

BERKHAMSTED TOWN COUNCIL

Minutes of a meeting of the

FINANCE & POLICY COMMITTEE

Held via 'Zoom' video-conferencing on

Monday 21 September 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 31/20 To receive apologies for absence.

There were no apologies for absence.

FP 32/20 To receive **declarations of interest** regarding items on the agenda.

No declarations of interest were received.

FP 33/20 **Minutes of the previous meeting** held on 27 July 2020 were approved.

FP 34/20 **Chairs Communications**

Thank you email received from CAD 'Shedders' project manager for the £2,500 grant approved 27 July 2020.

FP 35/20 **To suspend Standing Orders to allow public participation**

There were no members of the public present.

FINANCIAL MATTERS

FP 36/20 **Grant Applications**

A grant application of £1,700 from SRT (attached) to support a community growing project at Sunnyside Old allotments was approved. AMT would be asked

to contribute half of the £1,700. This would be raised at the AMT meeting on 5 October 2020. **Action – Town Clerk**

FP 37/20 Income and Expenditure including Receipts and Payments Schedule

- (i) The Income and Expenditure and Variance Analysis at 31 July was noted and approved.
- (ii) The balance sheet at **31 July 2020** was noted.

FP 38/20 Earmarked Reserves & Expected Expenditure for 2020/21

The earmarked budgeted project costs for 2020/21 would be carried forward into 2021/22 if they were not expended in the current year. The amount of the precept request for 2021/22 must also include consideration of the degree of underspend in 2020/21 and also the level of projected reserves at the end of this financial year. **Action – Town Clerk/Finance Officer**

POLICY MATTERS

FP 39/20 Financial Levels of Delegated Authority

The draft paper on revised financial levels of delegated authority was presented. The theme of the paper was to delegate more financial authority to committees and working groups. A discussion took place and it was decided to leave the delegated authority as it currently appears in BTC financial regulations.

FP 40/20 BTC Project Register

The latest version of the Project Register was discussed and it was agreed that the register would become a standing item on F&P meetings and would appear by exception at Full Council. Amendments to the register included:

- (i) Introduce 3 categories, WIP, projects being considered and not being currently actioned.
- (ii) Cost to BTC – itemise as from reserves, CIL or revenue cost.
- (iii) Named person responsible for each project.

FP 41/20 Festival of Light

The Town Clerk gave an update on the 2020 FOL.

- (i) Christmas Lights and Tree will be in place as usual.
- (ii) There will not be an organised event.
- (iii) All FOL stakeholders have been informed.

FP 42/20 Close of Meeting

The meeting closed at 21.08hrs.

Signed.....

Date.....

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.		Town Clerk
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.		Town Clerk/ Finance Officer