

**BERKHAMSTED TOWN COUNCIL**

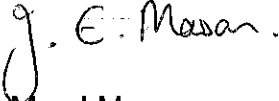
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Herts  
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15 May 2018

**SUMMONS TO ALL MEMBERS OF THE COUNCIL**

Notice is hereby given that the Annual Meeting of **Berkhamsted Town Council** will be held in the Council Chamber, Civic Centre, Berkhamsted on **Monday 21 May 2018 at 7.30 pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.

  
Mrs J Mason  
Town Clerk

**MEMBERS:**

Councillors    A Armytage  
                  S Bateman  
                  S Beardshaw  
                  D Collins  
                  E Collins  
                  G Corry  
                  F Earl  
                  Mrs C Green  
                  J Jones  
                  P B Matthews  
                  B Newton  
                  Dr I M Reay  
                  T Ritchie  
                  G Stevens  
                  G Yearwood

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

**FC 45/18 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 2019.

**FC 46/18 Declaration of Acceptance of Office**

To receive the **Town Mayor's Declaration of Acceptance of Office** and Code of Conduct.

**FC 47/18 Mayoral Engagements 2017/18**

To receive and review the list of engagements undertaken during the Council year 2017/18.

**FC 48/18 Apologies for absence**

To receive apologies for absence.

**FC 49/18 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 2019.

**FC 50/18 Declarations of Interest**

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

**FC 51/18 Code of Conduct**

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

**FC 52/18 Standing Committee Membership:** To appoint for the ensuing year membership of the following committees:

**i Finance and Policy Committee**

Councillors: S Bateman  
C Green  
J Jones  
B Newton  
T Ritchie  
G. Stevens  
G. Yearwood

Substitutes: G Corry  
P Matthews  
I Reay

ii **Town Planning Committee**

Councillors: A Armytage  
S Bateman  
J Jones  
B Newton  
I Reay  
G Stevens  
G Yearwood

Substitutes: D Collins  
G Corry  
P Matthews

iii **Transport and Environment Committee**

Councillors: S Bateman  
D Collins  
F Earl  
P Matthews  
I Reay  
T Ritchie  
G Yearwood

Substitutes: C Green  
G Corry  
J Jones

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

**FC 53/18 Membership of Working Parties and Groups**

To appoint for the ensuing year membership of the:

i **Allotment Management Team - Reports to Full Council**

Councillors: E Collins  
F Earl  
B Newton

plus allotment representatives

ii **Canal and Riverside Partnership – Reports to Full Council**

Councillors: A Armytage  
F Earl  
C Green

plus representatives

- iii **Lagley Meadow Youth and Community Centre Working Group** – Reports to F & P Committee  
  
Councillors: S Beardshaw  
I Reay  
G Yearwood  
  
plus representatives
- iv **Events Working Group** – Reports to T & E Committee  
  
Councillors: D Collins  
F Earl  
T Ritchie  
G Stevens
- v **Festival of Light Working Group** – Reports to F & P Committee  
  
Councillors: C Green  
B Newton  
  
plus representatives
- vi **Parish Paths Partnership** – Report to T & E Committee  
  
Councillors I Reay  
G Stevens  
  
plus Citizens' Association representative.
- vii **Berkhamsted Castle Liaison Group** – Reports to T and E Committee  
  
Councillors: D Collins  
P Matthews  
  
plus representatives
- viii **Castle Site Working Group** - Reports to T & E Committee  
  
2017-18 Membership  
  
Councillors: S Beardshaw  
P Matthews

ix **Support Services – Reports to F & P Committee**

Councillors: D Collins  
S Beardshaw  
P Matthews  
T Ritchie  
G Stevens

Substitute member: Cllr I Reay

x. **Community Infrastructure Levy Working Group – Reports to T & E Committee**

2017 – 18 Membership

Councillors: S Beardshaw  
D Collins  
F Earl  
P Matthews  
I Reay  
G Yearwood

xi. **Parking Provision and Management Forum – Reports to T & E**

Councillors: I Reay  
T Ritchie  
G Stevens

plus representatives

xii **Local Plan Working Group**

Councillors: A Armytage  
I Reay  
G Stevens

**FC 54/18 Chair of the Allotment Management Team**

To elect a Chair of the Allotment Management Team for 2018/19.

**FC 55/18 Representatives to Outside Bodies and Joint Committees**

To **appoint representatives to outside bodies and joint committees** for 2018/19

**Organisation**

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

Ashridge Estate Committee

E Collins

Berkhamsted Market Fund	F Earl I Reay
Berkhamsted Chamber of Commerce	I Reay
Berkhamsted Parochial Charities	C Green J Jones (Mrs E Hodgson)
Berkhamsted Youth Town Council	A Armytage
Bourne and Salter Educational Fund	E Collins (Mrs S Johnson)
Dacorum Environmental Forum	G Stevens S Bateman
Fairtrade Steering Group	This group has been disbanded.
Friends of St Peter's, Berkhamsted	P Matthews
Graham Greene Birthplace Trust	B Newton
Northchurch United Charities	T Ritchie J Jones (C Talbot-Ponsonby)
Swan Project Trustee	A Armytage
Town Hall Trust	(Mr R Case)

**FC 56/18 Meeting Dates**

To confirm the **dates of meetings of the Town Council** for 2018/19  
(Schedule previously circulated and dates are on the website)

**FC 57/18 Annual Subscriptions**

To approve **annual subscription payments** for 2018/19 (Schedule attached).

**FC 58/18 Deeds and Trusts**

To note **deed and trust instruments** in the custody of the Town Council.  
(Paper attached)

**FC 59/18 Minutes of Last Meeting**

To receive and approve the **minutes of the last Full Council Meeting** held on  
16 April 2018.

**FC 60/18 Town Mayor's Communications**

- (i) NALC Newsletter – 10 May 2018  
(circulated 110518);
- (ii) BDCC ANNUAL BARBECUE Wednesday 20th June 2018  
(circulated 110518);
- (iii) YC Hertfordshire - Consultation on future priorities  
(circulated 140518);
- (iv) NALC Chief executive's bulletin – 11 May 2018  
(circulated 140518).
- (v) HAPTC Bulletin May 2018  
(circulated 140518).

**FC 61/18 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 62/18 Finance and Policy Committee**

- i) Held on: \*\* 8 May 2018
- ii) To **endorse** the actions noted and approved in minute FP 35/18 regarding the implementation of the National Salary Award 2018-2020.

**FC 63/18 Town Planning Committee**

Held on: \* 30 April 2018  
\*\* 14 May 2018

**FC 64/18 Transport & Environment Committee**

Held on: \*23 April 2018

\* Previously circulated  
\*\* To follow

**WORKING GROUPS**

To receive and adopt notes from the:

**FC 65/18 Allotment Management Team 24 April 2018 (already circulated)**

**FC 66/18 Canal and River Partnership**

- (i) To receive and adopt the minutes of the meeting held on 3 April 2018 (previously circulated);

- (ii) Arising from the above, to receive and consider a proposal from CARP members regarding the creation of a CARP website (Cllr Armytage).

## **FINANCIAL MATTERS**

### **FC 67/18 Internal Audit Report 2017-18 (final)**

- i) To **receive and adopt** the Internal Audit Report 2017 – 18 (final) following the internal audit inspection on 11 May 2018 (to follow);
- ii) To **consider and agree** any actions arising from recommendations made.

### **FC 68/18 Receipts and Payments**

To receive and approve a list of payments from 1 March 2018 – 31 March 2018 (attached).

{NB These are being circulated with this agenda because they were not available at F & P on 8 May 2018 because of the year end processes.}

**FC 69/18** 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 70/18 Insurance Renewal 2018/19**

- (i) To **approve** the renewal of the Town Council's insurance policies on 1 June 2018. This will be the third year of a three-year agreement through Came and Co. All insurances with the exception of motor have been placed with Ecclesiastical. Motor insurance for the previous two years has been through ERS.
- (ii) To note that fidelity guarantee insurance is being increased from £500,000 to £600,000.

JEM 150518



## MAYORAL ENGAGEMENTS

Ref	Date	Official	Event
1	04-Jun-17	Mayor	Chesham Town Council Civic Service
2	9-Jun-17	Mayor	Lions Club Charter Evening 2017
3	10-Jun-17	Mayor	Dacorum Taling Newspaper Annual General Meeting
4	10-Jun-17	Deputy	Hospice of St Francis fundraising evening with Just A Capella
5	17-Jun-17	Mayor	Hertfordshire Scouts 106th Annual General Meeting
6	19-Jun-17	Mayor	Armed Forces Day - Fly a Flag Ceremony
7	23-Jun-17	Mayor	Annual visit of Spanish students
8	23-Jun-17	Mayor	D-Lab Private Viewing
9	6-Jul-17	Mayor	Berkhamsted School Prize Day 2017
10	28-Aug-17	Mayor	Berkhamsted Lions Bank Holiday Fete
11	13-Jul-17	Neither	HAPTC Chairman's Afternoon Tea
12	25-Jun-17	Mayor	Petertide Afternoon Tea
13	2-Jul-17	Neither	St Albans Music School Philomusica Concert
14	5-Jul-17	Neither	Watford School of Music Prize Giving and Celebration Concert
15	1-Dec-17	Neither	Connect Dacorum Christmas Lunch
16	13-Aug-17	Mayor	Sunnyside Allotment Open Day
17	27-Sep-17	Mayor	Rennie Grove Hospice Care AGM 2017
18	06-Sep-17	Mayor	RAF Halton Annual Reception
19	24-Jul-17	Mayor	The Happy Wanderers Club 61st Birthday Party
20	23-Sep-17	Mayor	Graham Green Festival Dinner
21	09-Sep-17	Mayor	Berkhamsted Choral Society Concert
22	01-Dec-17	Neither	DENS Sleepout
23	03-Sep-17	Mayor	Berkhamsted Food Festival
24	10-Sep-17	Mayor	DBC Mayor Afternoon Tea Fundraising event
25	26-Sep-17	Mayor	DBC Mayor's Community Visit to Town & Parish Councils
26	14-Sep-17	Mayor	Ashlyns School Presentation Evening
27	03-Dec-17	Deputy	Berkhamsted Art Society Exhibition
28	09-Oct-17	Mayor	Official opening of Berkhamsted Library
29	06-Nov-17	Mayor	Age UK Dacorum AGM 2017
30	06-Oct-17	Mayor	Northchurch Parish Council Reception
31	01-Oct-17	Mayor	The Paper Trail exhibition
32	26-Nov-17	Mayor	Festival of Light switch-on
33	20-Oct-17	Mayor	Berkhamsted School Founder's Day
34	13-Oct-17	Mayor	DBC Mayor's Charity Quiz Night
35	05-Nov-17	Mayor	Book Launch 'Steaming through Berkhamsted'
36	<b>04-Mar-18</b>	Cancelled	Berkhamsted Half Marathon
37	04-Dec-17	Deputy	1066 Club Christmas Party
38	13-Dec-17	Neither	Chesham Town Carol Service
39	11-Nov-17	Deputy	Royal British Legion Poppy Appeal Stall
40	12-Nov-17	Deputy	Royal British Legion Remembrance Day Service and Parade
41	03-Nov-17	Mayor	Official opening of the traffic lights and junction on Kings Road
42	22-Nov-17	Mayor	Material Legacies in the Landscape of the Lost Exhibition
43	10-Dec-17	Deputy	Berkhamsted Choral Society Christmas Concert
44	23-Dec-17	Deputy	Berkhamsted Cycling Christmas mulled wine and mince pies
45	Various	Neither	County Youth Music Groups Autumn 2017 Concert Series
46	12-Dec-17	Neither	Hertfordshire Chorus for Chiltern Arts at Christmas

## MAYORAL ENGAGEMENTS

47	<b>31-Jan-18</b>	Deputy	People not Borders Prize Giving
48	<b>03-Feb-18</b>	Deputy	A musical theatre course production of Pippin
49	<b>20-Apr-18</b>	Neither	DBC Mayor's Civic Reception
50	<b>11-Mar-18</b>	Neither	Hertfordshire Music Service Concert at the Royal Albert Hall
51	<b>12-May-18</b>	Neither	Swan May Ball
52	<b>15-Apr-18</b>	Mayor	DBC Mayor Councillor David Collins Civic Service
53	<b>11-May-18</b>	Mayor	Castle event - handing over of land
54	Various	Neither	County Youth Music Groups Spring 2018 Concert Series
55	<b>13-May-18</b>	Mayor	The Children's Society - Berkhamsted Walk
56	<b>04-May-18</b>	Deputy	Official opening of Berkhamsted Cricket Club new Pavilion

# BERKHAMSTED TOWN COUNCIL

## CODE OF CONDUCT FOR MEMBERS

*First Adopted by Council on 23<sup>rd</sup> July 2012*

*Adopted at Annual Meeting of Council on 18 May 2015*

### Part 1

#### General Provisions

#### 1. Introduction and interpretation

- (1) As a member you are a representative of this authority and the public will view you as such therefore your actions impact on how the authority as a whole is viewed and your actions can have both positive and negative impacts on the authority. This Code deals with the conduct that is expected of you as a member of this authority when you are acting in that capacity.

The Code has been drawn up in accordance with Section 28 of the Localism Act 2011 (the Act). The provisions of this Code are consistent with the seven principles contained in Section 28(1) of the Act (the so-called "Nolan Principles") and these are set out in Appendix 1.

- (2) In this Code-

"meeting" means any meeting of:

- (a) the authority;
- (b) any of the authority's committees, sub-committees, joint committees, or joint sub-committees;
- (c) any Working Group, Working Party or similar internal body;
- (d) one or more members with an officer or officers of the authority, including any briefings by officers and site visits organised by the authority; or
- (e) any other meeting (except party group meetings) where one or more members are attending in an official capacity (or might reasonably be regarded by a member of the public as attending in an official capacity);

"monitoring officer" means the monitoring officer of Dacorum Borough Council

#### 2. Who does the Code apply to?

- (1) This Code applies to all members of Berkhamsted Town Council, including co-opted members.
- (2) It is your responsibility to comply with the provisions of this Code.

### **3. What does the Code apply to?**

- (1) This Code applies to your conduct when you are acting in the capacity of an elected member or co-opted member of the Council or its Committees and Sub-Committees.
- (2) You must comply with this Code whenever you-
  - (a) conduct the business of the authority (which, in this Code, includes the business of the office to which you are elected or appointed); or
  - (b) act, claim to act or give the impression you are acting as a representative of the authority,and references to your official capacity are construed accordingly.
- (3) This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (4) Where you act as a representative of the authority-
  - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
  - (b) on any other body, you must, when acting for that other body, comply with this Code, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

### **4. General Obligations**

- (1) You must treat others with respect.
- (2) You must not
  - (a) do anything which may cause your authority to breach any of the equality enactments;
  - (b) bully any person;
  - (c) intimidate or attempt to intimidate any person who is or is likely to be:
    - (i) a complainant,
    - (ii) a witness, or
    - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
  - (d) do anything which comprises or is likely to compromise the impartiality of those who work for, or on behalf of, the authority.

## **5. Confidential Information**

You must not-

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where-
  - (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is-
    - (aa) reasonable and in the public interest; and
    - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

## **6. Not bringing the authority into disrepute**

You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the authority into disrepute.

## **7. Conferring an advantage or disadvantage**

You-

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of the authority-
  - (i) act in accordance with the authority's reasonable requirements;
  - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

## **8. Decision-making**

- (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by-

- (a) the authority's Proper Officer (the Clerk to the Council);

- (b) the authority's Responsible Financial Officer (if applicable); or
- (c) the authority's Monitoring Officer.

where that officer is acting pursuant to his or her statutory duties.

- (2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the authority.

## **Part 2**

### **Members' Interests**

#### **9. Disclosable Pecuniary Interests**

You have a disclosable pecuniary interest in any business of the authority if it is of a description set out in Appendix 2 and is either-

- (a) an interest of yours, or
- (b) an interest of-
  - (i) your spouse or civil partner,
  - (ii) a person with whom you are living as husband or wife, or
  - (iii) a person with whom you are living as if you were civil partners,

and you are aware that that other person has the interest.

#### **10. Other Personal Interests**

- (1) You have a personal interest in any business of the authority where either:

- (a) it relates to or is likely to affect:
    - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the authority;
    - (ii) any body:
      - (aa) exercising functions of a public nature;
      - (bb) directed to charitable purposes; or
      - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management;
- (iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

(iv) the name of the person who employs or has appointed you, the name of any firm in which you are a partner, and the name of any company for which you are a remunerated director; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the authority's area affected by the decision;

(2) In sub-paragraph (1) (b), a relevant person is a member of your family or any person with whom you have a close association.

## **11. Disclosure of Personal Interests**

(1) Where you have a personal interest in any business of the authority and you attend a meeting of the authority at which the business is to be considered, you must disclose to that meeting the existence and nature of that interest before the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business which relates to or is likely to affect a body described in paragraph 10(1)(a)(i) – i.e. a body to which you have been appointed as the authority's nominee – or 10(1)(a)(ii)(aa) – i.e. a body exercising functions of a public nature of which you are a member or in a position of general control or management - you need only disclose to the meeting the existence and nature of that interest if and when you address the meeting on that business.

(3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 10(1)(a)(iii) – i.e. where you have received a gift or hospitality from a person worth at least £25 – you need not disclose the nature and existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(5) Where you have a personal interest but, by virtue of paragraph 16, sensitive information relating to it is not registered in the authority's Register of Members' Interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

## **12. Prejudicial Interests Generally**

(1) Subject to sub-paragraph (2), where you have a personal interest in any business of the authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) You do not have a prejudicial interest in any business of the authority where that business -

(a) does not affect your financial position or the financial position of a person or body described in paragraph 10;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 10; or

- (c) relates to the functions of the authority in respect of -
  - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
  - (ii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
  - (iv) an allowance, payment or indemnity given to members;
  - (v) any ceremonial honour given to members; and
  - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

### **13. Effect of prejudicial interests on participation**

- (1) Where you have a prejudicial interest in any business of the authority under paragraph 12 which is to be considered at a meeting at which you are present-
  - (a) you must, unless paragraph 16 applies (sensitive information) disclose the existence and nature of the interest in accordance with paragraph 11(1)
 

and, unless the meeting is a Council meeting, you must move to the public seating area until that business has been concluded;
  - (b) you must not, unless you have obtained dispensation from the monitoring officer, participate in any discussion or voting on the matter, except that you may still make representations, answer questions or give evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose; and
  - (c) you must not seek improperly to influence a decision about that business.

### **14. Effect of Disclosable Pecuniary Interests on Participation**

- (1) If present at a meeting and you are aware that you have a disclosable pecuniary interest under paragraph 9 in any matter to be considered, or being considered at the meeting, you must not, unless you have obtained dispensation from the monitoring officer-
  - (a) participate, or participate further, in any discussion of the matter at the meeting, or
  - (b) participate in any vote, or further vote, taken on the matter at the meeting,
 

and, unless the meeting is a Council meeting, you must move to the public seating area until that business has been concluded; and
  - (c) you must not seek improperly to influence a decision about that business



- (2) If a function of the authority may be discharged by a member acting alone and you have a disclosable pecuniary interest in any matter to be dealt with or being dealt with in the course of discharging that function you may not take any steps or any further steps in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by yourself)

### Part 3

#### Registration of Members' Interests

##### 15. Registration of members' interests

- (1) Subject to paragraph 16, you must, within 28 days of -

- (a) this Code being adopted by the authority; or
- (b) your election or appointment to office (where that is later),

register in the authority's Register of Members' Interests (maintained by the monitoring officer under Section 29(1)) of the Act details of any-

- (i) disclosable pecuniary interests as referred to in paragraph 9 that you may have, or your spouse, civil partner or person with whom you live as if they were your spouse or civil partner may have in so far as you are aware of their interests at that time
- (ii) other personal interests that you may have where they fall within a category mentioned in paragraph 10(1)(a)

by providing written notification to the monitoring officer.

- (2) Subject to paragraph 16, you must, within 28 days of becoming aware of any new disclosable pecuniary interest or other personal interest or change to any existing disclosable pecuniary interest or other personal interest registered under paragraph (1), register details of that new interest or change by providing written notification to the monitoring officer.

##### 16. Sensitive information

- (1) Where you and the monitoring officer both consider that the information relating to any of your interests (whether or not a disclosable pecuniary interest) is sensitive information then copies of the register that are made available for inspection, and any published version should not include details of the interest but may state that you have an interest details of which are withheld under Section 32(2) of the Act and/or this paragraph.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that details excluded under paragraph (1) are no longer sensitive information, notify the monitoring officer asking that the details be included in the authority's Register of Members' Interests.
- (3) In this Code, "sensitive information" means information which if disclosed or made available for inspection by the public could lead you, or a person connected with you, to being subject to violence or intimidation.

## **CODE OF CONDUCT**

### **APPENDIX 1**

#### **THE NOLAN PRINCIPLES AND SECTION 28(1) OF THE LOCALISM ACT 2011**

##### **SELFLESSNESS**

Members should only serve the public interest and should never improperly confer an advantage or disadvantage on any person

##### **INTEGRITY**

Members should not place themselves in situations where their integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour

##### **OBJECTIVITY**

Members should make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.

##### **ACCOUNTABILITY**

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

##### **OPENNESS**

Members should be as open as possible about their actions and those of the Council and should be prepared to give reasons for those actions.

##### **HONESTY**

Members should not place themselves in situations where their honesty may be questioned, should not behave improperly and should, on all occasions, avoid the appearance of such behaviour.

##### **LEADERSHIP**

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

## Appendix 2

### Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one

class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification to the monitoring officer following their election or co-option for the purposes of section 30(1) of the Act;

“relevant person” means M, or

M’s spouse or civil partner, or  
a person with whom M is living as husband and wife, or as if they were civil partners,

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## BERKHAMSTED TOWN COUNCIL

### REGISTER OF MEMBERS' INTERESTS

#### NOTICE OF INTERESTS

---

I, *(full name)*

a Member of Berkhamsted Town Council

GIVE NOTICE that I have the following interests under the headings set out below which I am required to register under the Localism Act 2011 and under the Council's Code of Conduct

*(please put "None" where you do not have an interest under a particular heading):*

#### **Disclosable Pecuniary Interests**

##### **Important note:**

**Under the Localism Act 2011 you must register not only your own interests under this heading, but also those of your husband or wife, civil partner, or of any person with whom you are living as husband and wife or as civil partners, if you are aware that they have such interests**

1. Your employment, office, trade, profession or vocation carried on by you or a person referred to above for profit or gain.
  
2. Any payment or provision of any other financial benefit (other than from your Council) made or provided within the last 12 months in respect of expenses you have incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
  
3. Any contract for goods, services or works which is made between you, or a person referred to above (or a body in which you or they have a beneficial interest) and your Council and which has not been fully discharged.  
*(please give sufficient details to identify the contract)*
  
4. Any land in the area of your Council in which you or a person referred to above has a beneficial interest including your residential address.  
*(please provide a description sufficient to identify the location)*

5. Any land in the area of your Council for which you or a person referred to above has a licence (alone or jointly with others) to occupy for a month or longer.  
*(please provide a description sufficient to identify the location)*
  
6. Any tenancy where to your knowledge the landlord is your Council and the tenant is a body in which you or a person referred to above has a beneficial interest.
  
7. The name of any body in which you or a person referred to above has a beneficial interest in securities and you are aware has a place of business or land in the area of your Council; and either-
  - (a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
  - (b) if the share capital of that body is of more than one class, the total nominal value of the shares of any class in which you or a person referred to above has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

### Other Personal Interests

**You only have to register your own interests under this heading and do not need to include the interests of your husband or wife, or civil partner, or of any person with whom you are living as if husband or wife, or as civil partners.**

1. The name of the person who employs or has appointed you, the name of any firm in which you are a partner, and the name of any company for which you are a remunerated director.
  
2. Your membership of or the fact that you are in a position of general control or management of any body :-
  - (a) to which you have been appointed or nominated by your Council;
  
  - (b) exercising functions of a public nature;
  
  - (c) directed to charitable purposes
  
  - (d) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
  
3. The name of any person from whom you have received a gift or hospitality with an estimated value of at least £25.

Signed \_\_\_\_\_  
Member

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Steven Baker, Monitoring Officer

Date \_\_\_\_\_

You must return this form to your Clerk who will send it to Dacorum Borough Council's Monitoring Officer. If you need any assistance in completing the form you can contact Steven Baker, tel: 01442 228229 email: [steve.baker@dacorum.gov.uk](mailto:steve.baker@dacorum.gov.uk)

You must, within 28 days of becoming aware of any change to the disclosable pecuniary interests or other personal interests specified above, provide written notification to your Clerk by using the prescribed form 'Notice of Change of Interests'.

**WARNING: It may be a criminal offence under section 34 of the Localism Act 2011 if, in relation to disclosable pecuniary interests, you -**

- (a) omit information that ought to be given in this notice;**
- (b) provide information that is materially false or misleading;**
- (c) fail to notify the monitoring officer of changes to your registered disclosable interests after your re-election or reappointment, or when otherwise required under the Act; or**
- (d) fail to declare at a meeting a disclosable pecuniary interest that has arisen after the date of this notice and which has not been registered or is not in the process of being registered.**



**Annual Subscriptions Paid by Berkhamsted Town Council**

<b><u>Details</u></b>	<b><u>2017/18</u></b>	<b><u>2016/17</u></b>
1 Berkhamsted Chamber of Commerce	40.00	40.00
2 HAPTC Annual Subscription	1,128.22	1,109.79
3 HAPTC Affiliation NALC	961.59	916.74
4 LCR Magazine Subscription	0.00	17.00
5 Community Development Action	35.00	30.00
6 Data Protection Register	35.00	35.00
7 Chiltern Society	30.00	30.00
8 Open Spaces Society	45.00	45.00
9 Berk & Tring Gazette	37.44	35.36
10 Society of Local Council Clerks	208.00	200.00
11 National Society of Allotments & Leisure Gardens	56.00	0.00
<b>Totals</b>	<b><u>£2,576.25</u></b>	<b><u>£2,458.89</u></b>



PENNY & THORNE

SOLICITORS

175 HIGH STREET BERKHAMSTED HERTFORDSHIRE HP4 3HG  
TELEPHONE 01442 872141  
FAX 01442 862222  
DX 80851 BERKHAMSTED  
E-MAIL austins.berkhamsted@virgin.net

BERKHAMSTED TOWN COUNCIL  
COMMITTEE REF:  
14 MAY 1999  
FILE REF:

Colin Westwood Esq  
Town Clerk - Berkhamsted Town Council  
The Civic Centre  
161-163 High Street  
Berkhamsted  
Herts  
HP4 3HB

Your Ref:  
Our Ref:  
NGF/AE/B110203/Berkhamsted  
13 May 1999

Dear Mr Westwood

Re: Berkhamsted Town Council - Deeds and Trust Instruments.

You have asked me to provide a list of those items which fall into the category of the above and which are held here for safekeeping. The items are in date order:-

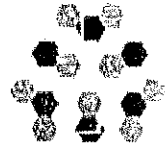
- 1 Tenancy Agreement dated 7<sup>th</sup> November 1924 with London Midland and Scottish Railway Company in respect of a strip of land on the upside line abutting Sunnyside Church - this not strictly a Deed.
2. Conveyance dated 25<sup>th</sup> February 1925 of Dellfield Allotments and Old Sunnyside Allotments (with Memoranda of Disposals).
3. Conveyance dated 26<sup>th</sup> April 1927 of Sunnyside New Allotments
4. Counterpart Lease dated 23<sup>rd</sup> September 1969 of Sub Station Site on Allotment Land adjacent to Ivy House Lane
5. Counterpart Lease dated 6<sup>th</sup> December 1982 of 0.339 acres of car park land to Sunnyside P.C.C.

As for Butts Meadow, we hold a photocopy of a Deed of Gift of 19<sup>th</sup> October 1914 from Mrs Helen Lucas to the former UDC, handed over by Dacorum Borough Council to the Council in 1974. The original deed is not available.

I do hold Agreements which cannot be classified as Deeds and of which I will supply you with details on request. We hold no Trust instruments.

Yours sincerely

N.G Frostick



Austins LLP  
DX130463  
LUTON 10

Date  
1 February 2017

Your ref  
NONE

Our ref  
Y041KHP

Proprietor/Applicant **Berkhamsted Town Council**  
Title number **HD557949**  
Property **land lying to the south-west of London  
Road, Berkhamsted (Land at Lombardy  
Drive)**

Dear Sirs

In response to your e-mail dated 1 February 2017

I am sorry for the error(s) made by Land Registry in completing the original registration and for the inconvenience caused. I have now amended the register and enclose an official copy for your records.

If you would like to discuss this correspondence or require it in an alternative format please contact us, quoting our reference.

Yours faithfully

Land Registry  
Leicester Office  
PO Box 75  
Gloucester  
GL14 9BD

Duncan Blackwell  
0300 006 2394

DX 321601 Gloucester 33

leicester.office  
@landregistry.gov.uk

[www.gov.uk/land-registry](http://www.gov.uk/land-registry)

BERKHAMSTED TOWN COUNCIL

**FINANCIAL PAPERS**

For the Full Council Meeting dated 21/05/18

**RECEIPTS & PAYMENTS: 01/03/18 to 31/03/18**

**RECEIPTS**

Bank cash receipts

Details attached

Customer Invoices

Details attached

Customer Credit Notes

Details attached

**PAYMENTS**

Bank cash payments

Details attached

Supplier invoices

Details attached

Supplier Credit Notes

Details attached – N/a

Annual Subscription Payments – N/a

Details attached

E-mail: Councillor Newton  
Councillor Stevens

Hard copies Town Clerk  
Finance Officer (2 Nr)

**Full Council  
Financial Papers**

**Receipts**

Date: 15/05/2018

Time: 10:32:21

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: BANK CASH RECEIPTS (DETAILED)

Date From: 01/03/2018  
Date To: 31/03/2018

Bank From: 999999999  
Bank To: 999999999

Transaction From: 1  
Transaction To: 99,999,999

N/C From: 0  
N/C To: 999999999

Dept From: 0  
Dept To: 999

No	Tr	Bank	Date	N/C	Refn	Details	Dept	Net	Tax T/C	Gross V	B	Bank Rec. Date
29669	BR	1245	05/03/2018	0577		Interest earned	0	10.59	0.00 T9	10.59	-	R 31/03/2018
<b>Totals:</b>								<u>10.59</u>	<u>0.00</u>	<u>10.59</u>		

Date: 15/05/2018  
 Time: 10:34:03

**Berkhamsted Town Council**

**ACCOUNTS SUB-COMMITTEE: CUSTOMER INVOICES**

Date From: 01/03/2018  
 Date To: 31/03/2018

Customer From: ZZZZZZZZ  
 Customer To: ZZZZZZZZ

Transaction From: 1  
 Transaction To: 99,999,999

N/C From: 99999999  
 N/C To: 99999999

Dept From: 0  
 Dept To: 999

Tran No.	Trp Date	A/C Ref	Customer's Name	N/C	Inv Ref	Dept	Details	Net Amount	Tax Amount	T/C	Gross Amount	V	B
29593	SI 14/03/2018	SUNNYOLD	Allotments Sunnyside Old	0600	SSO-A44B0		Driver J, Swapped Plot from A4B, N/C see Cr 2010	12.50	0.00	T0	12.50	R	-
29610	SI 22/03/2018	BUTTSMEA	Allotments Butts Meadow	0600	BM-28B_I0		Hall R, Land Rent	11.25	0.00	T0	11.25	R	-
29612	SI 22/03/2018	BUTTSMEA	Allotments Butts Meadow	0600	BM-28B_I0		Hall R, Water Key	10.00	0.00	T0	10.00	R	-
29611	SI 22/03/2018	BUTTSMEA	Allotments Butts Meadow	0610	BM-28B_I0		Hall R, Water Rates	6.75	0.00	T0	6.75	R	-
29609	SI 26/03/2018	BUTTSMEA	Allotments Butts Meadow	0600	BM-6B_In0		Carlisle L, Land Rent	11.25	0.00	T0	11.25	R	-
<b>Totals:</b>								<u>51.75</u>	<u>0.00</u>		<u>51.75</u>		

Date: 15/05/2018

**Berkhamsted Town Council**

Page: 1

Time: 10:34:35

**ACCOUNT SUB-COMMITTEE: CUSTOMER CREDIT NOTES**

Date From: 01/03/2018  
Date To: 31/03/2018

Customer From:  
Customer To: ZZZZZZZZ

Transaction From: 1  
Transaction To: 99,999,999

N/C From:  
N/C To: 99999999

Dept From: 0  
Dept To: 999

<u>Tran No.</u>	<u>Type</u>	<u>Date</u>	<u>A/C Ref</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept.</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>V</u>	<u>B</u>
29594	SC	14/03/2018	SUNNYOLD	0600	SSO-A44	0	Driver J, Swapped Plot from A4B, Cr re	12.50	0.00	T0	12.50	R	-
<b>Totals:</b>								<u>12.50</u>	<u>0.00</u>		<u>12.50</u>		



**Full Council  
Financial Papers**

**Payments**

**Berkhamsted Town Council**  
**ACCOUNTS SUB-COMMITTEE: BANK CASH PAYMENTS (DETAILED)**

Date: 15/05/2018  
 Time: 10:32:54

Date From: 01/03/2018  
 Date To: 31/03/2018

Bank From: 99999999  
 Bank To: 99999999

Transaction From: 1  
 Transaction To: 99,999,999

N/C From: 99999999  
 N/C To: 99999999

Dept From: 0  
 Dept To: 999

<u>No</u>	<u>Tp</u>	<u>Bank</u>	<u>N/C</u>	<u>Date</u>	<u>Refn</u>	<u>Details</u>	<u>Dept</u>	<u>Net</u>	<u>Tax T/C</u>	<u>Gross V</u>	<u>B</u>	<u>Bank Rec.</u>
												<u>Date</u>
29671	BP	1210	7151	29/03/2018		Charges incurred	0	3.72	0.00	3.72	R	31/03/2018
<b>Totals:</b>								<u>3.72</u>	<u>0.00</u>	<u>3.72</u>		

Date: 15/05/2018  
Time: 10:35:17

**Berkhamsted Town Council**

**ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)**

Date From: 01/03/2018  
Date To: 31/03/2018  
Transaction From: 1  
Transaction To: 99,999,999  
Dept From: 0  
Dept To: 999

Supplier From: ZZZZZZZZ  
Supplier To: 99999999  
N/C From:  
N/C To:

Tran No.	Tran Date	A/C Ref	Suppliers Name	N/C	Inv Ref	Dept Details	Net Amount	Tax Amount	T/C	Gross Amount	V
29540	PI 01/03/2018	KCSTSL01	IQuada Ltd	7052	MSP-86460	Monthly IT Support - March, 2018	810.00	162.00	T1	972.00	R -
29539	PI 01/03/2018	KCSTSL01	IQuada Ltd	7052	MSP-86440	Annual Domain, DNC, Web, Email Hosti	100.00	20.00	T1	120.00	R -
29537	PI 01/03/2018	E-ONUK01	E. ON UK plc	7500	H15832D10	Electricity Charges re FoL	187.21	9.36	T5	196.57	R -
29576	PI 11/03/2018	GRAD01	Gradwell Communications Ltd	7062	1229596 0	Landline Calls from 11/03 & Mobile Calls	29.89	5.98	T1	35.87	R -
29603	PI 12/03/2018	RM01	Royal Mail	7065	4371614 0	100 x 1st & 2nd Class Stamps	121.00	0.00	T2	121.00	R -
29583	PI 13/03/2018	LIND01	David Lindon & Co	7000	Mar 18 Pa 0	Office Payroll Costs - March 18	6,790.07	0.00	T0	6,790.07	R -
29584	PI 13/03/2018	LIND01	David Lindon & Co	7004	Mar 18 Pa 0	TW Payroll Costs - March 18	1,831.48	0.00	T0	1,831.48	R -
29585	PI 13/03/2018	LIND01	David Lindon & Co	7008	Mar 18 Pa 0	YC Caretaker Payroll Costs - March 18	427.35	0.00	T0	427.35	R -
29590	PI 14/03/2018	BCC01	Berkhamsted Cycling Club	7755	Grant_20/10	Grant re Paramedic and Toilet Hire Costs f	800.00	0.00	T0	800.00	R -
29588	PI 14/03/2018	NUC01	Northchurch United Charities	7755	Grant_20/10	Grant re Support to help Disabled or Disad	450.00	0.00	T0	450.00	R -
29602	PI 19/03/2018	VAHDY01	VAH DIY Ltd	7006	INV54998 0	Cable Cutter, Wrench, Scrubbing Brush &	89.96	17.99	T1	107.95	R -
29662	PI 20/03/2018	BAR-01	B-A-R Electrical & Mechanical Services Ltd	7630	INV1226 0	Installation of Defibrillator outside Civic	252.22	50.44	T1	302.66	R -
29621	PI 27/03/2018	DBC-FD01	Dacorum Borough Council	7051	560217 14 0	Hall Hire 10/04/18 Civic Centre, re Defibr	66.00	0.00	T0	66.00	R -
29622	PI 27/03/2018	SRTTL01	SRT Trading Limited	7550	1255 0	Winter Maintenance - London Road 20/03	28.00	5.60	T1	33.60	R -
29623	PI 28/03/2018	SRTTL01	SRT Trading Limited	7550	1257 0	Winter Maintenance - Coombe Gardens 2	32.00	6.40	T1	38.40	R -
29620	PI 29/03/2018	LIND01	David Lindon & Co	7020	103/0864/ 0	Quarterly Fee Jan to Mar 18	200.00	40.00	T1	240.00	R -
29637	PI 29/03/2018	DBC-FD01	Dacorum Borough Council	7779	643009 14 0	By-Election Costs 04/05/17 re J. Jones	3,787.85	0.00	T0	3,787.85	R -
29619	PI 31/03/2018	ALLSTAR1	Allstar Business Solutions Ltd	7005	E2000955 0	Diesel for TW Van 28/02/18	41.67	8.33	T1	50.00	R -
29630	PI 31/03/2018	HCC-CS01	Hertfordshire County Council (County Supplies)	7054	H0318046 0	Pink & Blue Paper and Punched Pockets	30.70	6.14	T1	36.84	R -
29632	PI 31/03/2018	HCC-CS01	Hertfordshire County Council (County Supplies)	7054	H0318046 0	2 x Boxes Copier Paper	25.52	5.10	T1	30.62	R -
29633	PI 31/03/2018	HCC-CS01	Hertfordshire County Council (County Supplies)	7054	H0318046 0	A4 A-Z Dividers and FY Dividers	7.90	1.58	T1	9.48	R -
29631	PI 31/03/2018	HCC-CS01	Hertfordshire County Council (County Supplies)	7057	H0318046 0	Desk Lamp & Bulb for Chamber	24.41	4.88	T1	29.29	R -
29666	PI 31/03/2018	SJC01	SJ Cleaning Services Ltd	7066	Inv 31-03- 0	Fortnightly Clean 07/03 & 21/03/18	56.00	0.00	T0	56.00	R -

Date: 15/05/2018  
 Time: 10:35:17

**Berkhamsted Town Council**

**ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)**

Date From: 01/03/2018  
 Date To: 31/03/2018

Supplier From:  
 Supplier To: ZZZZZZZZ

Transaction From: 1  
 Transaction To: 99,999,999

N/C From:  
 N/C To: 999999999

Dept From: 0  
 Dept To: 999

<u>Tran No.</u>	<u>Tr Date</u>	<u>A/C Ref</u>	<u>Suppliers Name</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>V</u>	<u>B</u>
29667	PI 31/03/2018	SJC01	SJ Cleaning Services Ltd	7066	Inv 31-03-0	Monthly Clean 07/03	14.00	0.00	T0	14.00	R	-
29660	PI 31/03/2018	BEAR01	Sue Beardshaw	7350	Exps 03/120	6 Miles & Return to Tring Park School, H	2.70	0.00	T0	2.70	R	-
29659	PI 31/03/2018	BEAR01	Sue Beardshaw	7350	Exps 03/120	Refreshments at Berk Cycling Club Recep	5.00	0.00	T0	5.00	R	-
29658	PI 31/03/2018	BEAR01	Sue Beardshaw	7350	Exps 03/120	Various DONations made 03/12 to 31/02/1	40.00	0.00	T0	40.00	R	-
<b>Totals</b>							16,250.93	343.80		16,594.73		