

# BERKHAMSTED TOWN COUNCIL

Minutes of a meeting of the

## FINANCE & POLICY COMMITTEE

Held via 'Zoom' video-conferencing on

Monday 19 October 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 43/20** To receive apologies for absence.  
There were no apologies for absence.
- FP 44/20** To receive **declarations of interest** regarding items on the agenda.  
No declarations of interest were received.
- FP 45/20** To approve the **minutes of the previous meeting** held on 21 September 2020.

### F&P Committee Minutes Actions – 21 September 2020

Reference	Action	Complete	Outstanding - Responsibility
36/20	AMT would be asked to contribute half of the £1,700 SRT Grant. This would be raised at the AMT meeting on 5 October 2020.	✓	Concluded – The £1,700 would be totally funded from the Grants budget allocation
38/20	The earmarked budgeted project costs for 2020/21 would be carried forward into 2021/22 if they were not expended in the current year.	✓	2021/21 Budget process to reflect budget carry forward for projects not delivered in 2019/20

**Minutes of the previous meeting** held on 21 September 2020 (previously circulated) were approved as a correct record and as such could be duly signed by the Chair.

**FP 46/20 To suspend Standing Orders to allow public participation**

There were no members of the public present.

**FINANCIAL MATTERS**

**FP 47/20 Grant Applications**

A grant application of £1,000 from Open Door to support a staffing requirement to help deliver essential support to Berkhamsted residents was approved. The Town to inform Open Door of the outcome. **Action – Town Clerk**

**FP 48/20 Income and Expenditure including Receipts and Payments Schedule**

- (i) The Income and Expenditure and Variance Analysis as at 31 August 2020 was noted and approved.
- (ii) The payments and receipts schedules for the period 1 August 2020 – 31 August 2020 had been scrutinised by Cllr R Freedman and no discrepancies.
- (iii) The balance sheet as at **31 August 2020** was noted.

**FP 50/20 Greene Field Road Planting and Maintenance Project**

Committee discussed the Greene Field Road planting and maintenance project and agreed changes to the 'use of property' agreement with HCC. Changes included:

- (i) Include a height limitation rather than excluding trees (clause 4).
- (ii) Reasonable endeavours instead of best endeavours (clause 5).

**Action – Town Clerk**

**FP 49/20 2021/22 Budget and Precept Planning**

Committee discussed the principles for the first stage of budget planning for 2021/22. These are as follows:

- (i) Factor in 2019/20 projects not delivered during the year because of delays, into the 2021/22 budget for review.
- (ii) Precept request for 2021/22 required very careful consideration and no scenario would include an increase from current levels (BTC element).
- (iii) Include committed expenditure as normal.
- (iv) PCSO costs to be included for next 2 years.

- (v) A budget proposal with 3 scenarios will be brought forward to the next Full Council on 23 November 2020.

**FP 51/20 Close of Meeting**

The meeting closed at 21.12hrs.

Signed.....

Date.....

**F&P Committee Minutes Actions – 19 October 2020**

<b>Reference</b>	<b>Action</b>	<b>Complete</b>	<b>Outstanding - Responsibility</b>
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