

BERKHAMSTED TOWN COUNCIL

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Civic Centre
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12 May 2020

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 **Monday 18 May 2020** beginning 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 18 May 2020**.

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 18 May 2020**. Email comments will be passed to the Town Council Members.

OPENING MATTERS AND GOVERNANCE

FC 56/20 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 2021.

FC 57/20 Declaration of Acceptance of Office

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

FC 58/20 Mayoral Engagements 2019/20

(i) To **receive and review** the list of engagements undertaken during the Council year 2019/20.

(ii) In addition, Councillor Garrick Stevens laid a wreath on behalf of the Berkhamsted Community and the Town Council, at the VE Day 75 commemoration at St Peters Church on 8 May 2020.

FC 59/20 Apologies for absence

To **receive** apologies for absence.

FC 60/20 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 2021.

FC 61/20 Declarations of Interest

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

FC 62/20 Code of Conduct

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

FC 63/20 Standing Orders and Financial Regulations

To **re-adopt** Standing Orders and all attachments as amended at Full Council on 16 March 2020.

COMMITTEES, WORKING PARTIES/GROUPS, OUTSIDE BODIES

FC 64/20 –FC 67/20 Standing Committee/ Working Parties/ Groups and Outside Bodies Membership – Please see attachment

FC 68/20 Meeting Dates

To confirm the **dates of meetings of the Town Council** for 2020/21
(Attached)

FC 69/20 Minutes of previous Meetings

To receive and approve the **minutes of the Full Council Meeting** held on 30 March 2020.

FC 70/20 Public Participation

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

STANDING COMMITTEES

**FC 71/20 To receive and adopt the minutes of the:
Finance and Policy Committee**

Not applicable.

FC 72/20 Town Planning Committee

Held on 14 April 2020

FC 73/20 Transport & Environment Committee

Meeting on 20 April 2020 was cancelled due to Covid -19 crisis

FC 74/20 Allotment Management Team Meeting

Meeting on 27 April 2020 was cancelled due to Covid-19 crisis

WORKING GROUPS

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

FC 75/20 Not applicable

FINANCIAL MATTERS

FC 76/20 Year End Arrangements

- (i) This year liaison with DCK Accounting Solutions to prepare the annual accounts and the Annual Governance and Accountability Return (AGAR) is being undertaken remotely. Progress is being made.
- (ii) The final internal audit inspection for the year will also be undertaken remotely and Auditing Solutions have been asked to clarify the arrangements.

- (iii) In view of the uncertainty two Full Council dates have been allocated for the approval of the AGAR. The first is Monday 20 July 2020 and a second contingency date of 10 August has been set.
- (iv) 31 August 2020 – Latest date for the Annual Governance and Accountability Return (AGAR) to arrive with External Auditors, PKF Littlejohn.
- (v) Pending completion of the year end processes the receipts and payment schedules for February, March, and April 2020, will be forwarded before the date of this meeting. These will also be sent separately to Cllr Stevens for scrutiny and he will report on any comments arising.

FC 77/20 Review of Internal Control

To **receive and adopt** the Statement of internal Control dated 6 May 2020 (attached).

FC 78/20 Changes to NatWest Bank Mandate

- (i) To **agree** the new signatory - Add the new Town Clerk to the NatWest Bank Mandate and all Berkhamsted Town Council Savings Account Mandates.
- (ii) To **authorise** the Town Clerk to make the necessary arrangements with the new signatory to complete the appropriate sections of the mandates and to deal with the bank, as necessary. Mrs J Mason will continue to be a signatory during the interim period after the 31 May 2020. This greatly improves our ability to ensure creditors are settled quickly, during the current period of business disruption.

FC 79/20 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.

FC 80/20 Insurance Renewal 2020/21

- (i) To **note and endorse** the renewal of the Town Council's insurance policies on 1 June 2020.

FC 81/20 Civic Centre Lease

To **note** that the four-year lease finished in January 2020.

The delay in reaching a renewal agreement was expected and the current Covid-19 crisis has delayed negotiations further. **Allow** the Town Clerk (Designate) to engage with DBC to begin discussions, to get more certainty on BTC tenancy.

FC 82/20 Update on Recruitment of Allotment & Finance Officer

FC 83/20 Town Clerk/Town Clerk (designate) Handover Update

Following discussions with Support Services Group Cllr G Stevens will give a verbal update on the handover and P/T retention of the current Town Clerk after 31 May 2020 - **For information**

FC 84/20 Incremental progression Mrs J Mason, Town Clerk

- (i) 1 April 2020 was Mrs Mason's incremental date. Following discussions between Cllr G Stevens and Cllr A Armytage it was agreed that progression of one incremental point should be awarded.
- (ii) To **ratify the decision** that with effect from 1 April 2020 Mrs Mason will progress from LC3 37 to LC3 38.

FC 85/20 BTC staff return to work at the Civic Centre options

A short briefing paper will be forwarded after the date of this summons, but before the AMC meeting on the 18 May 2020. This timing is due to ensure the paper captures the most up to date information from Central/Local Government – **For Information/Discussion**

ADN, 12 May 2020