

BERKHAMSTED TOWN COUNCIL

Minutes of the Annual Meeting of

BERKHAMSTED TOWN COUNCIL

(Held using Zoom video conferencing)

Tuesday 04 May 2021 at 7.30 pm

ATTENDED:

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

OTHERS PRESENT:

A D Noakes, Town Clerk

4 members of the public

Prior to the meeting commencing, members held a one-minute silence to remember three former councillors who have sadly died in the past year: Peter Such, Betty Patterson and Dr Laurence Handy.

OPENING MATTERS AND GOVERNANCE

FC 54/21 Election of Town Mayor

Cllr P White proposed and Cllr G Stevens seconded that Cllr S Cloughton be nominated as Town Mayor.

There being no further nominations, it was unanimously **RESOLVED** that Cllr Cloughton be elected as Town Mayor for the Council year 2021/22.

Cllr G Stevens thanked all members for their help over the last two years during his tenure as Town Mayor. Members thanked the outgoing Town Mayor.

FC 55/21 Declaration of Acceptance of Office

Cllr S Cloughton signed the Declaration of Acceptance of Office remotely and will return it to the Town Clerk as Proper Officer for countersignature.

FC 56/21 Mayoral Engagements 2021/21

The list of Mayoral engagements undertaken during the Council year 2020/21 was **received** and **reviewed**.

FC 57/21 Apologies for absence

Apologies for absence were received from Cllr G Corry. Cllr T Porter did not attend the meeting.

FC 58/21 Election of Deputy Town Mayor

Cllr R Freedman proposed and Cllr P White seconded that Cllr W Conian be nominated as Deputy Town Mayor.

There being no further nominations, it was unanimously **RESOLVED** that Cllr Conian be elected as Deputy Town Mayor for the Council year 2021/22.

Members thanked the outgoing Deputy Town Mayor, Cllr G Corry.

FC 59/21 Declarations of Interest

None were received.

FC 60/21 Code of Conduct

The Code of Conduct for Members of the Town Council was **re-adopted**.

It was **noted** 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) The Standing Orders which had been updated in accordance with the 2020 update from NALC were **received** and **adopted**.

ii) The following appendices of the Standing Orders were **readopted**:

- 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

COMMITTEES, WORKING PARTIES/GROUPS, OUTSIDE BODIES

FC 62/21 Standing Committee Membership

It was agreed unanimously to appoint the following as members of standing committees for 2021/22.

i. Finance and Policy Committee

Councillors: R Freedman
G Stevens
N Woolner
P White
N Taylor
J Jones
P de Hoest

Substitutes: A Peeler
S Cloughton
T Porter

ii Town Planning Committee

Councillors: P White
G Stevens
G Corry
P Fisher
A Armytage
J Jones
P de Hoest

Substitutes: R Freedman
N Woolner

iii Transport and Environment Committee

Councillors: W Conian
S Cloughton
G Stevens
N Taylor
P Fisher
A Peeler
T Porter
M Hardinge

Substitutes: R Freedman
N Woolner

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

FC 63/21 Membership of Working Parties and Groups

It was agreed unanimously to appoint the ensuing year membership of the:

i. Allotment Management Team - Reports to Full Council

Councillors: G Stevens
 N Woolner
 P de Hoest

+ representatives

ii. Public Transport Committee - Reports to Full Council

Councillors: S Cloughton (Chair)
 G Stevens
 N Taylor
 P White
 W Conian
 P de Hoest

+ representatives

iii. Canal and Riverside Partnership - Reports to Full Council

Councillors: R Freedman
 G Stevens

+ representatives

iv. Climate Action Steering Group - Reports to T & E Committee

Councillors: W Conian
 N Taylor
 R Freedman
 P Fisher
 M Hardinge
 P de Hoest
 N Woolner
 G Stevens
 P White
 T Porter

+ representatives

v. Climate Action: Energy Working Group - Reports to T & E Committee
(via Climate Action Steering Group)

Councillors: P de Hoest
 R Freedman
 P Fisher

+ representatives

vi. Climate Action: Travel Working Group - Reports to T & E Committee (via Climate Action Steering Group)

Councillors: P White
N Taylor
N Woolner

+ representatives

vii. Climate Action: Habitat Working Group - Reports to T & E Committee (via Climate Action Steering Group)

Councillors: M Hardinge
S Claughton
T Porter

+ representatives

viii. Climate Action: Website Team - Reports to T & E Committee (via Climate Action Steering Group)

Councillors: P de Hoest
W Conian
N Taylor

+ representatives

ix. Community Infrastructure Levy Working Group - Reports to T & E Committee

Councillors: W Conian
N Taylor
P White
G Stevens
A Armytage

+ representatives

x. Events Working Group - Reports to T & E Committee

Convene as required.

xi. Parish Paths Partnership - Reports to T & E Committee

Councillors: G Stevens
N Woolner

+ representatives

xii. Parking Provision and Management Forum - Reports to T & E Committee

Councillors: G Stevens
W Conian
S Cloughton
J Jones
P de Hoest

+ representatives

xiii. Lagley Meadow Youth and Community Centre Working Group - Reports to F & P Committee

Councillors: G Stevens
N Woolner
M Hardinge

+ representatives

xiv. Festival of Light Working Group - Reports to F & P Committee

Councillors: G Stevens
M Hardinge

+ representatives

xv. Support Services - Reports to F & P Committee

Councillors: G Stevens
N Taylor
W Conian
A Armytage
P de Hoest

xvi. Local Plan Working Group - Reports to Town Planning Committee

Councillors: G Stevens
N Taylor
A Armytage
J Jones
M Hardinge

+ representatives

xvii. Sports Centre Working Group - Reports to Town Planning Committee

Councillors: A Armytage
P de Hoest
G Stevens
P White
N Woolner

+ representatives

FC 64/21 Chair of the Allotment Management Team

Cllr G Stevens was nominated as Chair of the Allotment Management Team

There being no further nominations it was **RESOLVED** that Cllr Stevens be elected as Chair of the Allotment Management Team for the year 2021/22.

FC 65/21 Representatives to Outside Bodies and Joint Committees

The following representatives were **appointed to outside bodies and joint committees** for 2021/22.

Organisation	Councillor Representative(s) (Representatives nominated from members of public in brackets)
Ashridge Estate Committee	N Taylor
Berkhamsted Market Fund	G Corry P White
Berkhamsted Chamber of Commerce	G Stevens
Berkhamsted Parochial Charities	G Corry J Jones (B Newton) One further representative from members of the public is required.
Berkhamsted Youth Town Council	N Woolner
Bourne and Salter Educational Fund	G Corry (Mrs S Johnson)
Dacorum Environmental Forum	P de Hoest G Stevens
Friends of St Peter's, Berkhamsted	J Jones
Graham Greene Birthplace Trust	S Cloughton
Northchurch United Charities	R Freedman J Jones (C Talbot-Ponsonby)
Swan Project Trustee	N Woolner

FC 66/21 Meeting Dates

The dates of meetings of the Town Council for 2021/22 were **confirmed**.

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) were **received** and **approved**.

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

Standing Orders were suspended to enable members of the public to speak.

A resident representing the Broadwater Football Ground spoke to the Town Council about its intended application to Dacorum Borough Council to register the Ground as an Asset of Community Value and to request the Town Council's support.

A member of the Berkhamsted Citizens Association also spoke to support the application

Standing Orders were reinstated.

The Town Council **agreed** to support the application and requested the final version be considered at a future meeting of Full Council.

FC 69/21 Public Participation

See item 68/21.

STANDING COMMITTEES

The following minutes were **received** and **adopted**:

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.

WORKING GROUPS

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

FC 73/21 Allotment Management Team Meeting

26 April 2021. Deferred until 14 June 2021 Full Council.

Cllr Stevens informed members that following extensive discussion, agreement was achieved on the principle of allocating a proportion of Office administration costs to be met by appropriate level of allotment fees. This will be considered at the next Meeting of AMT.

FINANCIAL MATTERS

FC 74/20 Year End Arrangement

- (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 75/20 Review of Internal Control

The Statement of internal Control last approved at Full Council on 29 March 2021 was **readopted**.

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.

If councils have the technology they are permitted to hold hybrid meetings so that members of the public could attend virtually to a physical meeting between the period of the 17 of May 2021 to the 21 June 2021. Unfortunately, the Town Council cannot facilitate this technology and so all meetings will be held physically from the 17 May 2021 with members of the public also in attendance.

The draft Risk Assessment for the return to face-to-face to meetings detailing the procedures required to keep all attendees safe was **received** and **approved**. It will be reviewed frequently in accordance with Government guidance.

Guidance will be issued to the public prior to attendance at council meetings and it is requested that all members of the public wishing to attend a council meeting first contact the Town Clerk or Deputy Town Clerk in order for numbers in attendance to be managed and protocol advised. Safety measures all attendees must comply with include mask wearing, hand sanitising, a temperature check and track and trace registration.

FC 78/21 Insurance Renewal 2021/22

The renewal of the Town Council's insurance policies by the 1 June 2021 was approved.

TN 10 May 2021