

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of

BERKHAMSTED TOWN COUNCIL

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 13 May 2019 at 7.30 pm

PRESENT:

Councillors G Stevens – Town Mayor
G Corry – Deputy Town Mayor
A Armytage
S Cloughton
W Conian
P deHoest
P Fisher
R Freedman
J Jones
A Peeler
T Porter
N Taylor
P White
N Woolner

OTHERS PRESENT:

Mrs J Mason, Town Clerk

4 members of the public

OPENING MATTERS AND GOVERNANCE

FC 39/19 Election of Town Mayor

In the absence of the Town Mayor and the Deputy Town Mayor it was unanimously agreed that Cllr N Taylor should preside at this point. Cllr Taylor invited nominations for the office of Town Mayor. The elected Town Mayor would hold office until the appointment of a successor at the next Annual Meeting of the Town Council in 2020.

Cllr R Freedman proposed and Cllr N Woolner seconded that Cllr G Stevens be nominated as Town Mayor.

There being no further nominations, it was unanimously **RESOLVED** that Cllr Stevens be elected as Town Mayor for the Council year 2019/20.

FC 40/19 Declaration of Acceptance of Office

Cllr Stevens signed the Mayor's Declaration of Acceptance of Office, put on the Mayoral Chain and took the chair. The Declaration of Acceptance of Office was signed by the Town Clerk as Proper Officer.

The Town Mayor thanked fellow councillors for their support. He also thanked the retiring councillors for their hard work and paid tribute to Cllr Mrs C Green who had served the Council and the community tirelessly for many years.

FC 41/19 Mayoral Engagements 2018/19

The list of Mayoral engagements undertaken during the Council year 2018/19 was **received and reviewed**.

FC 42/19 Apologies for absence

Apologies for absence were **received** from Cllr M Hardinge.

FC 43/19 Election of Deputy Mayor

Cllr P Taylor proposed and Cllr W Conian seconded that Cllr G Corry be nominated as Deputy Town Mayor.

There being no further nominations, it was unanimously **RESOLVED** that Cllr Corry be elected as Deputy Town Mayor to hold office for the Council year 2019/20.

FC 44/19 Declarations of Acceptance of Office

Councillor Acceptance of Office forms had been completed by all Councillors and witnessed by the Town Clerk. These were **received**.

FC 45/19 Declarations of Interest

None.

FC 46/19 Code of Conduct

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

FC 47/19 Standing Orders and Financial Regulations

Standing Orders and attachments including the Terms of Reference, a copy of the Code of Conduct, the Planning Code of Practice and Financial Regulations were **re-adopted**. These had been circulated electronically and would be amended after this meeting to incorporate the committee lists. Printed copies would be available for any councillors wishing to retain a hard copy.

GENERAL POWER OF COMPETENCE

FC 48/19

It was **RESOLVED** that the Town Council, in accordance with the Localism Act 2011, Section 8, as set out in the Statutory Instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, has met the following criteria:

- more than two thirds of the members of the Council have stood for election
- the Clerk holds the Certificate in Local Council Administration (CiLCA) and

and **will therefore use the Power of Competence** to the next ordinary election in 2023, when it must resolve that it meets the eligibility criteria to continue to be an eligible parish council.

COMMITTEES, WORKING PARTIES/GROUPS, OUTSIDE BODIES

FC 49/19

Standing Committee Membership:

It was **agreed** unanimously to appoint the following as members of standing committees for 2019/20:

i **Finance and Policy Committee**

Proposed by Cllr S Cloughton and seconded by Cllr N Woolner:

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

Substitutes: A Peeler
S Cloughton
T Porter
M Hardinge

ii **Town Planning Committee**

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

Substitutes: M Hardinge
R Freedman
N Woolner

iii **Transport and Environment Committee**

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

Substitutes: A Armytage
P deHoest
R Freedman
N Woolner

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

FC 50/19 Membership of Working Parties and Groups

It was **agreed** unanimously to appoint the following as members of working parties and groups for the year 2019/20:

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

Councillors: P deHoest
G Stevens
N Woolner

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

Councillors: R Freedman
N Taylor

iii **Lagley Meadow Youth and Community Centre Working Group – Reports to F & P Committee**

Councillors: M Hardinge
G Stevens
N Woolner

iv **Events Working Group – Reports to T & E Committee**

It was **agreed** that appointments to this group should be deferred until the need arose to convene a meeting.

v **Festival of Light Working Group – Reports to F & P Committee**

Councillors: M Hardinge
G Stevens

vi **Parish Paths Partnership** – Report to T & E Committee

Councillors: G Stevens
N Woolner

vii **Berkhamsted Castle Liaison Group** – Reports to T and E Committee

It was **noted** that following the establishment of the Berkhamsted Castle Trust the final meeting of the Castle Liaison Group will be held on Friday 29 June 2019. It was agreed that Cllr G **Stevens** should be appointed to attend this final meeting.

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

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

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

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

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

Councillors: S Cloughton
W Conian
P DeHoest
J Jones
G Stevens

xii **Local Plan Working Group**

Councillors: A Armytage
M Hardinge
G Stevens
N Taylor

FC 51/19 Chair of the Allotment Management Team

It was proposed by Cllr P deHoest and seconded by Cllr N Woolner that Cllr G Stevens be 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 2019/20.

FC 52/19 Representatives to Outside Bodies and Joint Committees

To **appoint representatives to outside bodies and joint committees** for 2019/20

Organisation	Councillor Representative(s) (Representatives nominated from members of public in brackets)
Ashridge Estate Committee	N Taylor
Berkhamsted Market Fund	G Corry (a second Councillor will be nominated in due course)
Berkhamsted Chamber of Commerce	A Peeler
Berkhamsted Parochial Charities	G Corry J Jones Two further representatives from members of the public are required. It was agreed that the Town Clerk should contact the former councillor suggested. A fourth nominee would also be considered.
Berkhamsted Youth Town Council	N Woolner
Bourne and Salter Educational Fund	G Corry (Mrs S Johnson)
Dacorum Environmental Forum	P deHoest G Stevens
Friends of St Peter's, Berkhamsted	(P Matthews)
Graham Greene Birthplace Trust	S Cloughton
Northchurch United Charities	R Freedman J Jones (C Talbot-Ponsonby)
Swan Project Trustee	N Woolner
Town Hall Trust	(R Case)

Following a discussion it was **agreed** that Councillor representatives on outside bodies should give a brief update (written or verbal) at the next available Full Council meeting. It was noted that minutes were circulated by the Dacorum Environmental Forum.

FC 53/19 Meeting Dates

The **dates of meetings of the Town Council** for 2019/20 which had been circulated with the agenda were confirmed.

In response to a request the Town Clerk **undertook to investigate** whether the dates could be circulated in electronic diary form with alerts.

FC 54/19 Deeds and Trusts

The **deed and trust instruments** in the custody of the Town Council were noted.

FC 55/19 Minutes of previous Meetings

The **minutes of the Full Council Meetings** held on 18 March 2019 and 15 April 2019 were received and approved. The Town Mayor signed them as a correct record.

FC 56/19 Town Mayor's Communications

- (i) Berkofest Book Festival on Sunday 12th May – Advertising fliers

It was agreed that the Town Clerk should send a letter of thanks and congratulations to the organisers of the Festival.

- (ii) E-mail from Michael Robinson Joint Clerk to the Trustees – Berkhamsted Parochial Charities, reminding the Town Council to nominate four Trustees for the new Council term.

FC 57/19 Public Participation

The Town Mayor suspended standing orders to enable members of the public present to speak.

Mrs S Johnson, Chair of the Berkhamsted Citizens Townscape Group, congratulated the Town Mayor and Deputy Mayor on their respective appointments. She advised that she often attended Town Planning meetings and was also a trustee of Berkhamsted Castle Trust. She therefore looked forward to working with the Council.

Mr T Ritchie, as a recent councillor and a former Town Mayor, thanked Cllr Stevens for the sentiments expressed above. He wished the Councillors well in their term of office and referred to the challenges posed by the evolving Local Plan and CIL spending.

Thanking members of the public for their contribution the Town Mayor reinstated standing orders and the meeting resumed.

STANDING COMMITTEES

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

FC 58/19 Finance and Policy Committee

Not applicable. 11 March minutes were approved at Full Council on 18 March 2019.

FC 59/19 Town Planning Committee

Held on: 25 March 2019
15 April 2019

FC 60/19 Transport & Environment Committee

Held on: 1 April 2019

It was **noted** that that the issues around the phasing of the traffic lights and waiting and loading resections could not be actioned. The meeting proposed would be arranged (minute TE 29/19 refers). It was also **noted** that although flooding at The Moor temporary car park had improved following DBC's remedial measures in March, there was still pooling of water following rainfall. Furthermore, the Town Clerk would be chasing up the Multi Storey Car Park project manager regarding the Town Council's comments regarding signage and other matters raised (TE 28/19 refers).

WORKING GROUP

FC 61/19 Allotment Management Team 29 April 2019

The notes of the above meeting were **approved and adopted**.

FINANCIAL MATTERS

FC 62/19 Year End Arrangements

The timetable below was noted:

- (i) Friday 10 May and Wednesday 15 May 2019 – year end closedown and first inputting 2019 – 20.
- (ii) Friday 24 May 2019 – Internal Audit final visit 24 May 2019 (the office will be closed and the Council Chamber occupied).
- (iii) Monday 10 June 2019 – Full Council Meeting to approve Annual Governance and Accountability Return/Annual Accounts.
- (iv) 1 July 2019 – Latest date for the Annual Governance and Accountability Return (AGAR) to arrive with External Auditors.

FC 63/19 Review of Internal Control

The Statement of Internal Control dated 01-05-19, circulated with the agenda, was **reviewed and adopted**.

FC 64/19 Changes to NatWest Bank Mandate

- (i) It was **RESOLVED** that the Authorised Signatories in the current mandate, for the account(s) detailed in section 1.3, be changed in accordance with section Authorised Signatories. All Councillor signatories not re-elected are to be removed from the mandate and new signatories agreed to replace those removed. The current mandate will continue as amended;
- (ii) The following new signatories were **agreed**

Cllr N Woolner; Cllr W Conian; Cllr S Claughton and Cllr G Corry.
- (iii) The Town Clerk was **authorised** to make the necessary arrangements with the new signatories to complete the appropriate sections of the mandate and to deal with the bank as necessary.

Action Town Clerk

FC 65/19 It was **RESOLVED** 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 66/19 Insurance Renewal 2019/20

The Town Clerk advised that she had recently reviewed the sums insured with Came and Co and on the basis of these revised requirement three quotations had been received from Ecclesiastical, Hiscox and Inspire (AXA). These quotes were discussed and questions answered about the Town Council's insurance cover.

The renewal of the Town Council's insurance policy on 1 June 2019 with Hiscox was then **approved** as per the quotation provided. The Town Clerk will also arrange suitable motor insurance for the Town Warden's vehicle.

Action Town Clerk

FC 67/19 Civic Centre Lease

It was **noted** that the four year lease terminates in January 2020.

Following a discussion it was agreed that the appropriate officer at DBC should be contacted at the earliest opportunity to initiate discussions with a view to renewing the lease and reaching a timely conclusion.

FC 68/19 Update on Recruitment of Allotment & Finance Officer

It was **noted** that the closing date is 20 May with interviews scheduled for 4 June. It would be necessary to convene an interview panel consisting of the Town Clerk and two members of the Support Services Group. The details of the post would be circulated to Councillors. Advice regarding free advertising of finance jobs via the AAT were noted for future reference.

Action Town Clerk/Support Services Group

FC 69 /19 Councillor Induction Training

The schedule circulated with the agenda was discussed and supported. The Town Clerk will circulate possible dates for in-house training in the course of the next few days.

FC 70/19 Close of Meeting

The meeting closed at 9.42 pm.

Signed.....

Dated.....