

BERKHAMSTED TOWN COUNCIL

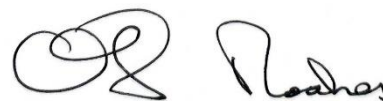
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161 High Street
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17 November 2020

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that a meeting of **Berkhamsted Town Council** will be held on **Monday 23 November 2020** at **7.30 pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend. The meeting will be conducted virtually via Zoom.



Mr Tony Noakes
Town Clerk

MEMBERS:

Councillors G Stevens (Town Mayor)
G Corry (Deputy Mayor)
A Armytage
S Cloughton
W Conian
P de Hoest
P Fisher
R Freedman
M Hardinge
J Jones
A Peeler
T Porter
N Taylor
P White
N Woolner

Members of the public are invited to attend all meetings of the Town Council and it has put in place procedures to facilitate this for virtual meetings.

Anyone wishing to attend this meeting of Full Council should contact the Town Clerk for the meeting log in details. Email townclerk@berkhamstedtowncouncil.gov.uk and confirm your name, your address in Berkhamsted and details of any items on the agenda you wish to

speak about. The cut off point for requests to join the meeting is **midday on 23 November 2020**.

OPENING MATTERS AND GOVERNANCE

FC 143/20 To receive **Apologies for Absence**

FC 144/20 To **receive declarations of interest** regarding items on the agenda

FC 145/20 **Minutes of the last meeting**

To receive and approve the minutes of the Berkhamsted Town Council held on 21 September 2020 and 3 November 2020 (previously circulated).

Full Council Minutes Actions – 7, 21 September and 3 November 2020

Reference	Action	Complete	Outstanding / Responsibility
109/20	Cllr R Freedman requested an update on the proposed redevelopment of the Sports Centre	✓	Town Clerk
111/20	Cllr A Armytage requested that the Swan Youth Project update was a standing item at FC	✓	Town Clerk
111/20	The Town Clerk to progress the recruitment of the 3 rd PCSO with Hertfordshire Police.	✓	Town Clerk
115/20	Internal Audit review	✓	Cllrs R Freedman & J Jones
117/20	Removal of previous Town Clerk from BTC Bank Mandates		Town Clerk
118/20	Progress High Street Parking changes with HCC	✓	Cllr W Conian & Town Clerk
120/20	Local Government Services Pay Agreement 2020-21	✓	Town Clerk
121/20	BTC Project Management Role JD and costs		Town Clerk
130/20	Full Council authorised the Town Clerk to arrange for the Deputy Clerk and Finance Officer to be added as signatories on all Town Council Account Mandates.		Town Clerk – Ongoing
131/20	Online Banking set-up and change to Financial Regulations.	✓	Town Clerk
141/20	Town Council support to local school pupils entitled to free school meals. Motion with amendments carried.	✓	Town Clerk

FC 146/20 Public Participation

To **suspend standing orders** to allow any members of the public present to speak.

FC 147/20 Town Mayor's Communications

- (i) Berkhamsted Town Council's response to HCC's proposals for Unitary Council – Copy attached.
- (ii) The Mayor laid a wreath on the 8 November 2020, Remembrance Sunday, on behalf of the residents of Berkhamsted.

STANDING COMMITTEES

To **receive and adopt** the minutes of the:

FC 148/20 Transport and Environment Committee

Held on: 12 October 2020

FC 149/20 Town Planning Committee

Held on: 14 September 2020
5 October 2020
26 October 2020
16 November 2020 (minutes to follow)

FC 150/20 Finance & Policy Committee

Held on: 21 September 2020
19 October 2020

OTHER WORKING GROUPS & COMMITTEES

FC 151/20 Canal and Riverside Partnership

To **receive and adopt** the minutes of the Canal and Riverside Partnership Working Group held on the 9 November 2020 (to follow)

FC 152/20 Allotment Management Team

To **receive and adopt** the minutes of the Allotment Management Team meeting held on the 5 October 2020 (previously circulated).

FC 153/20 Swan Youth Project & Youth Town Council

To **receive** an update from Cllr Nicky Woolner.

POLICY MATTERS

FC 154/20 Climate Action Steering Group Terms of Reference

To **receive** and **ratify** the Climate Action Steering Group Terms of Reference which were approved at Transport and Environment on 12 October 2020 (papers included as a separate attachment).

FC 155/20 Local Plan Working Group 2020-2038 Terms of Reference

To **receive** and **ratify** the Local Plan Working Group 2020 – 2038 Terms of Reference which were approved at Town Planning on 5 October 2020 (papers included as a separate attachment).

FC 156/20 Employee Conduct, Capability, Grievance policy

To **receive** and **readopt** the Employee Conduct, Capability, Grievance policy and Procedure document (attached). This document was adopted at a meeting of Full Council on 19/12/2016 and has been reviewed and updated. It is next due for review in 09/2023 or when required by law, if earlier (papers included as a separate attachment).

FINANCE & GOVERNANCE

FC 157/20 Internal Audit review

- (i) To **receive** and **adopt** the review of the Internal Audit (papers included as a separate attachment).
- (ii) To **approve** the reappointment of the Internal Auditor for 2020/21.
- (iii) To **resolve** that Auditing Solutions Ltd, Clackerbrook Farm, 46 The Common, Bromham, SN15 2JJ be re-appointed as the Town Council's internal auditors for 20/21 and to **approve** the Town Clerk to confirm this in writing to Auditing Solutions.
- (iv) To **note** the proposed Interim Internal Audit date of the 03 December 2020.

FC 158/20 AGAR – Annual Accounts for the Year Ended 31 March 2020, Completion of Limited Assurance Review by PKF Littlejohn LLP (External Auditors).

- (i) To **receive**, **approve** and **accept** the signed Annual Governance and Accountability Return received under cover of the External Auditor's 25 October 2020 letter. These were previously circulated but are attached for ease of reference (papers included as a separate attachment).
- (ii) To **note** that the certificate, notice of conclusion of audit and full return with supporting documentation were published on 02 November 2020 on the website. The notice of conclusion of audit was placed on all Town Council notice boards and all papers made available for public inspection as set out on the notice of conclusion of audit. Public access to documents will be available for not less than five years.

- (iii) To **note** the auditor's opinion that on the basis of their review the information in the annual return is in accordance with proper practices and there are no other matters that have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

FC 159/20 Budget Preparation & Precept 2021/22 – initial draft

- i) To **consider** the initial draft budget proposals and precept demand for 2020/21 (to follow). These have been prepared pending the grant and tax base information from Dacorum, which are expected late November.
- ii) To **note** the proposed timeframe for the budget approval for 20/21, as follows:
 - a. Proposals will be put to Finance and Policy for further consideration on the 14 December 2020.
 - b. Consideration of final budget to be completed at Finance and Policy on the 04 January 2021.
 - c. Final budget and precept to be approved at January FC meeting (11 January 2021).

FC 160/20 Online Banking Set-up and procedures

FC 161/20 Use of Electronic Signatures

FC 162/20 Upgrade to Berkhamsted Town Council IT Infrastructure (details attached)

To **consider** and if relevant, **approve** the upgrade to the Town Council IT Infrastructure (papers included as a separate attachment).

FC 163/20 Berkhamsted Benches and Noticeboard Replacement

To **ratify** the project already agreed by Council to replace four benches and a noticeboard opposite Railway Station (papers included as a separate attachment).

FC 164/20 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.

STAFFING MATTERS

FC 165/20 Staff Incremental Progression