

BERKHAMSTED TOWN COUNCIL

Minutes of a meeting of the

FINANCE & POLICY COMMITTEE

Held via 'Zoom' video-conferencing on

Monday 14 December 2020 at 19.30hrs

MEMBERS PRESENT:

Councillors R Freedman (Chair)
G Stevens (Vice Chair)
P de Hoest
J Jones
N Taylor
P White
N Woolner

ALSO PRESENT

Officer Mr Tony Noakes, Town Clerk
Mrs Dori Beecroft, Finance Officer

OPENING MATTERS

- FP 52/20** To receive apologies for absence.
- FP 53/20** To receive **declarations of interest** regarding items on the agenda.
- FP 54/20** To approve the **minutes of the previous meeting** held on 19 October 2020.

F&P Committee Minutes Actions – 19 October 2020

Reference	Action	Complete	Outstanding - Responsibility
47/20	A grant of £1000 for Open Door was approved, Open Door informed.	✓	Town Clerk
50/20	Greene Field Road planting and maintenance project – changes to HCC agreement	✓	Town Clerk
49/20	2021/22 Budget Preparation – scenario planning for 23 November FC	✓	Town Clerk/ Finance Officer

Minutes of the previous meeting held on 19 October 2020 (previously circulated) were approved as a correct record and as such could be duly signed by the Chair.

FP 55/20 To suspend Standing Orders to allow public participation

FINANCIAL MATTERS

FP 56/20 Grant Applications

A grant application for £1,978 from West Herts Healthy Hearts to support the health and wellbeing of the elderly of Berkhamsted through exercise sessions at the Civic Centre was **approved**. The Town Clerk will make arrangements to pay the hall hire for sessions held. The grant is subject to hall use during 2021 and the total amount will be capped at £1,978. **Action – Town Clerk**

FP 57/20 Income and Expenditure including Receipts and Payments Schedule

- (i) The Income and Expenditure and Variance Analysis at 31 October 2020 was **noted and approved**.
- (ii) Payments and receipts schedules for the period 1 September 2020 – 31 October 2020 were reviewed by Cllr R Freedman before the meeting.
- (iii) The balance sheet at 31 October 2020 was **noted**.

FP 58/20 2021/22 Budget and Precept Planning

F&P reviewed the latest version of the 2021/22 Budget, including recent changes to the project list. Changes to be made as follows:

- (i) The Bus project was to be changed to a study/investigation into the different operating models available and a possible gearing up of the project during 2021/22. Any pilot or possible rollout would not take place until 2022/23. The Bus Working Group would be reinstated to define the Study Brief. **Action – Town Clerk**
- (ii) V4 of the 2021/22 budget was approved, subject to the amendments recorded. The Town Clerk stated that there were a number of revisions to the structure of the budget as a result of a DCK accounting visit. These did not change any planned projects agreed in V4. V5 will be published in time for the F&P on the 4 January 2021. **Action – Finance Officer**
- (iii) A worst-case scenario version will be sent with V5. This version will represent a scenario where the current Covid-19 measures remain in place for 2021. This will impact project delivery significantly. **Action – Town Clerk & Finance Officer**

FP 59/20 Bank reconciliations and bank statements:

Cllr J Jones agreed to verify the bank reconciliations and supporting statements for all accounts at the quarters ending 31 December 2019, 31 March 2020, 30 June 2020 and 30 September 2020. This would be completed in early 2021.

Action – Cllr J Jones

FP 60/20 Close of Meeting

The meeting closed at 20.55hrs.

Signed.....

Date.....

F&P Committee Minutes Actions – 14 December 2020

Reference	Action	Complete	Outstanding - Responsibility
56/20	A grant up to a maximum of £1,978 for West Herts Healthy Hearts was approved, subject to conditions.		Town Clerk
58/20	The Bus Working Group will be reinstated to draft a bus project brief for the study to be completed by an external body.		Town Clerk
58/20	2021/22 Budget V5 to be published in good time for F&P 4 January 2021.		Finance Officer
58/20	Worst Case Scenario Budget to be published for F&P 4 January 2021.		Town Clerk/Finance Officer
59/20	Verification of the bank reconciliations and supporting statements for all accounts at the quarters ending 31 December 2019, 31 March 2020, 30 June 2020 and 30 September 2020 to be completed.		Cllr J Jones