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2<sup>nd</sup> Floor, Civic Centre  
161 High Street, Berkhamsted  
Herts HP4 3HD

10<sup>th</sup> May 2023

## SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that there will be a meeting of **Berkhamsted Town Council Annual Meeting** in the **Council Chamber, Civic Centre**, Berkhamsted on **Monday 15<sup>th</sup> May 2023** at **7.30 pm**.

The purpose of the meeting is to transact the business set out in the agenda below and you are hereby summoned to attend.

*Sue Severn*  
Town Clerk

Councillors:

- W. Conian (Town Mayor)
- N. Taylor (Deputy Town Mayor)
- I. Bristow
- M. Bromberg
- K. Fielding
- P. Fisher
- A. Hawkswood
- P. Holditch
- S. Jordan
- R. Mackenzie
- N. Morrish
- T. Pedrick
- G. Stevens
- R. Stewart
- L. Tate

**Members of the public are invited to attend all meetings of the Town Council and are very welcome**



## AGENDA

### Berkhamsted Town Council Annual Meeting Monday 15<sup>th</sup> May 2023 at 7.30 pm Council Chamber, Civic Centre, Berkhamsted

**FC 48/23** Election of Town Mayor.

**FC49/23** Election of Deputy Mayor.

**To receive the Town Mayor and Deputy Mayor's Declarations of Acceptance of Office.**

**FC 50/23** To receive and approve any apologies for absence.

**FC51/23** **Declarations of Interest**

- i. To **receive** declarations of interest from councillors on items on the agenda;
- ii. To **receive** written requests for dispensations for declarable interests; and
- iii. To **grant** any requests for dispensation as appropriate.

**FC 52/23** To receive any outstanding **Declarations of Acceptance of Office** from councillors.

**FC 55/23** **Open Forum**

Members of the public are invited to speak to the Council to raise issues or concerns, ask questions or make comments. (This session will last for a maximum of 20 minutes. Members of the public may indicate that they wish to speak during debate by raising their hand. The Chair may recognise them, but it is requested that comments are brief, relevant, and not repetitive).

Any updates from Hertfordshire County and Dacorum Borough Councils.

**FC 56/23** **Police & Neighbourhood Policing report**

To receive Police report, if any.

**FC 57/23** **Planning & Neighbourhood Planning**

To update on progress of the Neighbourhood Plan.

**FC 58/23** **Finance and Council Administration**

To receive reports and matters for resolution:

#### **Finance**

- To review and agree the council's accounts to 30<sup>th</sup> April 2023.
- To consider applications for small grant funding (£460 or a percentage thereof) from The Happy Wanderers.
- To confirm dates for the exercise of public rights to view the accounts which are: 19<sup>th</sup> June to 28<sup>th</sup> July 2023 inclusive.
- To confirm timetable for annual audit.
- To agree councillor signatories for the council's Natwest, and HSBC bank accounts.



### **Administration**

- To confirm eligibility and adopt the General Power of Competence.
- To re-adopt the council's Statement of Internal Control, as circulated.
- To agree 2023-24 Committees and Allotment Working Group membership.
- To agree appointment of representative to outside bodies.
- To confirm date for Councillor training as Monday 12<sup>th</sup> June at 6.00pm.
- To confirm next year's meeting dates schedule as circulated.
- To confirm renewal of the council's insurance policy.
- To confirm the council and staff's subscriptions to outside bodies:  
National Association of Local Council and Hertfordshire Association of Local Councils,  
and Society of Local Council Clerks, CIMA.

### **FC 59/23 Community and Events**

- To receive update on *Coronation event*.
- *Dementia Friendly Town*: Update on initial workshop 24<sup>th</sup> May. (Date for diary).
- *Free summer activities for children and young people*: Update.

### **FC60/23 Committees and Working Groups**

No reports.

### **FC 61/23 Communication**

Councillor brief biographies and photos to be included in Berkhamsted Council News and website. Magazine publication date early July 2023. Contributions and volunteers welcome.

### **FC 62/23 Website & IT Security**

New accounts and credentials set up and circulated.  
Progress on Cyber Secure.

### **FC 63/23 Meetings & Matters of report**

To report on any meetings attended and matter of report for Councillors' attention.

### **Date of next meeting**

Monday 5<sup>th</sup> June 2023.