

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of the

BERKHAMSTED TOWN COUNCIL

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 18 December 2017 at 7.30 pm

PRESENT:

Councillors S Beardshaw (Deputy Mayor, Chairing)

A Armytage

S Bateman

E Collins

G Corry

F Earl

J Jones

P Matthews

B Newton

Dr I M Reay

T Ritchie

G Stevens

G Yearwood

OTHERS PRESENT:

Mrs J Mason, Town Clerk

1 member of the public.

FC 112/17 To receive **apologies for absence**

These were received from Cllr Mrs C Green (Town Mayor) and Cllr D Collins.

FC 113/17 To **receive declarations of interest** regarding items on the agenda.

None

FC 114/17 To approve the **minutes of the last meeting** held on 11 December 2017

The minutes were approved as a correct record and were duly signed as such by the Deputy Mayor.

FC 115/17 **Town Mayor's Communications**

- (i) Cllr E Collins' summary of proceedings - Ashridge Estate Committee Annual General Meeting 11 October 2017.

- (ii) Boundary Commission for England - Eastern Revised Proposals Summary
- (iii) NALC Newsletter – 23 November 2017
- (iv) School Admissions Consultation 2019/20
- (v) Message from the PCC about future issuing of monthly newsletters to Town and Parish councils.
- (vi) CDA Herts eBulletin November 2017
- (vii)** Welcome to the December edition of Public Health eNews - a newsletter from Hertfordshire Public Health Service
- (viii) The Hospice of St Francis - January news
- (ix) Feeling Festive in the Chilterns – Chiltern Society Information

FC 116/17 Public Participation

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

The Deputy Mayor suspended standing orders to allow Pdraig Dowd to speak in his capacity as Treasurer of the Swan Youth Project. The Project provides an after school facility for the young people of Berkhamsted where they can find refuge and meet with friends or youth workers in a safe environment. Other services provided include counselling, advice on health issues, CV preparation and away days. The aim is help people become healthy and happy adults.

Mr Dowd thanked the Town Council for its annual grant of £12,500, which forms a major component of essential core funding. He hoped that the Council might be able to increase its level of support because funding from other sources had decreased significantly over recent years. It was noted that DBC contributes £5,000 a year.

There was a constant short fall between overheads and core funding and Trustees attempted to fill the gap by applications to trusts, grant bodies and other organisations. In the current year an initiative to engage with parents had been undertaken. However, the deficit continued and would cause serious problems within two years. During a discussion it was noted that young people attending are drawn primarily from Berkhamsted but some also come from Chesham, Hemel Hempstead and Tring. Funds towards running costs are needed and a recurring issue in making applications is that funding providers want to sponsor specific projects rather than day-to-day expenditure.

It was suggested that Mr Dowd might approach the business community in Berkhamsted via the Chamber of Commerce together with other Parish and Town Councils. Additionally, it might be possible to apply to local charities such as Berkhamsted Parochial Charities. The Town Clerk would be able to provide Mr Dowd with contact details.

The Deputy Mayor thanked Mr Dowd and standing orders were reinstated.

STANDING COMMITTEES

The following minutes were **received and adopted**:

FC 117/17 Town Planning Committee

Held on: 9 October 2017
 30 October 2017
 20 November 2017
 11 December 2017

Cllr Armytage outlined key points from each meeting including a further application to build on the site at 26 Station Road; a presentation made on behalf of developers regarding land adjacent to Blegberry Gardens; proposed development in the Green Belt at Haresfoot Grange and the yet to be resolved application to house William I's bust in a window niche at the Great Hall at Berkhamsted School.

FC 118/17 Transport & Environment Committee

Held on: 16 October 2017
 13 November 2017

Cllr Beardshaw outlined key points from each meeting. In particular, the adverse impact on much valued events in the Town arising from the merger of Berkhamsted and Tring Lions Clubs; the anticipated planting of replacement trees in the High Street and the National Trust's plans to improve parking facilities at the Ashridge Estate. It was also reported that DBC's sports centre contract had been awarded although only one viable tender had been received. Regarding obstructive parking at Hilltop Road Cllr Reay was pleased to report that he had allocated money for double yellow lines to be installed in 2018/19.

FC 119/17 Finance & Policy Committee

Held on 4 December 2017

Cllr Newton referred to the success of the Festival of Light and recent discussions at the Lagley Meadow Sub Committee. In addition, a number of other matters had been carried forward to this agenda (see below).

WORKING GROUPS

FC 120/17 CARP

Next meeting is 10 January 2018.

FC 121/17 Allotment Management Team

The minutes of the meeting held on 6 November 2017 were **received and adopted**.

FC 122/17 Castle Site Working Group

To **receive** an update following the meeting held on 6 December 2017.

Cllr Matthews advised that although this group reports to T & E Committee, the next meeting of which is on 29 January 2018, an update to Full Council in advance of that meeting was appropriate.

Two meetings had been held on 6 December. The first was the Castle Site Working Group followed immediately by the Castle Liaison Group. Cllr Matthews was pleased to report that BLHMS representatives had had further discussion with Mallinckrodt and steps were in hand to establish Berkhamsted Castle Trust which would receive the benefit of the land adjacent to the main site together with some funds to cover the cost of setting up the charity together with initial improvements such as tree work and fencing. It was expected that the trustee body would replicate the membership of the Castle Liaison Group.

YOUTH MATTERS

FC 123/17 Swan Youth Project

It was **noted** that a meeting arranged earlier between Cllrs Armytage, Newton D Collins and representatives from the Trustees had been postponed because of heavy snow. It was **agreed** that this should be rearranged with a view to making any resulting recommendations to the F & P meeting on 15 January 2018.

Cllr Matthews **undertook** to raise the issue of funding with the appropriate DBC officer (Eleanor Tweed).

FINANCIAL MATTERS

FC 124/17 Internal Audit Report

- (i) The internal auditor's report following his visit on 21 November 2017, previously discussed at the F & P Committee on 4 December 2017, was received and adopted (FP 82/17 refers);
- (ii) The resolution set out in that minute was endorsed;
- (iii) The Town Clerk was authorised to respond to the internal auditor confirming the above and the actions agreed (FP82/17 (iii) refers).

FC 125/17 Staffing matters

The resolutions set out in minute FP 88/17 (i) and (ii) of the 4 December 2017 meeting of the F & P Committee were endorsed.

FC 126/17 Land at Normandy Drive and Play Equipment

Cllr Ritchie advised that DBC had now registered the land which meant that discussions about the replacement of the play equipment could at last resume. The CIL Working Group had already indicated to DBC representatives that replacement equipment should be provided by DBC from their CIL or s106 budgets. Cllr Ritchie had also been pushing DBC to budget for the equipment's replacement as a matter of urgency and had arranged to meet Rob Cassidy on site the following day with the Town Clerk to discuss a way forward. A report back would be made in the New Year.

POLICY MATTERS

FC 127/17 Review of Standing Orders

It was **RESOLVED** that the standing orders circulated with the agenda be adopted incorporating the minor changes indicated. It was further agreed that the Support Services Group Terms of Reference should also be reviewed to remove reference to membership in 2015/16. The group would be asked to review this wording at a meeting to be called in the New Year. Furthermore, it was **agreed** that the Governance Working Party Terms of Reference should state that a minimum of one meeting per year should be held.

As a result of recent discussions between councillors and the Town Clerk, the opportunity was taken to remind members about the rules of debate and the need to address comments through the Chair. The role of the chair in deciding on points of order was also mentioned, in particular SO 26 (d) which states "The decision of the chair of a meeting as to the application of standing orders at the meeting is final".

FC 128/17 Review of Financial Regulations

It was **RESOLVED** that the Financial Regulations (forming appendix 4 of Standing Orders) be re-adopted pending any changes that may be notified in 2018.

FC 129/17 General Data Protection Regulations 2018

- (i) Following discussions at F & P on 4 December, a paper prepared by the Town Clerk setting out recommendations regarding the actions needed as a result of the above was **received**;
- (ii) Following a discussion the following it was **RESOLVED that** :
 1. In considering the available options for appointing a DPO and having accessed initial training on the new regime the Town Council should

consider the benefits of obtaining a third party assessment and the services of external DPO services.

2. The Town Clerk should make an expression of interest to The DPO Centre regarding the package negotiated by HAPTC for the review of current processes, the implementation of new systems and the provision of data protection officer services.
3. The Town Council should make the above expression of interest with a view to taking up the services of The DPO Centre to ensure compliance.
4. The Council should minute that HCC has been approached by HAPTC regarding the possible provision of the above services and the Town Clerk has similarly contacted DBC.
5. All councillors will need to develop their own knowledge in this area and will be provided with guidance and training to support this as and when it becomes available.
6. The Town Clerk will report back on the above and any further developments to F & P on 15 January 2018.

FC 130/17 The meeting closed at 8.45 pm.

Signed.....

Date.....