

## **BERKHAMSTED TOWN COUNCIL**

### **Minutes of a Meeting of**

## **BERKHAMSTED TOWN COUNCIL**

**Held in the Council Chamber, Civic Centre, Berkhamsted on**

**Monday 21 May 2018 at 7. 30 pm**

### **PRESENT:**

**Councillors:** S Beardshaw, Town Mayor  
A Armytage  
S Bateman  
G Corry  
F Earl  
Mrs C Green  
J Jones  
P Matthews  
B Newton  
G Stevens  
G Yearwood

### **OTHERS PRESENT:**

Mrs J Mason, Town Clerk

1 member of the public.

### **FC 45/18 Election of Town Mayor**

Cllr J Jones proposed and Cllr B Newton seconded that Cllr S Beardshaw be nominated as Town Mayor.

There being no further nominations, it was unanimously **RESOLVED** that Cllr Beardshaw be elected as Town Mayor for the Council year 2018/19 .

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

#### **Town Mayor's Declaration of Acceptance of Office and Code of Conduct**

Cllr Beardshaw read out and signed the Town 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 Cllr Mrs Green for representing the Town so well over the past year and stated it had been a great pleasure to work with her. She was also very pleased and honoured to have been elected as Town Mayor and looked forward to the coming year.

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

The list of engagements undertaken during the Council year 2017/18 was received and reviewed.

**FC 48/18      Apologies for absence**

Apologies for absence were received from Cllr D Collins, Cllr E Collins, Cllr I Reay and Cllr T Ritchie.

**FC 49/18      Election of Deputy Mayor**

Cllr A Armytage proposed and Cllr Mrs C Green seconded that Cllr B Newton be nominated as Deputy Town Mayor.

There being no further nominations, it was unanimously **RESOLVED** that Cllr Newton be elected as Deputy Town Mayor to hold office for the Council year 2018/19.

**FC 50/18      Declarations of Interest**

There were no declarations of interest regarding items on the agenda.

**FC 51/18      Code of Conduct**

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

Members were asked to review their register of interest forms and forward any updates to the Town Clerk.

**FC 52/18      Standing Committee Membership**

**It was agreed unanimously** to appoint the following as members of standing committees for 2018/19:

**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**

It was agreed unanimously to appoint the following as members of working parties and groups for 2018/19:

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

Councillors: S Beardshaw  
P Matthews

It **was noted** that this working group would probably only require one further meeting in the light of the transfer of land at The Castle to Berkhamsted Castle Trust, to which the Town Council had been invited to nominate one Trustee.

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

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

xiii **Newsletter Working Group**

It was **RESOLVED** that membership of this group should be confirmed at the 4 June meeting of Full Council.

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

It was proposed by Cllr G Stevens and seconded by Cllr F Earl that Cllr B Newton be nominated as Chair of the Allotment Management Team.

There being no further nominations it was **RESOLVED** that Cllr Newton be elected Chair of the Allotment Management team for 2018/19.

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

It was **agreed** unanimously to appoint the following to outside bodies and joint committees for 2018/19

<b>Organisation</b>	<b>Councillor Representative(s)</b> (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**

The schedule of meeting dates previously circulated **was agreed subject to the following amendments:**

- (i) The Annual Town Meeting should be moved from 11 April to a date in March;
- (ii) On Monday 7 January 2019 a Town Planning Committee meeting should be held in addition to the F & P meeting already scheduled;
- (iii) The Annual Meeting of Council will be on 7 May 2019;
- (iv) As a result, the Town Planning meeting scheduled for Tuesday 7 May will be moved provisionally to Monday 13 May 2019.

**FC 57/18 Annual Subscriptions**

The schedule of **annual subscription payments** for 2018/19 was received and approved.

**FC 58/18 Deeds and Trusts**

The schedule of **deed and trust instruments** in the custody of the Town Council **was received**.

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

The **minutes of the last Full Council Meeting** held on 16 April 2018 were received and approved as a correct record. They were duly signed as such by the Town Mayor.

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

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

**FC 61/18 Public Participation**

The Town Mayor suspended Standing Orders to **allow a member of the public present to speak**.

Mr R Wakely advised that he wished to bring to the attention of councillors concerns about the horrendous, albeit inevitable, car park about to be built at Lower Kings Road. He was of the view that proposals to use The Moor for temporary parking during construction needed much further consideration in view of the narrow access and associated traffic congestion and safety issues. He urged that the impact of the new car park be minimised by, for example, installing charging points. This would encourage the use of low carbon vehicles and help to improve air quality.

Thanking Mr Wakely for his contribution the Town Mayor reinstated standing orders.

**STANDING COMMITTEES**

The following minutes were reviewed by the 2017/18 Committee chairs and were then **received and adopted**:

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

- i) Held on: 8 May 2018

- ii) The actions noted and approved in minute FP 35/18 regarding the implementation of the National Salary Award 2018-2020 **were endorsed.**

**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

**WORKING GROUPS**

The minutes and notes of the following meetings were **received and adopted**:

**FC 65/18 Allotment Management Team 24 April 2018**

**FC 66/18 Canal and River Partnership 3 April 2018**

Arising from the above, a proposal from CARP members regarding the creation of a CARP website or page was discussed. This suggestion was **agreed in principal but a final decision would be deferred** until the Town Council staffing was up to full strength.

**FINANCIAL MATTERS**

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

- i) The Internal Audit Report 2017 – 18 (final) arising from the internal audit inspection on 11 May 2018 was **received and adopted**;
- ii) There were no actions or recommendations arising and the internal auditor had stated that the Town Council had more than adequate systems of internal control. A vote of thanks was given to the Town Clerk and Finance Officer.

**FC 68/18 Receipts and Payments**

Following a discussion the list of payments from 1 March 2018 – 31 March 2018 was received and approved.

**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) The renewal of the Town Council’s insurance policies on 1 June 2018 **was approved**. 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, however, a more competitive quote has been received from MS Amlin Insurance and this would be accepted.
  
- (ii) It **was noted** that fidelity guarantee insurance is being increased from £500,000 to £600,000.

**FC 71/18 Close of meeting**

The meeting closed at 8.30 pm.

Signed.....

Date.....