

BERKHAMSTED TOWN COUNCIL

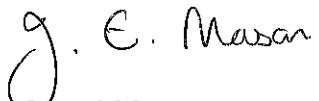
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2nd Floor
Civic Centre
Berkhamsted
Hertfordshire
HP4 3HD

5 April 2016

SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **Finance & Policy Committee** in the Council Chamber, Civic Centre, Berkhamsted, on Monday **11 April 2016** at 7.30pm for the purpose of transacting the business set out in the agenda below, and you are hereby summoned to attend.


Mrs J Mason
Town Clerk

MEMBERS:

Councillors	D Collins	Chair
	Mrs C Green	Vice-Chair
	S Bateman	
	Mrs E Collins	
	G Stevens	
	Vacancy	

SUBSTITUTE MEMBERS:

Councillors	J Ashbourn
	G Corry
	I Reay

EX OFFICIO

Councillor	T Ritchie	Town Mayor
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MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

AGENDA

OPENING MATTERS

- FP 29/16 To receive **apologies for absence**
- FP 30/16 To receive **declarations of interest** regarding items on the agenda
- FP 31/16 To approve the **minutes of the previous meeting** held on 18 March 2016
- FP 32/16 **To suspend Standing Orders to allow public participation**

FINANCIAL MATTERS

FP 33 /16 **Grant Applications – to consider the following**

- i. Proposal set out in a letter dated 9 March 2016 from the Branch Treasurer of The Royal British Legion requesting that the Town Council “accept the responsibility for providing a day of remembrance”. They suggest that The Legion would make the arrangements and the Town Council would fund the day’s events. The anticipated cost is £300. (Letter and application form attached.)

FP 34 /16 **Income and Expenditure including Receipts and Payments Schedule**

- (i) To note and approve the **Income and Expenditure and Variance Analysis** from 1 January 2016 to 31 March 2016. (Paper attached)
- (ii) Receipts and Payments Schedule has been sent to Cllrs D Collins and G Stevens for scrutiny and they will report back as appropriate at the meeting.

FP 35 /16 **Items of Expenditure over £500**

To note individual items of expenditure over £500 and credits received from 1 January 2016 to 31 March 2016 (Paper attached).

FP 36/16 **Investments**

- (i) To note the **investment position** as at 29 February 2016 (paper attached).

FP 37 /16 **Online Banking**

TO RESOLVE

- (i) That on-line banking facilities be established for the current account with NatWest to enable transactions to be monitored. The facility would not be used for making online payments.
- (ii) To authorise the Clerk and Finance Officer to make the necessary arrangements.

FP 38/16 Signatories

TO RESOLVE

- (i) To add the Clerk to the list of signatories for the Council's accounts.

FP 39/16 Payroll provider

To note the appointment of the new payroll provider David Linden and Co, based in Apsley with effect from 1 April 2016.

FP 40/16 Traffic Survey Funding

To (i) consider a **MOTION** standing in the name of Cllr Peter Matthews, Chair of T & E Committee (ref. TE10/16) that "the Town Council provides funding for a possible professional traffic survey to establish the size and frequency of heavy lorries/delivery vehicles using Berkhamsted High Street" and (ii) agree that as a first stage the Town Clerk be authorised to seek potential costs and report back.

POLICY MATTERS

FP41 /16 Governance

TO RESOLVE:

- i. To receive and adopt the notes of the Governance Working Group of 23 March 2016
- ii. To recommend to the Annual Council meeting to be held on 23 May 2016 the adoption of the recommendations contained therein

WORKING PARTY/GROUP REPORTS

FP 42 /16 To receive any reports from other Working Parties and Groups

To receive any reports of meetings or information since the meeting of F&P Committee on 18 January 2016

- A. Minutes of the BTC Communications Group meeting held on 26 January 2016
- B. Notes of the of the BTC Festival of Light Working Group "wash-up" meeting held on 2 March 2016

YOUTH MATTERS

FP 43 /16 Youth Town Council

To note minutes of the **Youth Town Council meeting** held on 10 February 2016 and 30 March 2016. (Minutes attached)

FP 44/16 EXCLUSION OF PRESS & PUBLIC

TO RESOLVE:

That under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded during the items in Part II of the agenda for this 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.

FP 45/16 mcpc Allotment System –

TO RESOLVE:

That the Clerk review the background papers to the dispute and that she then initiate discussions with the company with a view to reaching a resolution

FP 33/16 1



The Royal British Legion
Hertfordshire County
Berkhamsted, Tring & District Branch

Branch Treasurer: B Davies
15, Ghyll Gardens, Northchurch, Berkhamsted,
Hertfordshire HP4 3YU
Telephone: 01442 872821
Email brian.davies21@btinternet.com
Charity No. 219279

Susan Johnson
Acting Town Clerk
Berkhamsted Town Council
161 High Street
Berkhamsted HP4 3HD

9th March 2016

Dear Susan,

Following on from our email correspondence in which I enquired about the payment of the Hemel Hempstead Band to provide the music for the Remembrance Parade and Service on Remembrance Sunday in November.

I have completed the application for a grant as requested by your good self but I would just like to make a few comments about the event.

Remembrance Sunday is a civic event and as such is really the responsibility of the local council to provide a day of Remembrance for the local community. It has traditionally been the task of The Royal British Legion to work with the Council to organise the day and in the past the Legion has met the cost from its charitable funds. It has been pointed out to me that the funds being used to pay for the band were really for the provision of welfare to the Legion's beneficiaries and that we should approach the Town Council to find the necessary funding.

This is why I wrote to the Council last year asking for it to take on the cost and was hoping that this could become a permanent arrangement.

We are not actually seeking a grant. We are requesting that the Berkhamsted Town Council accept the responsibility of providing a day of Remembrance for the town's fallen heroes for the foreseeable future.

The Royal British Legion will, of course, be happy to continue to carry out the organisation of the day's events as usual but that in future the Berkhamsted Town Council will want to fund them from its civic resources.

Yours sincerely

Brian Davies

**BERKHAMSTED
TOWN COUNCIL**
- 9 MAR 2016
REFERENCE.....

Grant Application Form

* Required Field

What is the nature of your organisation's activity?: *

Charity to support the serving and ex-service community
The guardians of Remembrance

Is your organisation a registered charity? Yes/No number: *

Yes: 219279

Is your organisation part of, or affiliated to, any national organisation? If yes please give details: *

The Royal British Legion
199 Borough High Street
London SE1 1AA

What is the catchment area covered by your organisation?: *

Berkhamsted, Tring and District

Briefly describe the project or purpose for which you require a grant: *

To provide the Hemel Hempstead Band for music to accompany the parade and service on Remembrance Sunday

How will the project benefit the community or residents of Berkhamsted?: *

Is your organisation VAT registered? Yes/No number: *

No

When do you intend to start

the project?: *

The ceremony will take place on Sunday 18th Nov.

Estimated Cost of Project (Please provide a breakdown of the total cost of your project)

VAT (if applicable):

Total estimated cost of project:

£300

Funding of project (Please indicate how your organisation plans to fund the project)

Funds immediately available from your organisation:

Funds that you intend to raise yourself from events:

Grants or loans applied for / confirmed from other organisations:

Grants requested from Berkhamsted Town Council:

Total funding of project: *

Please give details of any reserves or savings held by your organisation:

Who should cheque be made payable to?: *

Audited accounts: No file chosen Available on Legion website - search Annual Report

Independently examined accounts: No file chosen

Statements of any investment accounts: No file chosen

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents must be submitted with your application:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.

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2. UP-TO-DATE statements of any investment accounts.

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.

BTC Income Expenditure Current Financial Year

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I & E Budget 2015-16 at 29-Feb-16

	2014-15		2015-16		Budget Less YTD	Notes	2016-17	
	Actual	Budget	Actual to 29-Feb-16	Predicted Exp/Income at 31-Mar-16			Proposed Budget	Notes
TOTAL INCOME	£212,990	£216,622	£210,668	£212,063	£5,954		£236,248	£1,395
TOTAL EXPENDITURE	£248,134	£240,754	£211,979	£242,767	£28,775		£232,050	£30,788
Surplus/Deficit	(£ 35,144)	(£ 24,132)	-£1,311	(£ 30,704)	(£ 22,821)		£4,198	

	Accounts 14/15 Approved by Actual 31/3/14 FC		Actual 31/3/15		Estimated 15/16 Reserves (deficit)/surplus 31/3/16		Estimated 16/17 Reserves (deficit)/surplus 31/3/17	
RESERVES								
1300 General Reserve	175,061	107,238	144,560	(23,386)	121,174		121,174	
1340 Election Cost Fund	15,080	9,580	8,159	(7,695)	464		464	
1350 Asset Renewal Fund	107,434	103,234	106,597	(566)	106,031		106,031	
1380 Allotment Reserve Fund	8,066	11,831	11,181	943	12,124		12,124	
1343 Alan Dickman Fund	10,000		10,000	-	10,000		10,000	
	315,641	231,883	280,497	(30,704)	249,793		249,793	

BTC Income Expenditure Current Financial Year

	2015-16				Notes	2016-17 Proposed Budget 01/12/2015
	2014-15	Actual to		Predicted income 31-Mar-16		
		Budget 2015/16	29-Feb-16			
INCOME						
0100 Precept	154,817	156,375	156,375	156,375	-	2015/16 Precept 8270 x 21.50 = £177,805 177,805
0150 Town Warden Grant	14,523	14,949	14,949	14,949		15,000
0660 DBC Noticeboards	2,101	450	450	450		450
0661 Cemetery/Churchyard	2,685	2,685	2,685	2,685		2,700
0950 Council Tax Advance Grant	5,794	4,314	4,315	4,315		3,493
Concurrent Services	25,103	21,972	22,399	22,399	(427)	21,643
NEW Community Infrastructure Levy						
0200 Festival of Light Grants	6,057	6,000	6,000	6,000	5,000	2,500
0760 Festival of Light Donations	240	280	280	280		6,000
Festival of Light	6,297	6,000	6,280	6,280	(280)	200
0600/05 Allotment Land Rent	7,111	7,008	7,126	7,126		7,100
0610 Allotment Water Rates Income	1,716	1,793	1,850	1,850		1,900
0612-18 Water & Gate Key Sales (Prev incl deposits)	180	150	150	150		200
Allotment Income	9,007	8,400	8,951	9,126	(551)	9,200
0675/6 YC Regular & Ad-Hoc Income	13,248	11,008	11,008	12,008		13,500
0677 YC Car Park Fees	1,374	1,375	1,375	1,375		1,400
Lagley Meadow Youth Centre	14,622	13,875	12,383	13,383	1,492	14,900
0350/0768 Parish Paths Grant	(262)	1,000	1,000	1,000	(1,000)	1,000
0650 Fairground Rental	300	-	-	-	-	-
0900 Fixed Assets Sale Income	-	-	-	-	-	-
0545-77 Bank Interest	3,106	5,000	3,280	3,500	1,720	3,000
Total Income	212,990	216,622	210,668	212,063	5,954	236,248

BTC Income Expenditure Current Financial Year

	2014-15		2015-16		Notes	2016-17 Proposed Budget 01/12/2015	
	Actual	Budget 2015/16	Actual to 29-Feb-16	Predicted Expenditure 31-Mar-16			Budget Less YTD
EXPENDITURE							
7000/04 Staff Salary Costs	76,880	77,704	79,468	84,527		104,000	
7601 Travel & Subsistence	-	100	1,660	1,660	FO should be included from Feb 15	250	
7602 Staff Training	-	200	305	305	Silca Travel est additional £100 Jan 16, not used	500	
7605 Town Warden Transport	581	730	508	560	Silca Training est additional £220 Jan 16, not used	750	
7606 Town Warden Other	355	200	128	200		200	
7010 3rd Party Costs	14,700	18,200	7,250	13,810	Budget includes FO as prev from this budget	1,500	
7020 Salary Administration	436	480	366	480		500	
7003 Staff Recruitment Costs	735	787	787	787		-	
Support Services	93,687	97,614	90,492	102,339	7,122	107,700	
7050 Office Rent/Rates	14,923	15,000	15,033	15,408	Rent increase £1,500 15/16 + rates tba	16,500	
7051 Room Hire	51	200	-	50		200	
7052 Computing Costs	10,845	10,500	10,014	10,850		10,500	
7054 Stationery	678	800	749	800		700	
7057 Miscellaneous	-	-	7	7		50	
7058 Insurance	2,122	2,162	2,167	2,167		2,500	
7059 Subscriptions	2,213	2,400	2,512	2,512		2,400	
7060 Catering Supplies	96	100	72	100		100	
7061 Repairs	-	-	-	-		500	
7062 Telephones	428	430	402	430		500	
7063 Photocopier Costs	1,090	800	470	1,000		500	
7064 Annual Maintenance Contracts	1,008	500	553	560	Clack maintenance	600	
7065 Postage	1,021	600	629	635		500	
NEW Office Cleaning	-	-	-	-	For 2016/17	750	
Office/Admin Facilities	34,475	33,492	32,608	34,519	884	36,300	
7750 Authorised Transactions - Staff & Related	-	-	25	25	(25)	-	
7100 Training	35	60	310	310		150	
7101 Travel & Subsistence	62	60	250	250		150	
Councillors' Costs	97	120	560	560	(440)	300	
7150 Audit Fees	1,329	1,330	1,338	1,338		1,350	
7151 Bank Charges	146	100	166	163		100	
7153 Legal Fees	-	500	-	-		750	
Financial and Legal	1,475	1,930	1,504	1,501	426	2,200	
7160 DBC noticeboard expenses	2,112	450	-	450		450	
7161 DBC Churchyard/Cemetery Grass Cutting	2,680	3,380	2,730	3,380		3,500	
DBC Delegated Functions	4,792	3,830	2,730	3,830	1,100	3,950	
7250/7755 Grant Awards	6,181	7,500	1,604	5,000	5,896	7,500	

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BTC Income Expenditure Current Financial Year

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	2014-15		2015-16		Predicted Expenditure 31-Mar-16	Budget Less YTD	Notes	2016-17 Proposed Budget 01/12/2015
	Actual	Budget 2015/16	Actual to 29-Feb-16	Budget 2015/16				
EXPENDITURE								
7300 Improvements	1,661	2,000	2,014	2,000			2,000	
7303 Water Supply Charges	1,082	1,400	1,174	1,400			1,400	
7304/07 General Expenses	521	300	500	500			300	
7306 Annual Maintenance Costs	1,935	2,255	1,858	2,255			2,250	
7308 Legal Fees	-	-	-	-			-	
7309 Allotment Software Support	636	450	445	450			450	
7794/5 Allotment Key Refunds	12	-	22	22			-	
7794/5 Allotments	5,847	6,405	6,013	7,427	392		6,400	
7350 Mayoral Expenses	497	750	388	610			750	
7351 Mayor's Civic Function Costs	3,147	2,500	2,459	2,500			2,500	
Civic Activities	3,644	3,250	2,847	3,110	403		3,250	
7450/70 Website, Publicity & Advertising	826	700	406	700			1,200	
7460 Public Meetings/ATM	8	300	-	300			300	
Publicity and Promotion	834	1,000	406	1,000	594		1,500	
7500 Christmas Festival of Lights	9,632	9,000	8,238	9,000			9,000	
7530 War Memorial Maintenance	4,480	-	-	-			-	
7535 World War 1 Commemoration (S137 Payment)	227	-	-	-			-	
7575 Swan Youth Projects	12,500	12,500	12,500	12,500			12,500	
7690 PCSO Funding	14,250	14,250	10,688	14,250			14,250	
Projects	41,089	35,750	31,426	35,750	4,324		21,500	
Civic Garden Maintenance (Church & Flowerbeds)	1,367	1,300	707	1,300			1,500	
7552 Hanging Baskets	2,200	-	-	-			-	
7555 Planters	8,272	2,200	1,680	2,200			2,500	
7560 Picnic Benches	-	-	-	-			-	
7651 Salt Bins/Welwands	-	-	-	-			-	
New New Streetscape Strategy	-	5,000	-	-			5,000	
New Town Centre Improvements (BiorB)	-	5,000	-	2,500			5,000	
Environmental Projects	11,839	13,500	2,387	6,000	11,113		14,000	
7008 Caretaker Salary	4,492	4,713	4,165	4,543			4,650	
7576 Lease/Rent & Rates	3,314	3,250	3,360	3,372			3,500	
7577 Insurance Costs	-	100	100	100			250	
7578 Utility Costs	2,627	2,600	2,277	2,600			2,600	
7579/(81) Maintenance/Refurbishment	1,503	2,500	1,817	3,415			2,750	
7580 Consumables	469	200	282	300			500	
Lagley Meadow Youth Centre	12,495	13,363	12,801	14,330	1,362		14,450	
7642 Highway/Canal Townpath/Cobbles	20,495	19,000	14,745	14,745			12,500	
7675/7785 Parish Paths Partnership Expenditure	438	-	370	370			500	
Highway/Footpath Projects	20,933	19,000	15,115	15,115	3,885		13,000	
7779 Election Costs	6,921	4,000	11,695	11,695	(7,695)		-	
7780 HP Desktop Computer for Secretary	-	-	566	566			-	
7780 Xmas Lights	-	-	-	-			-	

BTC Income Expenditure Current Financial Year

	2014-15		2015-16		Notes	2016-17 Proposed Budget 01/12/2015
	Actual	Budget 2015/16	Actual to 29-Feb-16	Predicted Expenditure 31-Mar-16		
EXPENDITURE						
7780 Allotment Software	3,825	-	-	-		
Asset Renewals	3,825	-	566	566 (566)	
TOTAL EXPENDITURE	248,134	£240,754	211,979	242,767	28,775	232,050

Quarter 4 - Payments greater than £500 from 1st January to 31st March 2016 (excluding Vat)

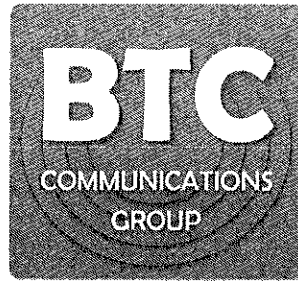
Date	Payee	Details	Sub-total	Amount Pre Vat	V	Monthly Payments
05-Jan-16	Qudu	Monthly IT Support	810.00			
	Qudu	Set-up of off-site back-up	37.50			
	Qudu	Pro rata off-site back-up as above	10.00	857.50		
08-Jan-16	Mrs S Johnson	Acting Town Clerk monthly fee December		2,100.00		
11-Jan-16	Swan Youth Project	Quarterly contribution to Youth Project		3,125.00		
18-Jan-16	G I Rogers Sparkx	Erection and Removal of Christmas Tree Installation of Christmas Lights in Berkhamsted Town		650.00 6,000.00		
19-Jan-16	K Jones DCVS (CAD)	Settlement Monthly Payroll Costs Monthly Payroll Fee	5,066.75 27.75	2,000.00 5,094.50		19,827.00
01-Feb-16	Police & Crime Commissioner for Herts	Quarterly funding towards PCSO		3,562.50		
02-Feb-16	Qudu	Monthly IT Support		810.00		
05-Feb-16	Mrs S Johnson	Acting Town Clerk monthly fee January		3,150.00		
19-Feb-16	Ponds Johnston Publishing	Digger operation on allotments to remove tree stumps Advertisement local papers and website Advertisement website	238.00 549.00	550.00 787.00		
	DCVS (CAD)	Monthly Payroll Costs Monthly Payroll Fee	5,066.75 27.75	5,094.50		13,954.00
04-Mar-16	Mrs S Johnson Qudu	Acting Town Clerk monthly fee February Monthly IT Support		2,325.00 810.00		
08-Mar-16	Betaworld	Removal of tree stumps at allotments & pipe replacement		786.40		
18-Mar-16	DCVS (CAD)	Monthly Payroll Costs Monthly Payroll Fee	27.75 5,435.49	5,463.24		
22-Mar-16	Herts Constabulary	Quarterly funding for PCSO to March 16	3,562.50	3,562.50		12,947.14
Total Monthly Payments				<u>£46,728.14</u>		<u>£46,728.14</u>

35/16.

Finance and Policy Committee
Investments at 29 February 2016
Item FP 36/16

Institution	Total £	Termination date	Interest rate
Saffron Building Society	82,419	February 2017	1%
Shawbrook	83,822	Open ended	1.4%
Santander	40,255	Open ended	.45%
Totals	206,496		

JEM 4/4/16



Minutes January 26th 2016

Those present;

Julian Ashbourn, Sue Beardshaw, David Collins, Garrick Stevens.

1. The Terms of Reference document was agreed as a plain language guide with which to focus our deliberations. A separate, more concise description of the group will be prepared for the web site.
2. The Communications Plan was agreed, with the proviso that an item be added to note the necessity of timely preparations of the Chairman's Reports for the Annual Meeting. This will be covered in the March meeting of the Communications Group.
3. A 'Web Site' report was given by JA and some minor changes and revisions were agreed after much discussion. These include the necessity for Councillors to review and, where necessary, update their respective biographies and for Committee and Group Chairs to do the same with the descriptions currently on the web site. It was further agreed that some fresh photographs might usefully be provided and that Councillors should be encouraged to submit additional material for the Town Guide section, as and when such information comes to light. It was further agreed that the links within the 'Services' section be reviewed. All such reviews should be undertaken annually and a reminder sent out to Councillors accordingly.
4. Much discussion ensued around the proposed Newsletter and it was resolved that this should be produced quarterly and made available in PDF form via the 'News' section of the website as each new issue is announced. A link will also be provided to allow residents to subscribe to the newsletter via email, should they wish. Additional methods of

distribution shall be considered, including links and referrals in other publications and the possibility to print a few copies for availability within the Civic Centre. SB will prepare a reusable template with the Town Council logo and standard sections and all Councillors will be encouraged to submit items for inclusion in the Newsletter and this will be approved for each issue by the Communications Group. It was further agreed that the visual and written content should be of a high level and a process was agreed for editing and proofing prior to publication. It is anticipated that the first issue will be produced in March.

5. General communications issues were discussed, including ongoing roles and responsibilities and it is acknowledged that, as a new group, there will be much to discuss and resolve in the early days as the group settles into a manageable working practice.
6. The next meeting is scheduled for Wednesday 16th March.

J.A.

BERKHAMSTED TOWN COUNCIL
FESTIVAL OF LIGHT WORKING GROUP

Wednesday 2 March 2016 at 4 pm

Notes of Wash-up meeting

Council Chamber, Civic Centre, Berkhamsted

Date of Event: 29 November 2015

Present	Cllr David Collins	BTC
	Cllr Barbara Newton	BTC
	Susan Johnson	BCA/Acting Town Clerk
	Peter Block	Lions
	PC Mike Woods	Police
	Louise Cecil	Community Action Dacorum
	Paul Chambers	PA Systems
	William Ristoff	Rotary

Apologies

Apologies were received from Cllr Stephen Bateman, Graham Cox (BCP), John Bushby (Town Warden) and Geoff Smith (Lions). Fr Tim (St Peter's) subsequently sent apologies.

1. Timings & Road Closure

The Festival timings of 3.30 to 6 pm and the road closure of 1.30 to 7 pm were considered optimal. Marshalls reported that any problems would occur near opening and closing, and any shorter hours of road closure encouraged 'access creep'. Police presence at road closure was appreciated.

Agreed: to keep the same timings for 2016, as above.

The parade with Father Christmas at present emerges from the Library car park which will most probably not be available in 2016. It was suggested that in 2016 the parade starts from the St Peter's end of the High Street and finishes just short of the town centre traffic lights.

Agreed: to investigate reversing the direction of the parade in 2016.

2. Stalls

50 stalls had been expected but, due to high winds, only 25 stayed. Louise had few problems; and the Risk Assessment covered everything. All money take was down; but Ashlyns did well, taking £1,000. Police had been asked whether the event should be closed,

but it was a Town Council event and a representative from there should take the decision.

Agreed: to establish a clear line of command for 2016.

3. **Publicity**

The event lacked publicity. *Berkhamsted Living* did not do an insert in the autumn publication; and the Lions did not produce a flyer. The BCA missed the flyer and would happily contribute to its cost in 2016. The BCA still did the Shop competition, which advertised the event to the shopkeepers. The Town Council has now established a Communications Group which will help generally with publicising the TC's events.

Agreed: The Lions would look into producing a flyer for 2016, with input from the BCA.

4. **General running of the event**

Cllr Collins, on behalf of the Town Council, apologised for the shortcomings in 2015. Louise said that all organisation had fallen on her, which was unfair. The meeting concurred.

Cllr Newton left at 4.30 pm.

Cllr Collins suggested that a meeting prior to the first 'general' meeting be held between Louise, the new Town Clerk and Cllr Newton (who was taking on chairmanship of the Group in 2016) to sort out responsibilities and draw up a plan.

PC Woods had set up the policing plan for 2015; and police numbers backing up the Lions marshalling were greater than in 2014. A lost child was found. There were no peddlers and few pickpockets.

Paul Chambers was content with the PA systems this year.

The BCA was happy with the shop windows, although one winning entry had changed its window after the judging, which made the result unsatisfactory. It would try to take more photos of the windows in 2016.

The cost of the Civic Centre hall would be picked up by the Town Council in 2016, as before. The Hall had been booked for many years ahead to host the Lions Elves Posting House.

Agreed: To set up a pre-meeting between the Town Council and the CAD before the main round of meetings.

5. **Date of event in 2016**

Sunday 27 November 2016

6. **Working Group meeting dates for 2016**

Tuesday 26 July would be the initial meeting.

Dates in September, October and November would be set at the 26 July meeting. All meetings would be held in the Council Chamber on Tuesdays or Wednesdays at 4 pm.

7. **AOB**

Cllr Collins thanked everyone for their work this year, especially Louise.

The meeting ended at 4.45 pm

Berkhamsted Youth Town Council

Minutes of the Meeting – 30 March 2016

Present: Kay, Noah, Edmund
, Garrick Stevens, Anthony Armytage, Penny Perry

Apolo:- Sam. George, Kylie, Oliver

Andrew and Jak have stepped down. Penny Perry was approved as a temporary clerk.

1. The minutes of the meeting of 10 Feb 2016 were approved.

2. Matters arising

- Strategies to recruit more members: Facebook page created and has had 40 likes
- **Garrick** has had contact with Mr Shapland, yet to arrange dates for assemblies etc
- Anthony spoke to Emma Cave, Tring YC to share recruitment tactics, **Penny** to arrange a date for meeting.
- Multi-story car park planning application has been help up. Due to lack of plans for the junction with Kings Rd

3. Volunteer Handbook. Noah has handed it to Ashlyns School library and they have welcomed it and displayed it. **Kay** suggested giving it to charity shops.

4. Feedback from Councillors

A new town clerk has been appointed, Janet Maison

Town Council AGM – 7th May at 7:30- BYTC members speech, **Kay, Noah** and **Edmund** to attend and give the speech. They will have a planning meeting before hand.

Multi-story car park holds ups –1. In conservation area – materials etc to be considered

2. Junction with Lower Kings Rd
3. Waitrose plan has two lifts with only one going to ground level
4. Updated traffic assessment to be considered

The car park as it is provides revenue of £100,000. New multi-story one will bring potentially another £50,000. Costing over £35 million to build plus loss of revenue, will mean the pay back of the investment will not be seen for 70 years. There has been a need for a new car park since 2012 asked for by the public.

A.O.B

- A summer event suggested in collaboration with Swan to publicize both BYTC and The Swan on Canal Fields – Bouncy castles etc. **Penny** to find out what permission we need.
- Litter picking - activities that mean we have a presents in Berkhamsted
- Notice of recruitment to be put in BYTC notice board
- Lion Fete – Stall with The Swan to promote BYTC – Merchandize will be needed, wristbands, balloons, pens etc – **Kay** to find quotes etc and liaise with Noah (treasurer)
- BYTC open meeting – find ideas from young people and promote BYTC
- Survey of ideas
- **Penny** shared Youth Select Committee email inviting new members from other Youth Councils – to forward to BYTC members
- **Penny** forward BYC newsletter
- Herts. 1125 meeting – transport is arranged – **Penny** to email BYTC members.

Berkhamsted Youth Town Council**Minutes of the Meeting – 10 Feb 2016**

Present: Kay Noah, Edmund, Kyla, Oliver
Andrew Ng, Garrick Stevens, Anthony Armytage

Apols:- Sam. Jak, George

Actions to be taken

1. Minutes have been passed.
2. Potential of 2 new members
3. Edmund has emailed Pastoral Deputy Head Greg Anker- This to promote BYTC
4. Garrick has exchanged email Mr Shapland
5. Strategy to Recruit New Members:
 - To promote at Swan Yr 9 session - Jak, Noah and Kay- During Half-term will plan quiz and topic of discussion
 - To create a Facebook Page (information giving)- Andrew & KayPromote at Berko school Council- Edmund
Post flyer on 'Everything Berko' facebook.
6. ANG to ask Miske to attend next BYTC meeting
7. ANG to contact Tring Youth Council

Feedback from Councillors

- Planning application of multi storey car park is to about to happen.
- Budget has been passed.

Next Meetings - 4.30 – 6 pm
Wed 16th March 2016