

BERKHAMSTED TOWN COUNCIL

Minutes of a meeting of the

FINANCE & POLICY COMMITTEE

Held at the Main Hall, Civic Centre on

Monday 24 May 2021 at 19.30hrs

MEMBERS PRESENT:

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

ALSO PRESENT

Councillors G Corry

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

OPENING MATTERS

FP 26/21 (i) Cllr G Stevens nominated Cllr R Freedman to be elected as Chair of the Committee for the Council year 2021/22. Cllr P White seconded the nomination. Cllr R Freedman was duly elected as the Chair of the Committee for the Council year 2021/22.

(ii) Cllr P White nominated Cllr G Stevens to be elected as the Vice-Chair of the Committee for the Council year 2021/22. Cllr N Woolner seconded the nomination. Cllr G Stevens was duly elected as the Vice-Chair of the Committee for the Council year 2021/22.

(iii) Apologies for absence was received from Cllr J Jones.

FP 27/21 There were no **declarations of interest** regarding items on the agenda.

FP 28/21 Chairs Communications:

- (i) The Thank you letter from Dacorum Community Action for a grant award was acknowledged by Committee.
- (ii) A Thank you note from Repair Café (at Open Door) for a grant award was acknowledged by Committee.
- (iii) A Thank you note from Friends of St Peters (Rectory Lane Cemetery funding) for a grant award was acknowledged by Committee.

FP 29/21 To suspend Standing Orders to allow public participation

- (i) No members of the public were present.

FINANCIAL MATTERS

FP 30/21 Grant Applications

- (i) A grant application from Age UK Dacorum for £4,000 for a Bereavement and Covid-19 Support Service was reviewed by Committee. After a discussion, Committee agreed to award a grant of £2000 to Age UK Dacorum for their Bereavement and Covid-19 Support Services.

Action – Town Clerk

FP 31/21 Income and Expenditure including Receipts and Payments Schedule

- (i) The Income and Expenditure and Variance Analysis as at 30 April 2021 were noted and approved.
- (ii) Payments and receipts schedules for the period 1 April 2021 – 30 April 2021 were reviewed separately by the Chair of F&P. No matters arose.
- (iii) The balance sheet as at 30 April 2021 was noted by Committee.

FP 32/21 Annual Accounts for the Year Ended 31 March 2021

- (i) The Annual Governance and Accountability Return (AGAR), Section 1, Annual Governance Statement was reviewed and will be submitted to FC on 14 June 2021 for approval.
- (ii) The unaudited Financial Statements for the year ended 31 March 2021 were reviewed and will be submitted to FC on 14 June 2021 for approval.

Action – Town Clerk

Action – Town Clerk

POLICY MATTERS

FP 33/21 Neighbourhood Plan

- (i) An update on the **investigation** into the process and support available from Dacorum Borough Council as a result of new funding streams from MHCLG was given by Cllr G Stevens. No response had been received from DBC to date. A letter would be sent to DBC (already sent) formalising the request.

Action – Town Clerk

FP 34/21 Redesignation of Fixed Asset Reserves Fund to Rolling Capital Fund

- (i) A discussion took place to approve the redesignation of Fixed Asset Reserves Fund to Rolling Capital Fund (DCK recommendation attached). Committee agreed with the redesignation and decided to delay this changeover until FY 2022/23.

Action – Town Clerk & Finance Officer

FP 35/21 Project Update

- (i) A verbal **update** was given by the Town Clerk to Committee of the current approved projects and their delivery – Hanging Baskets, Railings opposite Railway Station, IT Infrastructure and cleaning up the High Street.

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 for the remainder of the 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 36/21 Rent Demand for Youth Centre – Happy Days Nursery

- (i) Committee **approved** the rent demand for the period April – September 2021 in accordance with the 2021/22 approved budget values.

Action – Town Clerk

FP 37/21 Close of Meeting

The meeting closed at 21.08 hrs.

Signed.....

Date.....

F&P Committee Minutes Actions – 24 May 2021

Reference (FP)	Action	Complete	Outstanding - Responsibility
30/21	A Grant Award of £2,000 was approved for Age UK Dacorum for their Bereavement & Covid-19 Support Services.	✓	Town Clerk
32/21	Annual accounts for the year ending 31 March 2021 – AGAR & unaudited financial statement for year ending 31 March 2021 to be submitted to FC 14 June 2021 for approval.		Town Clerk
33/21	Letter to be sent to DBC requesting an application be made to MHCLG for financial	✓	Town Clerk

	support for a Berkhamsted Local Neighborhood Plan.		
34/21	The redesignation of fixed asset reserves fund to rolling capital fund to be made for 2022/23 financial year.	✓	Town Clerk
36/21	The Youth Centre rent demand for the period April – September 2021 will be in accordance with the 2021/22 approved budget values.		Town Clerk