

## KNEBWORTH PARISH COUNCIL

**MINUTES** of the Meeting of Knebworth Parish Council held on Wednesday 13<sup>th</sup> December 2023 at Knebworth Village Hall at 8.00 p.m.

Present: Councillors Roger Willcocks (Chairman), Paul Ward,  
Colin Stringer, Phil Farr, Stephen Hemmingway, Lisa Nash  
Alexander Hurwitz, Adrienne Charter.

In attendance: Jodee White (Clerk).

No	Item	Action
1.	<p><b>Apologies</b></p> <p>Apologies for absence were received from Cllrs Cosson, Jobling, Charter &amp; Nash.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
3.	<p><b>Public Participation</b></p> <p>Laura Hartley – Community Partnerships Officer from North Herts District Council attended the meeting.</p> <p>Laura talked to Cllr's regarding her role in the Community Partnerships team. Her team connects community groups as a port of call and network of groups such as the Youth action network group. Laura said that she would send a list of her network groups.</p>	
4.	<p><b>To approve the minutes of the previous Parish Council meeting</b></p> <p>Proposed by Cllr Ward and seconded by Cllr Hurwitz and</p> <p><b>Resolved:</b> that the minutes of the meeting of the Parish Council on the 15<sup>th</sup> of November be approved as a true and accurate record and signed by the Chairman.</p>	
5.	<p><b>To note the minutes of Committee and Parish meetings</b></p> <p>The Council noted the minutes of the Staffing Committee held on the 13 November 2023; Planning Committee held on 15 November 2023. Minutes of the Development Working Party on the 29 of November 2023 have not yet been distributed.</p>	
6.	<p><b>To discuss HR &amp; H &amp; S Safety Outsourcing</b></p> <p>Outsourcing of HR &amp; H &amp; S as detailed in Appendix 1 was discussed and not approved at this time as being required. The Council has a current HR consultant as required and membership to HAPTC who can provide advice in these areas.</p> <p>Proposed by Cllr Godfrey and seconded by Cllr Hemmingway and</p> <p><b>Resolved:</b> To investigate other resources and facilities offered.</p>	

7.	<p><b>To discuss change of system to Scribe for Accounts, Hall Hire and Allotments.</b></p> <p>Scribe was discussed and Cllr's requested a check be done for the amount of time that the contract would be in place for once agreed.</p> <p>With the above noted it was proposed by Cllr Ward and seconded by Cllr Hurwitz and</p> <p><b>Resolved:</b> To approve a 12 month, spend of £2375 to set up and monthly costs for Scribe Accounts, Venue bookings and allotments subscriptions.</p> <p><b>Resolved:</b> To approve a one-off, spend of £499 to input transactions, add in cost centres, code structure, and reconcile everything to fully set the accounts package.</p>	Clerk
8.	<p><b>To discuss outsourcing of payroll</b></p> <p>Cllrs queried how easy it would be to give notice to SAGE and to verify if this was one month's notice.</p> <p>Cllrs also requested to ask Whittle's, the proposed new payroll provider about their termination clauses as well and how easy it would be to move somewhere else.</p> <p>With the above clauses noted it was proposed by Cllr Hurwitz and seconded by Cllr Hemmingway and</p> <p><b>Resolved:</b> to approve outsourcing of payroll to Whittles at a one-off set up fee of £125 + VAT and a monthly processing fee per month for up to 8 employees of £50 + VAT for a 1-year period.</p>	Clerk  Clerk
9.	<p><b>To discuss increase in Insurance costs further to re-valuation surveys</b></p> <p>Proposed by Cllr Ward and seconded by Cllr Hurwitz and</p> <p><b>Resolved:</b> to approve costs associated with increase in our insurance policy further to re-valuation costs being reviewed.</p> <p>It was discussed that a re-valuation of the Station pub would be required at the next lease review meeting.</p>	
10.	<p><b>To discuss policies</b></p> <p>The Grant Awarding policy has come to a previous PC Meeting and amendments duly made.</p> <p>The Investment and Accounting policy as detailed in Appendix 7 was discussed and various amendments were discussed. Subject to the amendments discussed, it was proposed by Cllr Stringer and seconded by Cllr Hemmingway</p> <p><b>Decision:</b> to review and approve the Grant Awarding Policy and review and approve the Investment and Accounting Policy.</p> <p>Cllr Stringer to update and send Clerk an amended version of the Investment and Accounting policy.</p> <p>It was agreed to review banking arrangements and amounts kept in accounts at the next financial review.</p> <p>It was agreed that the next policies to be reviewed would be News and Media and Equality and Diversity.</p>	Cllr Stringer
11.	<p><b>To receive an update from the Clerk</b></p> <p>1. The lichen report and Planning application for the War memorial have all now been completed and works as advised in the condition report can go ahead with conditions in the planning application approval.</p>	

	<p>2. New printer is now in situ and waiting for the removal of the old machines from previous Clerks house and VH.</p> <p>3. All Councillors should now be on their new .gov.uk email address and old email addresses can be switched off.</p>	
<b>12.</b>	<b>Finance</b>	
12.1	<p><b>To review and approve the bank reconciliation for November.</b></p> <p>Proposed by Cllr Ward and seconded by Cllr Stringer</p> <p><b>Resolved:</b> approve the bank reconciliation for November.</p>	
12.2	<p><b>To discuss and propose budget for the year ended 31 March 2025.</b></p> <p>The draft 2024/25 budget was distributed to all Cllr's prior to this meeting.</p> <p>Whilst the budget was reviewed, they did not feel that they had enough information to approve a draft budget and that an emergency budget meeting early in the new year should be organised to review and recommend to the PC meeting on the 10<sup>th</sup> of January.</p>	
12.3	<p><b>To approve accounts paid for November 2023</b></p> <p>Proposed by Cllr Hemmingway and seconded by Cllr Hurwitz and</p> <p><b>Resolved:</b> to approve the accounts paid for November 2023.</p>	
12.4	<p><b>To review and approve quotes.</b></p> <p>Proposed by Cllr Ward and seconded by Cllr Stringer</p> <p><b>Resolved:</b> to approve quotations for remedial work on the fire alarm systems in the Groundsman shed and the Pavilion on Knebworth Recreation ground.</p>	
<b>13.</b>	<p><b>Exclusion of members of public and press</b></p> <p>It was proposed by Cllr Ward and seconded by Cllr Stringer and</p> <p><b>Resolved:</b> that under Section 100A (2) of the Local Government Act 1972, the Public and Press be excluded from the meeting in view of the nature of the business being transacted.</p>	
<b>14.</b>	<p><b>Station Pub Update</b></p> <p>The Council reviewed and approved the report in Appendix 10.</p> <p>This item was reported as a Part 2 item.</p>	
<b>15.</b>	<p><b>Premises update</b></p> <p>The Council reviewed and approved the report in Appendix 11.</p> <p>This item was reported as a Part 2 item.</p>	
<b>16.</b>	<p><b>Staffing matters</b></p> <p>A staffing report was submitted for this meeting and items discussed were reported as a Part 2 minute.</p>	
<b>17.</b>	<p><b>Exclusion of members of the public and press</b></p> <p>Proposed by Cllr Hemmingway and seconded by Cllr Stringer and</p> <p><b>Resolved:</b> to readmit members of the Public.</p>	
<b>18.</b>	<p><b>To consider any other business</b></p> <p>There was no other business discussed.</p>	

The meeting closed at 10.18pm

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_