020
- f) Planning Committee – 27th May 2020
- g) Planning Committee – 11th June 2020
- h) Planning Committee – 24th June 2020
- i) Resources & Policy Committee – 1st July 2020
- j) Planning Committee – 8th July 2020
- k) Planning Committee – 22nd July 2020

11. COMMITTEE AND SUB COMMITTEES' TERMS OF REFERENCE

To consider the Terms of Reference previously circulated and available on the Council's website..

12. APPOINTMENT OF COMMITTEE AND SUB COMMITTEES

To appoint Members to the Council's Standing Committees and Sub Committees and substitute members.

13. REVIEW AND ADOPTION OF STANDING ORDERS

To consider the Council's Standing Orders previously circulated to Members (available to view at www.hatfield-herts.gov.uk)

14. REVIEW AND ADOPTION OF FINANCIAL REGULATIONS

To consider the Council's Financial Regulations previously circulated to Members (available to view at www.hatfield-herts.gov.uk)

15. APPOINTMENT TO OUTSIDE BODIES

To appoint Members as representatives on outside bodies.

16. REVIEW OF ASSETS

To note the Council's assets

17. INSURANCE

Members are advised that the Town Council is insured through Zurich. The policy renews on 1st April each year. Details of the policy can be obtained from the Town Clerk.

18. COMPLAINTS PROCEDURE

To approve the procedure previously circulated. (same as Complaints Procedure 2019 on Website)

19. PRESS/MEDIA PROTOCOL

To approve the protocol previously circulated. (Available to view on the Council's website)

20. TREE SURVEY

To consider the attached report

21. WEBSITES

To consider the attached report

22. DAY HIRE OF LEMSFORD VILLAGE HALL

To consider the attached report

23. REVIEW OF CAPITAL PROJECTS

To consider the attached report

24. NEW MODEL CODE OF CONDUCT

To consider the attached report

25. DATE OF NEXT MEETING

To note that the next meeting of the Council is 26th August 2020 to approve the Council's accounts for 2019/20. A new calendar of meetings is attached.

Distribution: All Councillors

TREE SURVEY

The Resources and Policy Committee considered a report on this and asked that Officers clarify the Council's legal position.

The Council's insurers advised that it depended on the Council's risk assessment.

The Council's Health and Safety advisor has reviewed the survey and has advised that the survey should go ahead now and in future it should be split into three parts to reduce the burden to an annual cost rather than a three yearly one.

Members are requested to approve the cost of £3,950 to Mayden Croft for Tree Surveys.

TOWN COUNCIL WEBSITE

The Town Council's website is currently administered by Willow web media using Elementor (a plug-in to Wordpress). This costs £2,400pa. As the plugin is used, Town Council staff cannot administer the website themselves despite being Wordpress trained.

If the Council changes the current website by just linking to a new Birchwood Leisure Centre website, it could take the opportunity to review provision of the Town Council content.

Willow web, Parish Councils on line and Eyelid productions were asked to quote.

Willow web Media - will not charge to change the Council's website but the maintenance charge of £2,400pa will still apply. The cost to create a Birchwood website would be a one off cost of £1,800pa an example from WillowWeb is here - <http://birchwood.a2bconsultants.co.uk/>. **On going annual cost of £2,400.**

Eyelid Productions – example websites <https://stondon-pc.gov.uk/> <https://arlesey-tc.gov.uk/> £700 plus substantial **saving** on email account currently £2,640 per annum and saving on maintenance charges of £2,400 plus Birchwood website cost of £2,100. **SAVING IN FIRST YEAR = £2,140, SAVING IN SUBSEQUENT YEARS = £4,840. (Annual maintenance fee of £100)** Eyelid Productions is used by these Town and Parish Councils; <https://eyelidproductions.co.uk/wordpress-websites-for-parish-councils/>

Parish Council Websites - £1,240 less saving on maintenance charges of £2,172 plus Birchwood website cost of £2,100. **COST IN FIRST YEAR = £1168, SAVING IN SUBSEQUENT YEARS = £2,172.**

Examples are <https://www.astonrowantparishcouncil.gov.uk/> or <http://mottram.pcwpreview.co.uk/>

Members are requested to approve changing the Council's websites and saving £4,840 per annum.

Report by Carrie Lloyd Town Clerk and Pav Medowski Health and Well Being Manager

DAY HIRE OF LEMS福德 VILLAGE HALL

Apple Daycare who operate out of Newgate Street Village Hall, are interested in hiring Lemsford Village Hall from the Town Council 5 days per week under a licence similar to that drafted for EDSV Academy at Roe Hill. This will be in addition to the Nursery's existing provision at Newgate Street.

The Agreement would be a license from the beginning so that there is no ambiguity in the letting of the hall. Initially the let would be for a year.

To expedite this in time for the school term, Members are requested to approve the hire and delegate the Terms of Agreement including the fee (at no less than that agreed with EDSV Academy) to the Town Clerk following consultation with and concurrence by the Leaders of the Political Groups.

Report by the Town Clerk

REVIEW OF CAPITAL PROJECTS

The Council has £462,120 as revenue reserves (30% of £1,540,402 expenditure as agreed at Council on 28th April 2020). £88,000 (s.106) earmarked reserves which leaves £99,880 for capital reserves at present.

As Members know the de Havilland Grange Working Group is looking at potential designs and plans for the site with a view to reporting back to Council and then going out to public consultation. It is not expected that any works will commence until after 2023.

Lemsford Village Hall Changing Rooms require refurbishment and prior to lockdown the Council were going to ask architects to re-draw plans and resubmit them for planning approval. The previous scheme had been priced in excess of £600,000. Cllr Brandon has spent a lot of his time with the architects developing his vision for the hall and changing rooms, however, as the Football Foundation have indicated that Lemsford would not be a priority site for full grant funding as it only caters for adult male football, should this Council now be considering refurbishing the existing changing rooms and applying to the Football Foundation for a matching grant of £25,000?

The Council would need to use its own capital funds to carry out works to the bar area which ever project is progressed. As we prepare to go into the Budget setting season, if the Council decides to progress with a new changing room would Members please give an indication of when they wish to start increasing Council Tax to pay towards this project, if at all?

Welwyn Hatfield Borough Council has £800,000 funding towards a football ground in Hatfield. The Council has received legal advice that any form of partnership working would need to be advertised on Contract Finder, we cannot progress further with the current architect's partners without going onto the Government's Contract Finder.

Whilst investing in the Leisure Centre's future is acceptable, should the Town Council be disposing of its land asset to do so? The housing market is uncertain due to Co-vid19 despite being bolstered by the stamp duty holiday from the Government. The Council would be risking tax-payers' money if it continued with a joint venture partnership in the present climate.

Other schemes put forward to spend the £800,000 lodged with the Borough also build upon the Leisure Centre and include an inherent cost that the Council Tax payer will be expected to burden even if only in the first few years whilst the football ground proves that it can become profitable (or not) without diminishing the Leisure Centre's income streams.

As we prepare to go into the Budget setting season, Members are requested to indicate their preferred course of action on this project for the medium to long term. Is the time right to ask the electorate their view and reach some sort of conclusion to this very long standing project?

Report by Town Clerk – Carrie Lloyd

NEW CODE OF CONDUCT

The closing date to respond to the [consultation](#) is **17 August**.

The document can be viewed here https://www.local.gov.uk/local-government-association-model-member-code-conduct-consultation?mc_cid=1bf45ec4e7&mc_eid=17500327b8&utm_campaign=1bf45ec4e7-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_source=Members&utm_term=0_206970988f-1bf45ec4e7-323671361&utm_source=Members&utm_campaign=ddb0af5a33-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-ddb0af5a33-323674285&mc_cid=ddb0af5a33&mc_eid=df3e0cf925

The Local Government Association is also holding three special online events for local councils, you can register on [one of the sessions for free](#) and the dates and codes are 29 July (MMCC2907), 30 July (MMCC3007) and 5 August (MMCC0508). https://www.local.gov.uk/events?utm_source=Members&utm_campaign=ddb0af5a33-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-ddb0af5a33-323674285&mc_cid=ddb0af5a33&mc_eid=df3e0cf925