

BERKHAMSTED TOWN COUNCIL

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Civic Centre
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10 May 2022

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that the Annual Meeting of **Berkhamsted Town Council** will be held in the Main Hall, Civic Centre, Berkhamsted on **Monday 16 May 2022 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 Cloughton
W Conian
G Corry
P De Hoest
P Fisher
A Foster
R Freedman
M Hardinge
J Jones
A Peeler
T Porter
G Stevens
N Taylor
P White

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

AGENDA

OPENING MATTERS AND GOVERNANCE

FC 53/22 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 2023.

FC 54/22 Declaration of Acceptance of Office

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

FC 55/22 Mayoral Engagements 2021/22

To **receive and review** the list of engagements undertaken during the Council year 2021/22.

FC 56/22 Apologies for absence

To **receive** apologies for absence.

FC 57/22 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 2023.

FC 58/22 Declarations of Interest

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

FC 59/22 Berkhamsted Citizens Association – BCA Town Shield Project

- (i) Update on the renewal of the BCA Town Shield Project located outside the Civic Centre, **for noting**.

FC 60/22 Code of Conduct

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

FC 61/22 Standing Orders and Financial Regulations

- (i) To **receive and adopt** Standing Orders which have been updated in accordance with the 2022 update from NALC. NALC have updated Model Standing Order 18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit and current procurement threshold figures. They have also simplified the model standing order and taken out references to the European Union.
- (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

Section 5.19 of the Regulations has been removed as the Council no longer hold petty cash. Section 10 (contracts) has been amended to reflect the NALC update to Standing Orders.

- Appendix 5: Social Media Policy
- Appendix 6: Working Group Protocol

COMMITTEES, WORKING PARTIES/GROUPS, OUTSIDE BODIES

FC 62/22 **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 has been circulated to Councillors.

FC 63/22 **Membership of Working Parties and Groups**

To appoint for the ensuing year membership of the:

- (i) **Allotment Working Group** - 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
 - **Climate Action: Energy Working Group** - Reports to T & E Committee (via Climate Action Steering Group)
 - **Climate Action: Travel Working Group** - Reports to T & E Committee (via Climate Action Steering Group)
 - **Climate Action: Habitat Working Group** - Reports to T & E Committee (via Climate Action Steering Group)
 - **Climate Action: Website Team** - Reports to T & E Committee (via Climate Action Steering Group)

- (v) **Community Infrastructure Levy Working Group** - Reports to T & E Committee
- (vi) **Events Working Group** - Reports to T & E Committee
- (vii) **Parish Paths Partnership** - Reports to T & E Committee
- (viii) **Parking Provision and Management Forum** - Reports to T & E Committee
- (ix) **Lagley Meadow Youth and Community Centre Working Group** - Reports to F & P Committee
- (x) **Festival of Light Working Group** - Reports to F & P Committee
- (xi) **Support Services** - Reports to F & P Committee
- (xii) **Local Plan Working Group** - Reports to Town Planning Committee
- (xiii) **Sports Centre Working Group** - Reports to Town Planning Committee

Proposed membership within attachment circulated to Councillors.

FC 64/22 Chair of the Allotment Working Group

To elect a Chair of the Allotment Working Group for 2022/23.

FC 65/22 Representatives to Outside Bodies and Joint Committees

To **appoint representatives to outside bodies and joint committees** for 2022/2023.

Organisation	Councillor Representative(s) (Representatives nominated from members of public in brackets)
Ashridge Estate Committee	
The Berkhamsted Arts Trust	
Berkhamsted Castle Trust	
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 66/22 Meeting Dates

To **confirm** the dates of meetings of the Town Council for 2022/2023.

FC 67/22 Minutes of previous Meetings

To **receive** and **approve** the minutes of the Full Council Meeting held on the 28 March 2022.

FC 68/22 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 69/22 Finance and Policy Committee

Held on 14 March 2022.

FC 70/22 Town Planning Committee

Held on 09 May 2022.

FC 71/22 Transport & Environment Committee

Held on 25 April 2022.

WORKING GROUPS

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

FC 72/22 Allotment Working Group.

Held on 04 April 2022.

FINANCIAL MATTERS

FC 73/22 Year End Arrangements

- (i) 27 April 2022 - year end closedown for 21/22.
- (ii) 19 May 2022 - Internal Audit final visit.
- (iii) End of May 2022 - draft AGAR to be circulated to Council via email.
- (iv) 06 June 2022 - Full Council Meeting to approve Annual Governance and Accountability Return/Annual Accounts.
- (v) 1 July 2022 - Latest date for the Annual Governance and Accountability Return (AGAR) to arrive with External Auditors.

FC 74/21 Review of Internal Control

To **readopt** the Statement of internal Control last approved at Full Council on 08 November 2021.

FC 75/21 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 76/21 Insurance Renewal 2022/2023

- (i) To **authorise** the Town Clerk to renew the Town Council's insurance with the current Broker. All renewal details will not be available by the date of this meeting.

FC 77/21 Civic Centre Lease Renewal 2022 – 2027

- (i) Update on the Civic Centre Lease Renewal discussions with DBC.

TN 10 May 2022