

# BERKHAMSTED TOWN COUNCIL

Minutes of a meeting of the

## FINANCE & POLICY COMMITTEE

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 12 March 2018 at 7.30 pm

### MEMBERS PRESENT:

Councillors B Newton (Chair)  
E Collins  
J Jones  
T Ritchie  
G Stevens  
G Yearwood

Ex-officio: Cllr Mrs C Green, Town Mayor

### ALSO PRESENT

Councillors Cllrs D Collins and G Corry  
Officer Mrs J Mason, Town Clerk  
3 members of the public

### FP 15/18 Apologies for absence

These were received from Cllr S Bateman.

### FP 16/18 Declarations of interest regarding items on the agenda

Cllrs J Jones and T Ritchie declared personal interests in FP 20/18 (i), grant application from Northchurch United charities, because they were both trustees of the charity.

Cllr Mrs C Green declared a personal interest in FP 20/18 (ii), grant application from Berkhamsted Cycling Club, because Mr M Gower had spoken to her about the cycling festival.

### FP 17/18 Approval of the **minutes of the previous meeting** held on 15 January 2018

The minutes of the meeting held on 15 January 2018 were approved as a correct record and were duly signed as such by the Chair.

### FP 18/18 Chair's Communications

The following items had been received:

- (i) HAPTC Bulletin 9 February
- (ii) Chiltern Society eNews – February 2018
- (iii) NALC Newsletter – 27 February 2018
- (iv) CDA Herts eBulletin February 2018
- (v) Thank you letter from Chair of 1066 Club and Partially Sighted thanking the Town Council for its recent £500 grant.

**FP 19/18 Suspension of Standing Orders to allow public participation**

It was **RESOLVED** that standing orders should be suspended during the course of the meeting to enable members of the public to speak.

**FINANCIAL MATTERS**

**FP 20/18 Grant Applications**

- (i) Northchurch United Charities: Application for £450 towards funds that enable community groups to provide support to those who are disabled or socially disadvantaged due to age, health or personal circumstances.

During discussions it was established that NUC contributes a large proportion of its funds to groups in Berkhamsted itself. Cllr G Stevens proposed and Cllr C Green seconded that a grant of £450 be awarded. This was **RESOLVED** unanimously.

- (ii) Berkhamsted Cycling Club: Application for £800 to meet the cost of paramedics and toilet hire at the Berkhamsted Festival cycle event on 24 June 2018.

It was **RESOLVED** that a grant of £800 be awarded. It was also suggested that the organisers might contact the Rotary Club to compare event costs.

- (iii) VICTA Children Ltd: Application for £1,000 made on behalf of a group of local families based in Berkhamsted. VICTA is a charity that helps and supports families and those registered as partially sighted or blind aged between 0-29. The group is raising other funds for VICTA by running the London Marathon.

The Chair suspended standing orders to enable members of the public to speak. Ms A Dewar recounted the invaluable help VICTA had given to a young family member who had lost her sight because of two brain tumours. Support could include provision of computers with braille displays, computer software, access to school initiatives, family days and outings with other children, for example, to the Natural History Museum. More than five families had been supported in Berkhamsted and the group hoped that by raising awareness of the charity's work more would come forward seeking help. It was explained that the charity was nationwide and the local branch was based in Milton Keynes.

The Chair reinstated standing orders and the meeting resumed.

Committee members agreed that the charity was a very worthy cause. However, there were shared concerns surrounding the need for assurances that any grant paid would be used to support Berkhamsted residents.

It was **RESOLVED** therefore that the Town Clerk should obtain the appropriate contact details at VICTA from Ms Bleazard and then write asking for guarantees that donations could be ring-fenced for use in Berkhamsted. The application would then be reconsidered in the light of the response to such a letter.

**FP 21/18 Income and Expenditure including Receipts and Payments Schedule**  
(Both reports are issued in advance of the month end reconciliation)

- (i) The **Income and Expenditure and Variance Analysis** at 28 February 2018 was **noted and approved**.
- (ii) The **Receipts and Payments Schedule** for the period 1 January 2018 – 28 February 2018 has been sent to Cllrs B Newton and G Stevens for scrutiny who advised that they had no queries to raise. The schedule was therefore **approved**.

**POLICY MATTERS**

**FP 22/18 General Data Protection Regulations**

- (i) To receive an update from the Town Clerk following the discussions at Full Council on 18 December and subsequent information received from NALC

Further information had been received from NALC. Unfortunately the Regulations had not been disapplied in the sector and previous advice that town/parish clerks should not act as Data Protection Officers because of possible conflicts of interest was confirmed. The consultants procured by HAPTC (DPO) would be contacting those Councils that had expressed an interest in using their services with a view to formalising the contract. As agreed at Full Council on 18 December the Town Council had expressed an interest.

- (ii) To receive any further recommendations

The Town Clerk recommended that the Town Council should appoint DPO to work with her to set up the policies and procedures to ensure compliance by 25 May 2018 and for DPO to act as the Town Council's Data Protection Officer. A total of £7,200 had been budgeted in 2018/19 for this purpose. She further suggested that the role and resourcing of Data Protection Officer duties should be reviewed towards the end of 2018/19.

- (iii) It was **RESOLVED** that the recommendations set out in (ii) above be adopted. The Town Clerk was therefore authorised to make the necessary arrangements with DPO.

**FP 23/18 Town Council Newsletter**

- (i) Arising from a suggestion made by Cllr D Collins it was **agreed** that the Town Council should produce two newsletters a year for circulation to residents/businesses;
- (ii) It was **agreed** that two issues a year should be produced; one in spring and the second in autumn. The first issue would be September/October 2018. Because of the elections in May 2019 the spring 2019 edition would be scheduled for late May/early June;
- (iii) Based on figures obtained from local suppliers a **budget of £3,500** per year was **agreed** for printing and distribution twice a year as set out above. However, In 2018/19 only 50% of this amount would be utilised because the May/June 2019 edition will fall in the financial year 2019/20. In the meantime it was further agreed that the Town Clerk would contact other suppliers and compare costs.
- (iv) To discuss and agree the procedure for drafting, editing and agreeing the content.

It was **agreed** that a Newsletter Working Group should be set up. Cllrs F Earl, D Collins, E Collins and T Ritchie were nominated as members. The Town Clerk would ask those councillors not present if they would be interested in joining. Membership would be finalised at the next Full Council meeting on 16 April 2018.

**FP 24/18 EXCLUSION OF PRESS & PUBLIC**

It was **RESOLVED** 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.

**Annual Town Meeting**

**FP 25/18 To discuss arrangements for awards and tributes**

The Town Clerk confirmed that arrangements were in hand for the Civic Award. Councillors were asked to consider making a presentation to the Lions Club of Berkhamsted to thank members for their long and distinguished service to the community.

It was **RESOLVED** unanimously that the Town Mayor should make a short speech of thanks and present an appropriately engraved glass trophy. It was further proposed and **agreed** that a bench dedicated to the Lions should be installed in the Town centre and that a plaque would be installed next to the

defibrillator thanking the Lions for donating it to the Town. The Town Clerk will advise the president of the Lions and progress other arrangements as necessary.

**FP 26/19      Close of meeting**

The meeting closed at 8.43pm.

**Signed.....**

**Date.....**