

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of the

BERKHAMSTED TOWN COUNCIL

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 22 May 2017 at 7.30 pm

PRESENT:

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

OTHERS PRESENT:

Mrs J Mason, Town Clerk

1 member of the public

FC 35/17 Election of Town Mayor

Cllr E Collins proposed and Cllr B Newton seconded that Cllr Mrs C Green be nominated as Town Mayor.

There being no further nominations, it was unanimously **RESOLVED** that Cllr Green be elected as Town Mayor, to hold office until the next Annual Meeting of the Town Council scheduled for 21 May 2018.

FC 36/17 Declaration of Acceptance of Office

Cllr Green read out and signed the Town Mayor's Declaration of Acceptance of Office, put on the Mayoral Chain and took the chair.

The Town Mayor thanked Cllr Ritchie for representing the Town so well during his two years in office. Councillors concurred and applauded Cllr Ritchie who then thanked fellow councillors and staff for their support over the two years. He stated that it had been a great honour to represent the Town Council and he had been very fortunate to meet so many of the individuals and groups that contribute to the Town's success.

FC 37/17 Cllr J Jones' Declaration of Acceptance of Office and Code of Conduct, which had been signed by Cllr Jones on 12 May 2017 before the Town Clerk, was received. The Town Mayor welcomed Cllr Jones.

FC 38/17 **Mayoral Engagements 2016/17**

The list of engagements undertaken during the Council year 2016/17 was received and reviewed.

FC 39/17 **Apologies for absence**

Apologies for absence were received from Cllr P Matthews

FC 40/17 **Election of Deputy Mayor**

Cllr T Ritchie proposed and Cllr D Collins seconded that Cllr S Beardshaw be nominated as Deputy Town Mayor.

There being no further nominations, it was unanimously **RESOLVED** that Cllr Beardshaw be elected as Deputy Town Mayor to hold office until the next Annual Meeting of the Town Council scheduled for 21 May 2018.

FC 41/17 **Declarations of Interest**

None.

FC 42/17 **Code of Conduct**

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

FC 43/17 **Standing Committee Membership:**

It was agreed unanimously to appoint the following as members of standing committees for 2017/18:

i **Finance and Policy Committee**

Councillors: S Bateman
E. Collins
J Jones
B Newton
T Ritchie
G. Stevens
G. Yearwood

Substitutes: P Matthews
G Corry
I Reay

ii **Town Planning Committee**

Councillors: A Armytage
S Beardshaw
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
S Beardshaw
F Earl
P Matthews
I Reay
T Ritchie
G Yearwood

Substitutes: J Jones
D Collins
G Corry

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

FC 44/17 Membership of Working Parties and Groups

It was agreed unanimously to appoint the following as members of working parties and groups for 2017/18:

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

Councillors: S Bateman
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 Advisory Group – Reports to F & P Committee**

Councillors: S Beardshaw
G Yearwood
I Reay
plus representatives

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

Membership to be determined by the T & E Committee

- 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**

Membership to be determined by the T & E Committee.

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

Councillors: D Collins
P Matthews
plus representatives

- viii **Support Services – Reports to F & P Committee**

Councillors: D Collins
P Matthews
C Green
T Ritchie
G Stevens

Substitute member: Cllr I Reay

- ix. **Community Infrastructure Levy / s 106 Working Group – Reports to T & E Committee**

Standing item at T & E Committee which will also decide membership should a separate meeting of the group be required.

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

Councillors: I Reay
T Ritchie
G Stevens
plus representatives

FC 45/17 Chair of the Allotment Management Team

It was proposed by Cllr D Collins and seconded by Cllr A Armytage 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 2017/18.

FC 46/17 Representatives to Outside Bodies and Joint Committees

It was **agreed** unanimously to appoint the following to outside bodies and joint committees for 2017/18

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 (Vacancy, Mrs C Cowie)
Berkhamsted Youth Town Council	A Armytage
Bourne and Salter Educational Fund	E Collins (Vacancy, Mr I Gent and Vacancy)
Dacorum Environmental Forum	G Stevens
Fairtrade Steering Group	G Stevens
Friends of St Peter's, Berkhamsted	P Matthews
Graham Green Birthplace Trust	B Newton
Northchurch United Charities	T Ritchie J Jones (C Talbot-Ponsonby)
Swan Project Trustee	A Armitage
Town Hall Trust	(Martin Hillier)

FC 47/17 Meeting Dates

To confirm the **dates of meetings of the Town Council** for 2017/18 (Schedule previously circulated and is on website and notice boards)

FC 48/17 Annual Subscriptions

The schedule of **annual subscription payments** for 2017/18 was received and approved.

FC 49/17 Deeds and Trusts

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

FC 50/17 Financial Regulations

It was **noted** that revised Financial Regulations were adopted at the previous meeting (24 April 2017) and will be reviewed in March 2018.

FC 51/17 Standing Orders

It was **noted** that revised standing orders were adopted at the 12 September 2016 of the Full Council and will be reviewed in August 2017 (or earlier if required)

FC 52/17 Minutes of Last Meeting

The minutes of the last Full Council Meeting held on 24 April 2017 were approved as a correct record and were duly signed as such by the Town Mayor.

FC 53/17 Town Mayor's Communications

- (i) NALC newsletter April 2017
(circulated 150517);
- (ii) Chiltern Society e-news May 2017
(circulated 120517);

FC 54/17 Public Participation

To suspend Standing Orders to **allow any member of the public present to speak.**

STANDING COMMITTEES

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

FC 55/17 Town Planning Committee

Held on: 8 May 2017

Cllr Armytage commented on a recent application in Hall Park, which, like similar applications in the area, was inappropriate and out of keeping.

FC 56/17 Transport & Environment Committee

Held on: 2 May 2017

The actions arising from the meeting were reviewed. Mr C. Talbot-Ponsonby, who was present, was thanked for his help in trying to find out to whom the memorial bench which was previously outside the old library was dedicated. The Town Clerk undertook to contact Cllr Matthews regarding the notes from the Parking Forum meeting held on 29 March 2017 in preparation for the meeting scheduled for 24 May 2017.

WORKING GROUPS

The following minutes were received and adopted:

FC 57/17 Allotment Management Team 9 May 2017

Cllr Newton and the Town Clerk gave an update on discussions about allotment rents.

FINANCIAL MATTERS

FC 58/17 Review of Internal Audit

The review of internal audit prepared by Cllr D Collins and Cllr B Newton was received and adopted.

FC 59/17 Receipts and Payments

The schedule of receipts and payments from 1 March 2017 – 31 March 2017, which had been reviewed and initialled by Cllr D Collins and Cllr Stevens, was received and approved.

{NB This had been circulated because the F & P meeting scheduled for 15 May 2017 had been cancelled}

FC 60/17 Insurance Renewal 2017/18

- (i) The renewal of the Town Council's insurance policy on 1 June 2017 was approved. This will be the second year of a three-year agreement through Came and Co. All insurances with the exception of motor have been placed with Ecclesiastical. Motor insurance is through ERS.
- (ii) It was noted and approved that fidelity guarantee insurance had been increased from £350,000 to £500,000.

FC 61/17 Town Council's Lease Second Floor Civic Centre 16 January 2016 (for four years)

It was **noted** that completion took place on 10 May 2017. The original signed copy will be lodged with the Town Council's solicitors.

FC 62/17 EXCLUSION OF PRESS & PUBLIC

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 business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

FC 63/17 Risk Register and Assessment

The Risk Register and Assessment was approved and adopted.

The document will be updated as required throughout the year and shall, as a minimum, be reviewed and discussed at a Full Council meeting once a year.

In response to a question from Cllr Earl, the Town Clerk undertook to circulate a copy of the asset register.

FC 64/17 Ownership of Land at Dellfield/Normandy Drive

In the light of recent research by the Town Clerk and advice received from the Town Council's solicitor, it was **RESOLVED** that the Town Clerk should respond to the letter dated 15 March 2017 from James Deane, Corporate Director Finance, DBC. The reply would reflect the solicitor's advice about land registration and emphasise the need for the play equipment to be reinstated as a matter of urgency.

Signed.....

Date.....