



# BERKHAMSTED TOWN COUNCIL

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## MINUTES

### of the BERKHAMSTED TOWN COUNCIL ANNUAL MEETING

held on Monday 16<sup>th</sup> May 2022 at 7.30 pm

in the Main Hall, Civic Centre, Berkhamsted

#### MEMBERS PRESENT:

Councillors W. Conian – Town Mayor  
N. Taylor – Deputy Town Mayor  
A. Armytage  
S. Cloughton  
A. Foster  
P. Fisher  
M. Hardinge  
J. Jones  
T. Porter  
G. Stevens

#### OTHERS PRESENT:

A. Noakes - Town Clerk  
D. McGlynn - Deputy Town Clerk (Minutes)

3 members of the public

#### OPENING MATTERS AND GOVERNANCE

##### FC 53/22 Election of Town Mayor

Cllr Stevens proposed and Cllr Foster seconded that Cllr Conian be nominated as Town Mayor.

There being no further nominations, it was unanimously **RESOLVED** that Cllr Conian be elected as Town Mayor for the Council year 2022/2023.

Cllr Cloughton thanked all Members for their help and cooperation over the past year, saying that he had immensely enjoyed working with them during his

tenure as Town Mayor. He also said it was a pleasure to meet so many of the individuals and groups, who do good works in the town, whilst carrying out his mayoral engagements. He also thanked the Town Clerk, the Deputy Town Clerk and the office staff for their help and support throughout the year.

Cllr Claughton then congratulated Cllr Conian on her appointment and handed over the Mayoral Chain.

#### **FC 54/22 Declaration of Acceptance of Office**

Cllr Conian thanked Cllr Claughton for his warm welcome and was joined by the Members in thanking him for his excellent tenure as Town Mayor over the past year.

Cllr Conian then read and signed the Declaration of Acceptance of Office and handed it to the Town Clerk, who promptly countersigned it in his capacity as Proper Officer.

#### **FC 55/22 Mayoral Engagements 2021/22**

The list of Mayoral engagements undertaken during the Council year 2021/2022 was **received** and **noted**.

#### **FC 56/22 Apologies for absence**

Apologies for absence were **received** from Cllrs R Freedman, T Porter, P. de Hoest and P. White. All absences were **accepted**.

#### **FC 57/22 Election of Deputy Town Mayor**

Cllr Stevens proposed and Cllr Corry seconded that Cllr Taylor be nominated as Deputy Town Mayor.

There being no further nominations, it was unanimously **RESOLVED** that Cllr Taylor be elected as Deputy Town Mayor for the Council year 2022/2023.

#### **FC 58/22 Declarations of Interest**

None were received.

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

The Members **received** a gave a brief overview of the BCA Town Shield Project from the Town Clerk, who explained that the Berkhamsted Town Shield outside the Civic Centre was in a poor state of repair and needed to be replaced. It was noted that the Town Shield had originally been installed and financed by the Berkhamsted Citizens Association (“BCA”) many years ago and that the BCA had now agreed to replace it at their cost.

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

Mrs S. Johnson, representing the BCA, firstly congratulated Cllr Conian on her appointment as the new Town Mayor.

Mrs Johnson then gave a brief presentation on BCA's background and history and set out its plans for the Berkhamsted Town Shield Project. It was explained that the original Town Shield was donated by the BCA to mark the Queen's Coronation in 1953 and that the association now wished to commission a replacement Town Shield as part of its upcoming centenary celebrations in 2024. Although the new Town Shield will be fully project managed and financed by the BCA, the BCA will liaise with the Town Clerk about the project.

Standing Orders were reinstated.

#### **FC 60/22 Code of Conduct**

The Code of Conduct for Members of the Town Council (Appendix 3 of the Standing Orders) was **received** and **re-adopted**.

#### **FC 61/22 Standing Orders and Financial Regulations**

i) The Standing Orders, which had been updated in accordance with the 2022 NALC update (Model Standing Order 18), were **received** and **re-adopted**. It was noted that the changes made were to bring it into line with the procurement position post-Brexit and current procurement threshold figures, simplify the model standing orders and remove references to the European Union.

ii) The following appendices of the Standing Orders were also **received** and **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

\* It was **noted** that Section 5.19 of the Appendix 4: Financial Regulations had been removed as the Council no longer held petty cash. It was also **noted** that Section 10 (contracts) had been amended to reflect the NALC update to Standing Orders.

iii) It was agreed that a complete review of the Standing Orders be carried out and presented to Full Council by 5<sup>th</sup> September 2022.

**Action:** Town Clerk/Deputy Town Clerk

#### **COMMITTEES, WORKING PARTIES/GROUPS, OUTSIDE BODIES**

#### **FC 62/22 Standing Committee Membership**

It was unanimously **agreed** to appoint the following as Members of Standing Committees for 2022/2023:

i. **Finance and Policy Committee**

Councillors: R. Freedman  
G. Stevens  
A. Foster  
P. White  
N. Taylor  
J. Jones  
P. de Hoest

Substitutes: A Peeler  
S Cloughton  
T Porter

ii **Town Planning Committee**

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

Substitutes: R. Freedman  
A. Foster  
M. Hardinge

iii **Transport and Environment Committee**

Councillors: N. Taylor  
S. Cloughton  
P. Fisher  
A. Peeler  
T. Porter  
M. Hardinge  
A. Foster

Substitutes: R. Freedman  
A. Armytage  
G. Stevens

It was also **agreed** that the Standing Committees would each elect its Chair and Deputy Chair for the year at their next meetings.

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

It was unanimously **agreed** to appoint the following Councillors as Members of the Working Parties and Groups set out below for 2022/2023:

### **i. Allotment Working Group - Reports to Full Council**

Councillors: G. Stevens (Chair)  
A. Foster  
P. de Hoest

+ representatives

### **ii. Public Transport Committee - Reports to Full Council**

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

+ representatives

### **iii. Canal and Riverside Partnership - Reports to Full Council**

Councillors: G. Stevens (Chair)  
A. Foster  
M. Hardinge

+ representatives

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

Councillors: W. Conian (Chair)  
N. Taylor  
R. Freedman  
P. Fisher  
M. Hardinge  
P. de Hoest  
A. Foster  
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 (Chair)  
R. Freedman  
P. Fisher  
G. Stevens

+ representatives

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

Councillors: P White (Chair)  
N Taylor

+ representatives

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

Councillors: M. Hardinge (Chair)  
S. Cloughton  
T. Porter

+ representatives

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

Councillors: P. de Hoest (Chair)  
W. Conian  
N. Taylor

+ representatives

- ix. **Community Infrastructure Levy Working Group** - Reports to Town Planning Committee

Councillors: G. Stevens (Chair)  
N. Taylor  
P. White  
W. Conian  
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 (Chair)  
A. Foster

+ representatives

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

Councillors: G. Stevens (Chair)  
W. Conian  
S. Cloughton  
J. Jones  
P. de Hoest

+ representatives

**xiii. Berkhamsted Place Strategy Working Group – Reporting structure and Chair to be determined.**

Councillors: W. Conian  
G. Stevens  
A. Foster

+ representatives

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

Councillors: G. Stevens (Chair)  
A. Foster  
M. Hardinge

+ representatives

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

Councillors: G. Stevens (Chair)  
M. Hardinge  
J. Jones  
G. Corry

+ representatives

**xvi. Support Services - Reports to F & P Committee**

Councillors: G. Stevens (Chair)  
A. Armytage  
W. Conian  
S. Claughton  
P. de Hoest  
N. Taylor

+ representatives

**xvii. Local Plan Working Group - Reports to Town Planning Committee**

Councillors: G. Stevens (Chair)  
A. Foster  
N. Taylor  
A. Armytage  
M. Hardinge

+ representatives

**xviii. Sports Centre Working Group - Reports to Town Planning Committee**

Councillors: G. Stevens (Chair)  
A. Armytage  
P. de Hoest  
A. Foster  
P. White

+ representatives

It was **agreed** that each Standing Committee would carry out a thorough review of its Working Groups and consider whether those no longer active could be closed down or, in the case of overlap of activities, merged with another Working Group or the relevant parent Committee, with a view to streamlining the organisational structure. Each Standing Committee will report back to FC on their findings.

**Action:** Standing Committee Chairs

**FC 64/22 Chair of the Allotment Working Group**

Cllr G Stevens was nominated as Chair of the Allotment Working Group

There being no further nominations it was **RESOLVED** that Cllr Stevens be elected as Chair of the Allotment Working Group for the year 2022/2023.



## FC 65/22      **Representatives to Outside Bodies and Joint Committees**

The following Representatives were **appointed** to Outside Bodies and Joint Committees for 2022/2023.

<b>Organisation</b>	<b>Councillor Representative(s)</b> (Representatives nominated from members of public in brackets)
Ashridge Estate Committee	N. Taylor
Berkhamsted Arts Trust	S. Cloughton
Berkhamsted Market Fund	A. Foster
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 – to be confirmed.
Berkhamsted Youth Town Council	G. Stevens
Bourne and Salter Educational Funds	G. Corry
Salter Educational Fund	(Mrs S. Johnson)
Dacorum Environmental Forum	P. de Hoest G. Stevens
Friends of St Peter's, Berkhamsted	(P. Matthews)
Berkhamsted Castle Trust	(P. Matthews)
Graham Greene Birthplace Trust	S. Cloughton
Northchurch United Charities	R. Freedman J. Jones (C Talbot-Ponsonby)
Swan Project Trustee	R. Freedman
Town Hall Trust	(R. Case)
Open Door Liaison	R. Freedman

## **FC 66/22 Meeting Dates**

The Schedule of Meeting Dates of the Town Council for 2022/23 was **received** and **agreed**.

Cllr Stevens pointed out to the Members that the 2022/2023 Annual Town Meeting and Civic Reception had been brought forward to March 2023 as elections would be taking place in May 2023.

## **FC 67/22 Minutes of previous Meetings**

The Minutes of the Full Council Meeting held on 28<sup>th</sup> March 2022 (previously circulated) were **received**.

Cllr Corry requested that a change be made to Item No. FC 47/22 to reflect that a recorded vote had taken place.

It was agreed, that subject to the above-mentioned change, the Minutes be **approved**.

## **FC 68/22 Public Participation**

Public participation was brought forward for Items No. FC 59/22 and FC 65/22, whereby Standing Orders were suspended to enable representatives of the BCA to speak.

### **STANDING COMMITTEES**

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

## **FC 69/22 Finance and Policy Committee**

The Minutes of meeting held on 14<sup>th</sup> March 2022.

## **FC 70/22 Town Planning Committee**

The Minutes of meeting held on 9<sup>th</sup> May 2022.

Cllr Stevens drew the Members' attention to and explained the reasoning behind the Town Planning Committee's decision on the Little Heath Solar Array planning application.

## **FC 71/22 Transport & Environment Committee**

The Minutes of meeting held on 25<sup>th</sup> April 2022.

Cllr Foster raised a query about the contents of these Minutes and it was agreed to that some amendments were necessary before they could be approved.

**Action:** Town Clerk

## **WORKING GROUPS**

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

### **FC 72/22 Allotment Working Group Meeting**

Held on 4<sup>th</sup> April 2022.

## **FINANCIAL MATTERS**

### **FC 73/22 Year End Arrangement**

The following Year End Arrangements were **noted**:

- (i) 27 April 2022 - year end closedown for 2021/22.
- (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 74/22 Review of Internal Control**

The Statement of Internal Control last approved at Full Council on 8<sup>th</sup> November 2021 was **readopted**.

**FC 75/22** 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.

Members of Public duly left the meeting at 20:38.

### **FC 76/22 Insurance Renewal 2022/2023**

Following a discussion about the relevant issues, it was **agreed** that the Town Clerk be authorised to renew the Town Council's insurance with the current Broker.

### **FC 77/22 Civic Centre Lease Renewal 2022 – 2027**

The Town Clerk provided an update on the current status of the Civic Centre Lease Renewal discussions with DBC.

DM 18/05/2022