

BERKHAMSTED TOWN COUNCIL

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27 April 2021

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that the Annual Meeting of **Berkhamsted Town Council** will be held via 'Zoom' remote video conferencing on **Tuesday 04 May 2021** at **7.30 pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.



A D Noakes
Town Clerk

MEMBERS:

Councillors A Armytage
 S Claughton
 W Conian
 G Corry
 P De Hoest
 P Fisher
 R Freedman
 M Hardinge
 J Jones
 A Peeler
 T Porter
 G Stevens
 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 speak at this meeting 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 may wish to speak about. The cut off point for requests to join the meeting is **midday on the 04 May 2021**.

Alternatively, if you wish to comment on any item on this agenda by email, please do so by emailing townclerk@berkhamstedtowncouncil.gov.uk by **midday on the 04 May 2021**. Email comments will be passed to the Town Council Members.

OPENING MATTERS AND GOVERNANCE

FC 54/21 Election of Town Mayor

To **elect a Town Mayor** to hold office until the appointment of a successor at the next Annual Meeting of the Town Council in 2022.

FC 55/21 Declaration of Acceptance of Office

To **receive the Town Mayor's Declaration of Acceptance of Office**

FC 56/21 Mayoral Engagements 2018/19

To **receive and review** the list of engagements undertaken during the Council year 2020/21.

FC 57/21 Apologies for absence

To **receive** apologies for absence.

FC 58/21 Election of Deputy Mayor

To **elect a Deputy Town Mayor** to hold office until the appointment of a successor at the next Annual Meeting of the Town Council in 2022.

FC 59/21 Declarations of Interest

To **receive declarations of interest** regarding items on the agenda.

FC 60/21 Code of Conduct

To **re-adopt the Code of Conduct** for Members of the Town Council.

To **note** that a new model code of conduct is due to be adopted by Dacorum Borough Council in June 2021 and it is recommended that Town and Parish Councils adopt the same version. Once approved by the Borough, it will be on the agenda of the next relevant council meeting for adoption.

FC 61/21 Standing Orders and Financial Regulations

i) To **receive** and **adopt** Standing Orders which have been updated in accordance with the 2020 update from NALC. The changes made are listed on a separate document.

ii) To **readopt** the following appendices of the Standing Orders:

- Appendix 2: Terms of Reference

- Appendix 3 (a): Code of Practice Planning
- Appendix 4: Financial Regulations
- Appendix 5: Social Media Policy
- Appendix 6: Working Group Protocol
- Appendix 7: Covid-19 Arrangements (recommended to readopt in case virtual meeting legislation is reinstated)

COMMITTEES, WORKING PARTIES/GROUPS, OUTSIDE BODIES

FC 62/21 **Standing Committee Membership:** To appoint for the ensuing year membership of the following committees:

- i **Finance and Policy Committee**
- ii **Town Planning Committee**
- iii **Transport and Environment Committee**

(Standing Committees will each elect a Chair and Deputy Chair for the year at their next meetings.)

Proposed membership within attachment circulated to Councillors.

FC 63/21 **Membership of Working Parties and Groups**

To appoint for the ensuing year membership of the:

- i. **Allotment Management Team** - Reports to Full Council
- ii. **Public Transport Committee** - Reports to Full Council
- iii. **Canal and Riverside Partnership** - Reports to Full Council
- iv. **Climate Action Steering Group** - Reports to T & E Committee
- v. **Climate Action: Energy Working Group** - Reports to T & E Committee (via Climate Action Steering Group)
- vi. **Climate Action: Travel Working Group** - Reports to T & E Committee (via Climate Action Steering Group)
- vii. **Climate Action: Habitat Working Group** - Reports to T & E Committee (via Climate Action Steering Group)
- viii. **Climate Action: Website Team** - Reports to T & E Committee (via Climate Action Steering Group)
- ix. **Community Infrastructure Levy Working Group** - Reports to T & E Committee
- x. **Events Working Group** - Reports to T & E Committee

- xi. Parish Paths Partnership** - Reports to T & E Committee
- xii. Parking Provision and Management Forum** - Reports to T & E Committee
- xiii. Parish Paths Partnership** - Reports to T & E Committee
- xiv. Lagley Meadow Youth and Community Centre Working Group** - Reports to F & P Committee
- xv. Festival of Light Working Group** - Reports to F & P Committee
- xvi. Support Services** - Reports to F & P Committee
- xvii. Local Plan Working Group** - Reports to Town Planning Committee
- xviii. Sports Centre Working Group** - Reports to Town Planning Committee

Proposed membership within attachment circulated to Councillors.

FC 64/21 Chair of the Allotment Management Team

To elect a Chair of the Allotment Management Team for 2021/22.

FC 65/21 Representatives to Outside Bodies and Joint Committees

To **appoint representatives to outside bodies and joint committees** for 2021/22

Organisation

Councillor Representative(s)
(Representatives nominated from members of public in brackets)

Ashridge Estate Committee

Berkhamsted Market Fund

Berkhamsted Chamber of Commerce

Berkhamsted Parochial Charities

Berkhamsted Youth Town Council

Bourne and Salter Educational Fund

Dacorum Environmental Forum

Friends of St Peter's, Berkhamsted

Graham Greene Birthplace Trust

Northchurch United Charities

Swan Project Trustee

Town Hall Trust

Proposed membership within attachment circulated to Councillors.

FC 66/21 Meeting Dates

To **confirm** the dates of meetings of the Town Council for 2021/22

FC 67/21 Minutes of previous Meetings

To **receive** and **approve** the minutes of the Full Council Meeting held on the 19 April 2021 (previously circulated).

FC 68/21 Broadwater Football Ground: asset of community value nomination

To **receive**, and, if relevant, **agree** that the Town Council support the application to register the Broadwater Football Ground as an Asset of Community Value.

FC 69/21 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 70/21 Finance and Policy Committee

Not applicable. Minutes of meeting held on 15 March 2021 approved at Full Council on 29 March 2021.

FC 71/21 Town Planning Committee

Held on: *12 April 2021

FC 72/21 Transport & Environment Committee

Held on: *19 April 2021

* Previously circulated

WORKING GROUPS

To **receive and adopt** notes from the:

FC 73/21 Allotment Management Team 26 April 2021 (to follow).

FINANCIAL MATTERS

FC 74/21 Year End Arrangements

- (i) Thursday 29 April 2021 - year end closedown for 20/21
- (ii) Tuesday 11 May 2021 - Internal Audit final visit
- (iii) End of May 2021 - draft AGAR to be circulated to Council via email.
- (iv) Monday 14 June 2021 - Full Council Meeting to approve Annual Governance and Accountability Return/Annual Accounts.
- (v) 1 July 2021 - Latest date for the Annual Governance and Accountability Return (AGAR) to arrive with External Auditors.

FC 75/21 Review of Internal Control

To **readopt** the Statement of internal Control dated last approved at Full Council on 29 March 2021.

FC 76/21 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 77/21 Return to face-to-face meetings

From the 17 May 2021, Town and Parish Councils are required to return to holding Council and Standing Committee meetings in public. Working Group meetings can continue to be held virtually.

To **receive** and **approve** the draft Risk Assessment for the return to face-to-face to meetings which details the procedures required to keep all attendees safe. Guidance will be issued to the public prior to attendance at council meetings.

FC 78/21 Insurance Renewal 2021/22

- (i) To **approve** the renewal of the Town Council's insurance policies by the 1 June 2021.

TN 27 April 2021