

KNEBWORTH PARISH COUNCIL

Serving the community since 1894

Parish Office
Village Hall
Park Lane
Knebworth
SG3 6PD

Tel No 01438 811304

Email clerk@knebworthparishcouncil.gov.uk

Date: 6 December 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 December 2023 at 8.00pm.**

Roger Willcocks
Chair of the Parish Council

AGENDA

No.	Item
1.	Apologies To receive and accept apologies for absence
2.	Declarations of Interest To receive declarations of interest
3.	Public Participation To receive petitions, comments, and questions from members of the public.
4.	To approve the minutes of the previous Parish Council meeting To resolve the minutes of the PC meetings held on 15 November and to be signed as a correct record.
5.	To note the minutes of Committee and Parish Meetings Staffing Committee held on the 13 November 2023 Planning Committee held on 15 November 2023 Development Working Party 29 November 2023
6.	To discuss HR & H & S Safety Outsourcing
7.	To discuss change of system to Scribe for Accounts, Hall Hire and Allotments.
8.	To discuss outsourcing of payroll
9.	To discuss increase in Insurance costs further to re-valuation surveys
10.	To discuss policies

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11.	To receive an update from the Clerk
12.	Finance
12.1	To review and approve the bank reconciliation for November
12.2	To discuss and propose budget for the year ended 31 March 2025
12.3	To approve accounts paid for November 2023
12.4	To review and approve quotes
13.	Exclusion of members of public and press
14.	Station Pub Update
15.	Premises Update
16.	Staffing Update
17.	Readmission of members of public and press
18.	To consider any other business