

## **BERKHAMSTED TOWN COUNCIL**

Minutes of a meeting of the

### **FINANCE & POLICY COMMITTEE**

Held via 'Zoom' video-conferencing on

Monday 15 March 2021 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 11/21**      To receive apologies for absence.  
  
   There were no apologies for absence.
- FP 12/21**      To receive **declarations of interest** regarding items on the agenda.  
  
   No declarations of interest were received.
- FP 13/21**      To approve the **minutes of the previous meeting** held on 4 January 2021.  
  
   **Minutes of the previous meeting** held on 4 January 2021 (previously circulated) were approved as a correct record and as such could be duly signed by the Chair.
- FP 14/21**      **Chairs Communications:**
- (i)      The thankyou letter from Open Door for a grant award was noted by Committee.
- FP 15/21**      **To suspend Standing Orders to allow public participation**

#### **FINANCIAL MATTERS**

## **FP 16/21 Grant Applications**

- (i) A grant application from Friends of St Peters, Great Berkhamsted, for the purchase of a range of electric, heavy-duty equipment for managing the grass and keeping paths, benches etc clean was reviewed and discussed by Committee. Dr James Moir attended committee and presented the application. Committee approved an award of £1,500.  
**Action – Town Clerk**
- (ii) A grant application for £1,500 from Dacorum Community Trust to support Berkhamsted residents in need was approved. **Action – Town Clerk**
- (iii) A grant application for £1,000 from the Repair Café at Open Door Berkhamsted was reviewed and discussed by Committee. Mr Richard Frankel attended Committee and presented the application. Committee approved an award of £1,000. **Action – Town Clerk**

## **FP 17/21 Income and Expenditure including Receipts and Payments Schedule**

- (i) The Income and Expenditure and Variance Analysis as at 28 February 2021 was noted and approved.
- (ii) The balance sheet as at 28 February 2021 was noted.

## **FP 18/21 2021/22 Detailed BTC Budget Submission**

The BTC detailed 2021/22 budget submission was noted.

## **FP 19/21 The ‘Moor’ Playground Upgrade Project**

Committee reviewed the ‘Moor’ playground upgrade project. The proposal was based on the installation of new playground equipment to the NW of the current children’s playground equipment on the ‘Moor’. Only one option was reviewed. Committee decided to defer any decision to FC on the 29 March 2021. More options/types of equipment would be included in the next proposal presented to FC.  
**Action – Town Clerk**

## **FP 20/21 BTC IT Infrastructure Upgrade**

A proposal to upgrade the IT infrastructure for BTC Councillors and staff was presented and reviewed by Committee. The following was approved:

- (i) The strategic move from email server to Microsoft 365 was approved.
- (ii) Any hardware improvements (PC’s, monitors and Council Chamber equipment) at the Civic Centre would be deferred until there was certainty of a renewal of the lease. **Action – Town Clerk**
- (iii) Town Councillors would be offered a basic laptop and ancillaries under a loan arrangement. This would ensure remote working was available to all Town Councillors. **Action – Town Clerk**

- (iv) An outline implementation plan and cost would be presented to FC for final approval. This would include detail about transfer and storage of historic data. **Action – Town Clerk**

**FP 21/21 Project Officer Recruitment Update**

Committee was updated on the plan to recruit a Project Officer to assist with the delivery of projects during 2021/22. Two Councillors would be involved in the final stage of recruitment at the appropriate time. **Action – Town Clerk**

**FP 22/21 ‘Crystal Palace’ Pub Project**

Committee agreed to offer Councillor representation to the Castle Trust initiative to retain the Crystal Palace pub as an asset for the Berkhamsted community. **Action – Town Clerk**

**FP 23/21 Hanging Baskets on the High Street**

Committee noted the High Street Hanging Basket project update. The approved 2021/22 budget includes funding for this project. Lamp post testing had begun, a supplier had quoted and testing allowing, displays would be appearing in May/June 2021. **Action – Town Clerk**

**FP 24/21 Railings Opposite the Railway Station**

The Town Clerk updated Committee about the repainting of the railings opposite the Railway Station. The approved 2021/22 budget includes funding for this project. **Action – Town Clerk**

**FP 25/21 Close of Meeting**

The meeting closed at 22.32hrs.

Signed.....

Date.....

**F&P Committee Minutes Actions – 15 March 2021**

Reference	Action	Complete	Outstanding - Responsibility
16/21	Grant Awards approved as follows: (i) Friends of St Peters - £1,500.		Town Clerk

	(ii) Dacorum Community Trust - £1,500. (iii) Repair Café at Open Door - £1,000.		Town Clerk
19/21	'Moor', playground equipment proposal to be deferred to FC on 29 March 2021 for decision. Alternative suppliers are to be included in the proposal.	✓	Town Clerk
20/21	An outline implementation plan for IT changes is to be sent to FC for review (if available by the 29 March 2021).		Town Clerk
22/21	Councillor nomination for the 'Crystal Palace' project team.		Town Clerk
23/21	Hanging Basket project – Ongoing.		Town Clerk
24/21	Railings Repainting Project – Ongoing.		Town Clerk