

BERKHAMSTED TOWN COUNCIL

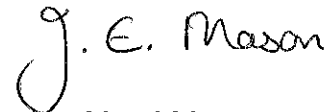
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Civic Centre
161 High Street
Berkhamsted
Herts
HP4 3HD

17 January 2017

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that a meeting of **Berkhamsted Town Council** will be held in the Council Chamber, Civic Centre, Berkhamsted on **Monday 23 January 2017 at 7.30 pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.



Mrs J Mason
Town Clerk

MEMBERS:

Councillors T Ritchie – Town Mayor
Mrs C Green – Deputy Mayor
A Armytage
J Ashbourn
S Bateman
S Beardshaw
D Collins
E Collins
G Corry
F Earl
P B Matthews
B Newton
Dr I M Reay
G Stevens
G Yearwood

MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

FC 01/17 Apologies for absence

To receive apologies for absence.

FC 02/17 Declarations of Interest

To receive declarations of interest regarding items on the agenda.

FC 03/17 Minutes of Last Meeting

To receive and approve the minutes of the Meeting of the Full Council held on 19 December 2016.

FC 04/17 Town Mayor's Communications

Rt Hon David Gauke MP's 12 January 2017 letter responding to the Town Clerk and Town Mayor's 21 December 2016 letter objecting to Herts Valley CCG's decision not to establish a new hospital. (Attached.)

To consider whether any further action is required.

FC 05/17 Public Participation

To suspend Standing Orders to allow any member of the public present to speak.

STANDING COMMITTEES

To receive and adopt the minutes of the:

FC 06/17 Town Planning Committee

Held on: * 3 January 2017

FC 07/17 Finance & Policy Committee

Held on **16 January 2017

*Previously circulated

**To follow

FINANCIAL MATTERS

FC 08/17 Estimates of Income & Expenditure 2017/18

To approve the Budget for 2017/18 (FP 08/17 refers – papers attached)

FC 09/17 Precept 2017/18

To set and approve the Town Council Precept for 2017/18 (paper attached).

FC 10/17 Investment Strategy 2017/18

To **RESOLVE** that the Investment Strategy set out in the attached paper be adopted by the Town Council and that the Town Clerk be authorised to implement the actions proposed at the earliest opportunity.

FC 11/17 Internal Audit

- i. To **receive and adopt** the interim internal audit report arising from the auditor's 5 December 2017 visit. (FP 09/17 refers).
- ii. To appoint two Councillors to undertake a review of internal audit and report their findings at the Annual Meeting of the Town Council. (Paras 4.21 – 4.26 "Governance and Accountability – A Practitioner's Guide March 2016" refer.)

GENERAL POWER OF COMPETENCE

FC 12/17 To **RESOLVE** that the Town Council, in accordance with the Localism Act 2011, Section 8, as set out in the Statutory Instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, has met the following criteria:

- more than two thirds of the members of the Council have stood for election
- the Clerk holds the Certificate in Local Council Administration (CiLCA) and will use the Power of Competence to the next ordinary election in 2019, when it must resolve that it meets the eligibility criteria to continue to be an eligible parish council.

FC13/17 To **RESOLVE** that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

FC 14/17 Civic Centre Lease – January 2016 for a four year term

- i. To **receive** an update from the Town Clerk on the clarification she had sought from DBC regarding clause 15 of the lease "Joint and several liability" (FC 121/16 refers).
- ii. To **RESOLVE** that the Town Mayor and Cllr G Stevens be authorised to sign the lease on behalf of the Town Council.

JEM 17017



HOUSE OF COMMONS

LONDON SW1A 0AA

Mr Tom Ritchie
The Civic Centre 161 High Street
Berkhamsted
Hertfordshire HP4 3HD

12 January 2017

Our Ref: DG/01/09

Dear Tom,

Many thanks for your letter of 21 December 2016 setting out Berkhamsted Town Council's objections to the decision by Herts Valleys Clinical Commissioning Group ('the CCG') to rule out closing Watford Hospital and establishing a new hospital serving West Hertfordshire based near the A41/M25 junction.

I appreciate the concerns raised by the Town Council as to the location of Watford Hospital. Given the geography of my constituency, there are a range of views amongst my constituents as to the best location for the principal hospital in West Hertfordshire. However, it has always been my position that, were we starting with a blank canvass, the current Watford location is not ideal. For this reason, in conversations with the CCG, I have made it clear to them that I was supportive of looking at alternative options, including a new greenfield site.

The CCG has concluded that such an option would not be viable. I have raised the concerns of a number of Berkhamsted residents with the CCG and will let you have a copy of the CCG's response.

I suspect that the CCG has two major concerns about the greenfield option. First, it is likely to be significantly more expensive than other options such as redeveloping the existing Watford site. There is no guarantee that a new site would be affordable. Second, it is very unlikely that there would ever be a public consensus in favour of such a reconfiguration.

Both these concerns have resulted in the CCG concluding that there is a risk that, after the expenditure of a great deal of time and money, it would be unlikely to deliver such a radical change. The consequence of this would be that several years will have been wasted which might otherwise have been used to deliver improvements to the existing facilities.

You also mentioned the closure of Gossoms End. As you will know, I have been in correspondence with the Herts Community NHS Trust to urge them to explore ways in which this facility could be well used to benefit residents of Berkhamsted and surrounding areas.

Yours sincerely,

David Gauke MP

House of Commons, London SW1A 0AA
Tel: 020 7219 4459 Fax: 020 7219 4759 Surgery Appointments: 01923 771781
email: david@davidgauke.com Website: www.davidgauke.com

BTC Income Expenditure Current Financial Year

2016-2017

	Actual 2014/15	Budget 2015/16	Actual to 31-Mar-16	Budget 2016/17	Actual 31-Dec-16	Predicted Income (JM)	Budget Less YTD	Proposed Budget F&P 16/01/17
INCOME								
0100 Precept	154,817	156,375	156,375	177,805	177,355	177,355	450	186,255
0150 Town Warden Grant	14,523	14,523	14,949	15,000	15,088	15,088		15,299
0660 DBC Noticeboards	2,101	450	450	450	450	450		-
0661 Cemetery/Churchyard	2,685	2,685	2,685	2,700	2,685	2,685		3,380
0950 Council Tax Advance Grant	5,794	4,314	4,315	3,493	3,493	3,493		3,138.00
Concurrent Services	25,103	21,972	22,399	21,643	21,726	21,726	(83)	21,817
2501 Community Infrastructure Levy* See Below	-	-	-	-	-	-	-	-
0200 Festival of Light Grants	6,057	6,000	6,000	6,000	6,000	6,000		6,000
0760 Festival of Light Income & Donations	240	-	280	200	1,180	1,500		500
Festival of Light	6,297	6,000	6,280	6,200	7,180	7,500	(980)	6,500
0600/05 Allotment Land Rent	7,111	6,800	7,080	7,100	7,229	7,413		8,160
0603 Allotment Income - Other	1,716	1,600	1,819	1,900	1,347	1,900		1,900
0610 Allotment Water Rates Income	180	-	170	200	70	170		170
0612-13 Water & Gate Key Sales (Prev incl deposits)	9,007	8,400	9,747	9,200	8,646	9,483	554	10,220
Allotment Income								
0675/6 YC Regular & Ad-Hoc Income	13,248	12,500	12,007	13,500	9,045	12,500		12,500
0677 YC Car Park Fees	1,374	1,375	1,375	1,400	458	458		
Lagley Meadow Youth Centre	14,622	13,875	13,382	14,900	9,503	12,958	5,397	12,500
0350/0768 Parish Paths Grant	(262)	-	1,080	1,000	-	800	1,000	1,000
0650 Fairground Rental	300	-	-	-	-	-	-	-
0400 Miscellaneous Income	-	-	-	-	70	70	(70)	-
0545-77 Bank Interest	3,106	5,000	3,399	3,000	596	600	2,404	600
Total Income	212,990	211,622	212,582	233,748	225,076	230,492	8,672	238,892
						98.61%	Check	8,672

Note On the advice of DCK Beavers Accountants visit Dec 16. They advised BTC not to include CL in the I&E Schedule. Advised to include in the Balance Sheet Below for information purposes.

2501 Community Infrastructure Levy

BTC Income Expenditure Current Financial Year

	Actual 2014/15	Budget 2015/16	Actual to 31-Mar-16	Budget 2016/17	Actual 31-Dec-16	Predicted Exp. (JM)	Budget Less YTD	Proposed Budget F&P 16/01/17
EXPENDITURE								
7000/04 Staff Salary Costs	76,880	77,704	84,526	104,000	73,525	100,000		103,000
7001 Travel & Subsistence	-	100	1,680	250	6	250		250
7002 Staff Training	-	200	305	500	-	500		500
7005 Town Warden Transport	581	730	543	750	726	800		1,000
7006 Town Warden Other	355	200	128	200	72	150		200
7010 3rd Party Costs	14,700	18,200	13,808	1,500	1,446	1,900		1,610
7020 Salary Administration	436	480	394	500	523	1,000		600
7003 Staff Recruitment Costs	735	787	787	-	-	-		500
Support Services	93,687	97,614	102,171	107,700	76,298	104,600	31,402	107,660
7050 Office Rent/Rates	14,923	15,000	15,408	16,500	15,082	19,429		19,429
7051 Room Hire	51	200	-	200	70	140		150
7052 Computing Costs	10,845	10,500	10,624	10,500	9,024	13,453		10,500
7054 Stationery	678	800	792	700	502	700		700
7057 Miscellaneous	-	-	7	50	5	50		50
7058 Insurance	2,122	2,162	1,827	2,500	3,022	3,022		3,100
7059 Subscriptions	2,213	2,400	2,512	2,400	2,459	2,500		2,700
7060 Catering Supplies	96	100	75	100	79	102		150
7061 Repairs	-	-	-	500	41	100		200
7062 Telephones	428	430	426	500	251	400		400
7063 Photocopier Costs	1,090	800	470	500	313	450		450
7064 Annual Maintenance Contracts	1,008	500	553	600	50	650		650
7065 Postage	1,021	600	635	500	536	700		700
NEW Office Cleaning	-	-	-	750	-	750		1,000
Office/Admin Facilities	34,475	33,492	33,329	36,300	31,434	42,446	4,866	40,179
7750 Authorised Transactions - Staff & Related	-	-	25	-	-	-		-
7100 Training	35	60	310	150	70	150		200
7101 Travel & Subsistence	62	60	250	150	18	100		150
Councillors' Costs	97	120	560	300	88	250	212	350
7150 Audit Fees	1,329	1,330	2,307	1,350	378	1,350		1,500
7151 Bank Charges	146	100	172	100	160	200		150
7153 Legal Fees	-	500	-	750	921	2,000		3,000
Financial and Legal	1,475	1,930	2,479	2,200	1,459	3,550	741	4,650
7160 DBC noticeboard expenses	2,112	450	-	450	-	-		3,500
7161 DBC Churchyard/Cemetery Grass Cutting	2,680	3,380	2,730	3,500	2,685	3,500		3,500
DBC Delegated Functions	4,792	3,830	2,730	3,950	2,685	3,500	1,265	3,500
7250/7755 Grant Awards	6,181	7,500	1,600	7,500	4,312	6,000		7,500

BTC Income Expenditure Current Financial Year

	Actual 2014/15	Budget 2015/16	Actual to 31-Mar-16	Budget 2016/17	Actual 31-Dec-16	Predicted Exp. (JM) 31-Mar-17	Budget Less YTD	Proposed Budget F&P 16/17 2017-18
EXPENDITURE								
7300 Improvements	1,661	2,000	2,800	2,000	75	2,245		2,500
7303 Water Supply Charges	1,082	1,400	1,174	1,400	551	1,200		1,500
7304/07 General Expenses	521	300	500	300	160	300		300
7306 Annual Maintenance Costs	1,935	2,255	1,858	2,250	2,819	3,000		2,250
7308 Legal Fees	-	-	-	-	-	-		-
7309 Allotment Software Support	636	450	445	450	451	451		500
7794/5 Allotment Key Refunds	12	-	22	-	10	10		10
NEW Projects								
Allotments	5,847	6,405	6,799	6,400	4,066	7,206	2,334	7,060
7350 Mayoral Expenses	497	750	610	750	312	600		600
7351 Mayor's Civic Function Costs	3,147	2,500	2,459	2,500	2,552	2,552		2,700
Civic Activities	3,644	3,250	3,069	3,250	2,864	3,152	386	3,300
7450/70 Website, Publicity & Advertising	826	700	406	1,200	-	700		1,200
7460 Public Meetings/ATM	8	300	-	300	3	100		300
Publicity and Promotion	834	1,000	406	1,500	3	800	1,497	1,500
7500 Christmas Festival of Lights	9,632	9,000	8,403	9,000	9,105	13,500		17,500
7530 War Memorial Maintenance	4,480	-	-	-	-	-		-
7535 World War 1 Commemoration (\$137 Payment)	227	-	-	-	-	-		-
7575 Swan Youth Projects	12,500	12,500	12,500	12,500	9,375	12,500		12,500
7690 PCSO Funding	14,250	14,250	14,250	-	-	-		-
NEW Astro Turf								6,000
Projects	41,089	35,750	35,153	21,500	18,480	26,000	3,020	36,000
Civic Garden Maintenance (Church & Flowerbeds)	1,367	1,300	911	1,500	539	1,000		1,500
7552 Hanging Baskets	2,200	-	-	-	-	-		-
7555 Planters	8,272	2,200	1,680	2,500	-	2,200		2,500
NEW New Streetscape Strategy	-	5,000	-	5,000	-	-		-
NEW Town Centre Improvements (BforB)	-	5,000	-	5,000	-	-		-
Environmental Projects	11,839	13,500	2,591	14,000	539	3,200	13,461	4,000
7008 Caretaker Salary	4,492	4,713	4,543	4,850	3,595	4,900		5,000
7576 Lease/Rent & Rates	3,314	3,250	3,372	3,500	3,385	4,000		4,000
7577 YC Insurance Costs	-	100	100	250	-	250		250
7578 Utility Costs	2,627	2,600	2,906	2,600	1,545	2,600		2,700
7579/(81) Maintenance/Refurbishment	1,593	2,500	1,858	2,750	2,214	3,000		2,750
7580 Consumables	469	200	282	500	106	250		250
Lagley Meadow Youth Centre	12,495	13,363	13,061	14,450	10,845	15,000	3,605	14,950

BTC Income Expenditure Current Financial Year

	Actual 2014/15	Budget 2015/16	Actual to 31-Mar-16	Budget 2016/17	Actual 31-Dec-16	Predicted Exp. (JM) 31-Mar-17	Budget Less YTD	Proposed Budget F&P 16/01/17 2017-18
EXPENDITURE								
7642 Highway/Canal Towpath/Cobbles	20,495	19,000	14,745	12,500	-	-	-	1,000
7675/7785 Parish Paths Partnership Expenditure	438	-	370	500	-	800	-	500
Highway/Footpath Projects	20,933	19,000	15,115	13,000	-	800	13,000	1,500
7779 Election Costs	6,921	4,000	18,677	-	-	-	-	4,000
NEW Election Reserve Funds								4,000
7780 Office Equipment	3,825	-	702	-	325	325	-	200
7780 Allotment Software	3,825	-	-	-	-	-	-	-
Asset Renewals			702		325	325	(325)	200
TOTAL EXPENDITURE	248,134	£240,754	238,467	232,050	153,398	216,829	78,652	240,349

Note On the advice of DCK Beavers Accountants visit Dec 16.
They advised BTC not to include CIL in the I&E Schedule.
Advised to include in the Balance Sheet
Below for information purposes.

NEW Dellfield Play Area

93.44%

-

Berkhamsted Town Council
Full Council Meeting
23 January 2017

Item FC09/17
Precept 2017/18

The Town Council is asked to set the precept demand for the year 2017/18.

1. DBC Funding Proposals and Tax Base 2017/18 for Berkhamsted

The tax base agreed by the DBC Cabinet on 13 December 2016 for Berkhamsted is 8,405.6.

The grant towards warden expenditure is £15,298.8 and for Council Tax Support is £3,138. The grant towards concurrent services is £3,379.87 (this will be £3,624.73 in 2018/19 and £3,869.60 in 2019/20).

The precept proposed in the budget is £186,255. This would indicate a band D equivalent rate of £22.16 for the year 2017/18. (2016/17 proposals indicated a Band D Equivalent of £21.42.)

2. Projected Reserves 31 March 2017 and 31 March 2018

On the basis of this budget and the predicted outturn figures for 31 March 2017 the Town Council's reserves at the end of the current year and the year ending 31 March 2018 estimated as follows:

010416 Opening balance	£	254,612.00
Income 2016/17	£	230,492.00
CIL Payment (balance sheet)	£	8,130.00
Expenditure`2016/17	-£	216,829.00
310317 Closing balances/reserves	£	276,405.00
Income 2017/18	£	238,892.00
Expenditure`2017/18	-£	240,349.00
310318 Closing balances/reserves*	£	274,948.00

{*CIL payments not yet know. Could be in the region of £20,000 depending on the level of development.}

Reserves are currently earmarked into the following categories:

General Reserves; Election costs; Alan Dickman Trust Fund; Fixed Asset Renewal Fund; Allotment Reserve Fund.

The Town Clerk will be undertaking a review of the asset register and the allocation of earmarked reserves for approval at the next Full Council meeting.

3. Precept decision

The Council is asked to

- i. note the grant figures set out in paragraph 1;
- ii. approve the precept figure proposed for 2017/18 - £186,255
- iii. ask the Town Clerk to advise Richard Baker, DBC's Group Manager (Financial Services) of the precept decision by returning the Parish Precept form, which will be signed at the meeting on 23 January 2017.

Berkhamsted Town Council
Investment Strategy
Full Council 23 January 2017
Item FC10/17

1 Background

In March 2011 the Secretary of State for Communities and Local Government issued Guidance on Local Government Investments which applies to all local authorities including parish and town councils with investments exceeding £10,000.

The preparation each year of an investment strategy is central to the Guidance which encourages the formulation of prudent investment of the funds that authorities hold on behalf of their communities. The strategy must be approved by the Full Council.

2 Definition of a prudent investment policy

The Guidance defines a prudent investment policy as having two objectives, achieving first of all security and then liquidity. Yield can be obtained as long as its achievement is consistent with those priorities. This definition is informally expressed as

Security – Liquidity – Yield in that order!

3 Policy statement

Berkhamsted Town Council's Investment Strategy, set out in the following paragraphs, will adhere to the above definition by identifying the procedures for monitoring, assessing and mitigating the risk of loss of invested sums and for ensuring that such sums are readily available for expenditure whenever possible. The Town Council will adopt a risk adverse approach to investment.

4 Investment Risk and the Financial Services Compensation Scheme

Under the Financial Services Compensation Scheme, large companies and small local authorities (such as a parish and town councils) now benefit from FSCS protection following a change in the law in 2015. FSCS will provide cover up to the new limit of £85,000 per investment institution (increase from £75,000 announced January 2017). Wherever possible steps will be taken to minimise the amount of funds lodged with each institution to avoid breaching these limits so spreading the risk.

Investments will only be made with those organisations which provide FSCS protection to the Town Council. Any change to this position would have to be agreed by a resolution of the Full Council.

5 Investment Security

The Town Council will make specified investments only as long as the body in which the investment is made is covered by the FSCS protection described in 4 above. The Guidance states that an investment is a specified investment if all of the following apply:

- a) the investment is denominated in sterling and any payments or repayments in respect of the investment are payable only in sterling;
- b) the investment is not a long-term investment i.e. with a maturity of no more than a year;
- c) the making of the investment is not defined as capital expenditure by virtue of regulation 25(1)(d) of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146 as amended];
- d) the investment is made with a body or in an investment scheme of high credit quality; or with one of the following public-sector bodies: (i) the United Kingdom Government (ii) a local authority in England or Wales (as defined in section 23 of the 2003 Act) or a similar body in Scotland or Northern Ireland (iii) a parish council or community council.

Non-specified investments (i.e. those not meeting the definition above) will not be made by the Town Council.

6 Investment Liquidity

Investments will be arranged to ensure that the Town Council has the necessary funds available at the appropriate time to meet its financial obligations and contingencies.

7 Town Council's Investment Position at 31 December 2016. April 2017 projected figures, following receipt of funds (precept, Town Warden and Concurrent services) from DBC shown in italics.

Institution	Account and Number	Balances £ at 31 December 2016*and April 2017	Interest Rate Paid**	Term	Access	Penalty
NatWest	Current Account 51807106	100.00 (319.90 outstanding receipts) <i>100</i>	NA	NA	Sterling paper-based payments by the end of the third business day	NA
NatWest	Special Interest	125,897.88		NA	Sterling paper-	NA

	Bearing Account 64044769	275,924			based payments by the end of the third business day	
Shawbrook	100 Day Notice Business Account 25115654	83,821.81 <i>83,821.81</i>		NA	100 days	Loss of interest
Santander	Business Everyday Saver	40,367.38 40,370.40	With effect from 1 November 2016 0.10%	NA	"Instant access"	NA
Saffron Building Society	1 Year Corporate Tracker Account 80272714	82,419.12 84,000 <i>(to be confirmed and if renew)</i>	With effect from 1 September 2016 0.75%	Matures 9 February 2017	"Instant access" no penalty	NA
Total		332,286.29 484,216.21				

[* Does not include £135.95 petty cash]

[**NB There is a possibility that in the future, because global interest rates remain at a very low level, dependent on future market conditions, this could result in banks charging account holders interest on credit balances.]

8 Proposed actions to increase the number of investments and spread the risk

The amount of cash in the Nat West account leaves the Town Council open to losses of any deposits in excess of £85,000 if the bank were to collapse. It is therefore proposed that the following actions be implemented:

- a. Open a fixed rate 1 year Business Saver Bond with the Nationwide Building Society. Invest £85,000. Current interest rate 0.65%.
- b. Increase the amount invested with Santander by £45,600 to just under £85,000.
- c. Renew the Saffron Building Society 1 Year Corporate Tracker Bond.
- d. Open an Easy Access Councils' Saver Account with the Cambridge Building Society. Invest £45,000. Interest rate 0.15%.
- e. Each new account will have two councillor signatories (plus an officer).

This would reduce the amount of funds with Nat West by £175,600 leaving a balance in the region (depending on the final audited year end balances) of £100,324. The Town Clerk and Finance Officer will review balances throughout the year and make transfers from the easy access accounts to ensure cash flow requirements are met. Easily accessible funds would total £215,000. All accounts carry FSCS protection

Transactions between accounts will be reported to the next available F & P or Full Council meeting.

The Strategy will be reviewed annually or as required by changing circumstances or legislation.

The Town Council is asked to approve the Investment Strategy and the proposed actions set out in paragraph 8.