

# BERKHAMSTED TOWN COUNCIL

Minutes of a meeting of the

## FINANCE & POLICY COMMITTEE

Held via 'Zoom' video-conferencing on

Monday 27 July 2020 at 19.30hrs

### MEMBERS PRESENT:

Councillors	R Freedman (Chair)
	S Cloughton
	P de Hoest
	J Jones
	A Peeler
	N Taylor
	P White
	N Woolner

### ALSO PRESENT

Officer	Tony Noakes, Town Clerk
---------	-------------------------

### OPENING MATTERS

**FP 21/20** (i) Cllr N Taylor proposed Cllr R Freedman as Chair of the F&P Committee. This was seconded by Cllr P White and Cllr R Freedman was **duly elected** as Chair of F&P committee for 2020/21.

(ii) Cllr S Cloughton proposed Cllr G Stevens as Vice-Chair of the F&P Committee. This was seconded by Cllr N Taylor and Cllr G Stevens (in his absence) was **duly elected** as Vice-Chair of the F&P Committee for 2020/21.

(iii) Apologies for absence was **received** from Cllr G Stevens.

**FP 22/20** Cllr P White **stated** a declaration of interest in having a connection with 'Crafts for Causes' mentioned in item 25/20 on the agenda.

**FP 23/20** Committee **approved** the minutes of the previous meeting held on 16 March 2020.

**FP 24/20** To suspend Standing Orders to allow public participation.

**No members of the public were present.**

### FINANCIAL MATTERS

**FP 25/20 Grant Applications**

The Town Clerk gave a reminder of the Covid –19 grant awards donated so far by Berkhamsted Town Council as follows:

Age UK Dacorum - £1400, a further £3600 was set aside and can be drawn down, subject to further applications and approval (£500 was allocated by Age UK Dacorum to Open Door to purchase a fridge).

Open Door - £2600 plus £200 worth of PPE (preparation and distribution of meals for vulnerable residents in Berkhamsted and Northchurch).

SE Crafts for Causes - £500 (production of 'Scrubs' for Hospital and Care Home staff).

Store to Door (CAD) - £1000 (community shopping service for those self-isolating).

The remaining balance as at the end of June 2020 is therefore £10,700.

The Committee **reviewed** the recent grant application received from Community Action Dacorum (CAD) for a new 'Shedder' facility in Northchurch. There were 3 questions raised by Councillors requiring further clarification:

- Do CAD have social distancing measures in place to ensure safety of participants within an enclosed environment? – CAD have since provide a very detailed Risk Assessment in response
- What other sources of funding are CAD targeting – CAD and Sunnyside Rural Trust are actively fundraising from many different organisations to ensure this project can start.
- Can it be used for under 50's and women – Yes

As a result of the application detail and subsequent responses to the questions, the grant for £2,500 was **approved** by Committee. It would be made up of £1,000 from general grant funds and £1,500 from Covid-19 grant funds.

## **FP 26/20 Hanging Baskets**

The Town Clerk gave an **update** on the previously approved 'Hanging Baskets' project for the High Street. The Town Clerk mentioned that he had received many comments from local residents who considered this to be an important and welcome addition to the High Street.

The project would be delivered in the Autumn and Committee gave the Town Clerk the authority to tender and decide the preferred supplier to ensure delivery was not held up further. Cllrs wanted local businesses to be asked to tender for the supply of the displays. **Action – Town Clerk**

## **FP 27/20 Income and Expenditure including Receipts and Payments Schedule**

- (i) Committee noted and approved the Income and Expenditure and Variance Analysis at 30 June.
- (ii) Payments and receipts schedules for the period 1 April 2020 – 30 June 2020. Committee did not raise any discrepancies or points for clarification.

- (iii) Committee would like to see a revised presentation of accounts/I&E detail at future F&P committee meetings. The Town Clerk will review the request and present options for the next meeting. Analysis of BAU and one-off costs should be included in the revised format. **Action – Town Clerk**
- (iv) Committee discussed the current level of reserves and it was agreed that previously approved and allocated funds should be expended for the purposes approved. This included Swan Youth Project, PCSO costs and climate action projects. Any projects that could not be delivered during 2020/21 would continue to be earmarked as such for delivery in 2021/22. Cllr R Freedman has forwarded more detail on this item to Town Council Committee Chairs and Vice-Chairs as follow up to the meeting. **Action-Committee Chairs/Vice-Chairs and Town Clerk**
- (v) The Town Council current account should be moved to an online account and an assessment of savings accounts holdings made to ensure adherence to FSCS guarantee. **Action -Town Clerk**

**POLICY MATTERS**

**FP 28/20 Financial Levels of Delegated Authority**

The Town Clerk had issued a short paper presenting alternative financial levels of delegated responsibility for Town Council Committees and Meetings. Committee requested a further proposal with recommended limits for the committees/meetings for the next F&P meeting. **Action-Town Clerk**

**FP 29/20 Festival of Light**

The Town Clerk updated the Committee with proposed plans for FOL in 2020. These were limited due to key stakeholders being on furlough. The first meeting will be early August. Committee instructed the Town Clerk to plan for a full FOL for 2020. **Action-Town Clerk**

**FP 30/20 Close of Meeting**

The meeting closed at 21.08hrs.

Signed.....

Date.....

### F&P Committee Minutes Actions – 27 July 2020

Reference	Action	Complete	Outstanding - Responsibility
25/20	£2,500 grant approved for CAD 'Shedders' project at Northchurch		Town Clerk
26/20	Hanging Baskets – High Street		Town Clerk
27/20	Revised accounts/I&E report for next F&P		Town Clerk
27/20	Review earmarked reserves for projects and deliver 2020/21 or continue to earmark for 2021/22 delivery		Committee Chairs/Vice-Chairs and Town Clerk
27/20	Move current account to online and check FSCS adherence for savings reserves		Town Clerk
28/20	Suggest revised financial authority limits for Committees/Groups		Town Clerk
29/20	Festival of Light 2020 – plan for complete event (as delivered in 2019)		Town Clerk