**NORTHAW & CUFFLEY PARISH COUNCIL**
7 Maynard Place, Cuffley, Herts, EN6 4JA
Telephone: 01707 875825

***Summons issued – 6th November 2025***

To Members of the Parish Council,

Councillors, Christine Burrows, Brent Cheetham, John Henderson, Chris Omand, Ben Roberts, Paul Singleton and David Sive.

You are summoned to attend a meeting of **Northaw & Cuffley Parish Council** that will be held from 7pm on **Wednesday 11th November 2026** in Cuffley Hall, Maynard Place, Cuffley EN6 4JA.

Your presence is summoned for transacting the business outlined in the agenda below.

The meeting is open to the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public and press are excluded.

**PLEASE BE AWARE THIS MEETING MAY BE RECORDED BY THIRD PARTIES**

***S Griffiths CiLCA***
***Clerk to Northaw & Cuffley Parish Council***

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## AGENDA

**26/27-47 APOLOGIES & ANNOUNCEMENTS**
To receive and accept apologies for absence

**26/27-48 DECLARATIONS OF INTEREST**
a) To receive declarations of interest from members regarding items on the agenda
b) To receive any written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate

**26/27-49 QUESTIONS FROM THE PUBLIC**
Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes.

**26/27-50 MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL**
To accept and confirm the minutes of the Parish Council meetings held on Wednesday, 9th September 2025 and Wednesday, 21st October 2026 are a true and accurate record.

**26/27-51 FINANCE – AUDIT, POLICY AND MONTHLY COMMITMENTS**

Council to review and agree the following financial matters:

a) To retrospectively approve the September (Month 6) and October (Month 7) payments paid under delegated authority, resolved at the last Council meeting (26/27-35b).
b) Retrospective approval of the payment of the External Auditors invoice in October 2026.
c) To delegate authority for the November (Month 8) and December (Month 9) invoices to be set up for payment and retrospectively approved at January 2027 meeting.
d) To note the External Auditor's Report and Certificate 2025/26 and signed AGAR Section 3.
e) To note the notice of conclusion of audit, posted 27th October 2026.
f) To confirm the appointment of an Internal Auditor for 2026/2027
g) To discuss and approve moving the @northawcuffley-pc.gov.uk email to an integrated Microsoft 365 Business Basic solution, with the current PC IT support contractor.
    i. Delegated authority to be given to the Clerk to manage the project;
    ii. Approval of a budget of up to £2,000 for the subscriptions, managed transfer, integration, and support.

**26/27-52 COMMUNITY GRANTS**

To review the provided Grant Application Policy for Community Grants 2026/27.
Applications to be reviewed at January 2027 meeting.

**26/27-53 COUNCIL DOCUMENTATION REVIEW**

To review, and adopt the following:

a) Volunteer expenses policy
b) IT Policy
c) Lost Property Policy
d) Unreasonable behaviour policy
e) Memorial trees and benches policy
f) Co-option Policy and Notice

**26/27-54 BUDGET 2027/28**

a) Approval for an additional Full Council meeting to be held on Thursday, 10th December 2026 at 10.00am in the Parish Council Offices to finalise the budget and precept demand for 2026/2027.
b) To review the provided budget report and discuss:
    i. budget codes and associated budget allocations;
    ii. ear marked reserves (EMR) levels for financial year 2027/28, amendments to be returned to the council meeting in December 2026 for final approval;
    iii. considerations for car park charges and lease charges for financial year 2027/28, amendments to be returned to the council meeting in December 2026 for final approval.
c) To review the proposed budget and associated Precept demand for financial year 2027/28, with amendments to be returned to the council meeting in December 2026 for final approval.

**26/27-55 PARISH ADMINISTRATION**

To note a verbal or written report from the Clerk to include the following items for debate, discussion and instruction as required:

a) To note the contents of the verbal Clerk report
b) To note any matters for report since the issue of this agenda – items will be for information only and no decisions other than to agenda an item for future discussion

**26/27-56 QUESTIONS FROM THE PUBLIC**

Time permitting and at the Chair's discretion members of the public may ask a question on the business discussed.

**26/27-57 STAFFING**

To discuss the staffing report and resolve matters relating to the immediate and ongoing staffing requirements of the Council.

Council are recommended to resolve under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and public and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

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The below list of papers were all issued with the summons to all Councillors and have been placed on the Parish Council website at https://northawcuffley-pc.gov.uk/ unless otherwise stated.

All papers issued have been reviewed and approved for issue by the Parish Clerk/RFO.

26/27-50 DRAFT NCPC Minutes 090926
26/27-50 DRAFT NCPC Minutes 211026 (redacted)
26/27-51a September Payments (redacted)
26/27-51a October Payments (redacted)
26/27-51b PKF invoice for EA
26/27-51d
26/27-51d HT0077 Final EA Report and Certificate 25-26
26/27-51d HT0077 IS3
26/27-51e HT0077 25-26 NCPC Notice of conclusion of audit
26/27-51f HIAS Terms of Reference 26-27 (confidential – issued to Councillors' only)
26/27-51g NCPC Microsoft 365 Proposal (confidential – issued to Councillors' only)
26/27-52 Grant Application Form 2026 – 2027
26/27-53a NCPC Volunteer Expenses Policy v1 (2026)
26/27-53b NCPC IT Policy 2026 – 2027
26/27-53c NCPC Lost Property Policy (for review October 2026)
26/27-53d NCPC Unreasonable Behaviour Policy (for review October 2026)
26/27-53e NCPC Memorial Benches and Trees Policy (for review October 2026)
26/27-53f NCPC Cooption Policy and Application Form (Final)
26/27-54a REPORT TO COUNCIL - Budget Paper (confidential – issued to Councillors' only)
26/27-54a 2026-27 NCPC Budget Spreadsheet EMR and Precept calculations 2027-28 v3 (confidential – issued to Councillors' only)
26/27-57 REPORT TO COUNCIL - Staffing Paper (confidential – issued to Councillors' only)