

BERKHAMSTED TOWN COUNCIL

Tel: 01442 800146
Email: townclerk@berkhamstedtowncouncil.gov.uk
Website: www.berkhamstedtowncouncil.gov.uk

2nd Floor, Civic Centre
161 High Street, Berkhamsted
Herts HP4 3HD

Minutes of a Meeting of

BERKHAMSTED TOWN COUNCIL

Held in the Council Chamber, Civic Centre on

Monday 5th September 2022 at 7.30 pm

MEMBERS PRESENT:

Councillors: W. Conian (Town Mayor)
N. Taylor (Deputy Town Mayor)
G. Corry
A. Foster
J. Jones
G. Stevens
P. Fisher
MJ. Hardinge

ALSO PRESENT:

Officers: D. McGlynn, Acting Town Clerk (Minutes)

Members of Public: No members of the public were present

FC 100/22	Apologies for Absence
	Apologies for absence were received and accepted from Councillors A. Armytage, S. Cloughton, R. Freedman, P. de Hoest, and P White.
FC 101/22	Declarations of Interest
	No declarations of interest were received.
FC 102/22	The Minutes of the Previous Berkhamsted Town Council Meeting held on 22 nd August 2022 (previously circulated) were received and approved as a correct record and, as such, could be duly signed by the Vice Chair.

<p>FC 103/22</p>	<p>Public Participation</p> <p>No members of public were present.</p>
<p>FC 104/22</p>	<p>To consider and decide upon the purchase and installation of a new English Heritage-approved bench at Berkhamsted Castle</p> <p>The Members considered and approved the proposal to purchase and install a new English Heritage-approved bench at Berkhamsted Castle. However, Cllr Corry requested that it be noted that Berkhamsted Castle should be responsible for its maintenance.</p>
<p>FC 105/22</p>	<p>To receive and adopt the revised Terms of Reference of the Town Planning Committee and status update on the review of the Terms of Reference and reporting structures beneath the Finance & Policy and Transport & Environment committees (ref. FC 63/22).</p> <p>Following a brief overview of the changes by Cllr G. Stevens, it was decided to approve and adopt the revised Terms of Reference of the Town Planning Committee.</p> <p>The Town Clerk advised that the review of the Terms of Reference of the Finance & Policy and Transport & Environment Committees was still underway. The Members agreed that the revised Terms of Reference of the Town Planning Committee should be used as a model template for the Terms of both of these committees.</p>
<p>FC 106/22</p>	<p>To receive an update on the publication of the next Berkhamsted Town Council newsletter (GS/DM)</p> <p>The Town Clerk provided the Members with an update on the status of the Autumn 2022 issue of the Berkhamsted Town Council newsletter, which was now ready to be approved for print. The newsletter will go out to approximately 8,130 homes in the Parish of Berkhamsted during the week commencing 12th September 2022.</p> <p>The Council thanked the Town Clerk and the office staff for their work on this, particularly given the tight timescales.</p>
<p>FC 107/22</p>	<p>EXCLUSION OF PRESS & PUBLIC</p> <p>It was RESOLVED 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 business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.</p>

<p>FC 108/22</p>	<p>To approve changes to all BTC bank account Authorised Signatory mandates</p> <p>It was RESOLVED that the Authorised Signatory mandates for all bank accounts held by Berkhamsted Town Council be changed as follows:</p> <ol style="list-style-type: none"> 1. Remove Tony Noakes as an Authorised Signatory; and 2. Add Susan Severn as a new Authorised Signatory. <p>The Finance Officer was authorised to make the necessary arrangements to complete the appropriate sections of the mandate and deal with the bank as necessary.</p>
<p>FC 109/22</p>	<p>To approve the opening of a new bank account with Skipton Building Society and to nominate the account signatories (Ref. FC 88/22)</p> <p>After due consideration and in line with the Treasury Policy adopted by Full Council on 6th June 2022 (Ref. FC 88/22), it was RESOLVED:</p> <ol style="list-style-type: none"> i. that Berkhamsted Town Council open a new bank account with Skipton Building Society; ii. to approve the following Trustees as Authorised Signatories on the account: <ol style="list-style-type: none"> 1. Susan Jane Severn; 2. Dora Katalin Beecroft; 3. Councillor Jacqueline Edwina Jones; 4. Councillor Geraldine Corry; iii. To approve any two (2) of the above Authorised Signatories to operate the account. iv. To authorise Cllr Wendy Conian, in her capacity as Chair, to sign the Bank Mandate as necessary. <p>The Finance Officer was authorised to make the necessary arrangements to complete the appropriate documentation and deal with the bank as necessary.</p>
<p>FC 110/22</p>	<p>To consider and decide upon setting up a Working Group to support the community through the cost of living crisis.</p> <p>After due consideration, the Members decided to set up a Working Group with the aim of developing a Berkhamsted Hub that supports the local community through the cost of living crisis.</p>

	<p>It was agreed that the Members of this Working Group would be Cllrs G. Stevens, MJ. Hardinge, J. Jones, G. Corry and A. Foster and that Cllr Stevens would Chair the group.</p> <p>It was further agreed that Cllr Stevens would work with the Project Officer on drawing up the Working Group's Terms of Reference and present these for approval at the next meeting of the Council.</p> <p>Suggestions for other stakeholders to join this Working Group included, but were not limited to, representatives of: Citizens Advice Bureau, the schools of Berkhamsted, Open Door, DENS, Help the Aged, The Salvation Army and Churches of Berkhamsted. It was agreed that Members would provide any further stakeholder suggestions to Cllr Stevens and the Town Clerk for discussion at the first meeting of the Working Group – time and date to be confirmed.</p>
FC 111/22	<p>Close of Meeting</p> <p>The meeting closed at 8.21 pm.</p>

Signed:

Dated:

Dates of next Full Council meetings:

Monday 14th November 2022

Monday 16th January 2022

Monday 20th March 2022