



BERKHAMSTED TOWN COUNCIL

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8th November 2022

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that there will be a meeting of **Berkhamsted Town Council** in the **Council Chamber, Civic Centre**, Berkhamsted on **Monday 14th November 2022** at **7.30 pm**.

The purpose of the meeting is to transact the business set out in the agenda below and you are hereby summoned to attend.

Sue Severn
Town Clerk

MEMBERS:

Councillors:	W. Conian (Town Mayor)	R. Freedman
	N. Taylor (Deputy Town Mayor)	M. Hardinge
	A. Armytage	J. Jones
	S. Cloughton	A. Peeler
	G. Corry	T. Porter
	P. de Hoest	G. Stevens
	P. Fisher	P. White
	A. Foster	

Members of the public are invited to attend all meetings of the Town Council

If you wish to send in written comments on an agenda item by email. Please address these to the Town Clerk at: townclerk@berkhamstedtowncouncil.gov.uk by **midday on Monday 14th November 2022**. Any comments received by email will be passed to the Council ahead of the meeting and discussed during the meeting.

Berkhamsted Town Council

AGENDA

Full Council Meeting

Monday 14th November 2022 at 7.30 pm

Main Hall, Civic Centre, Berkhamsted

OPENING MATTERS AND GOVERNANCE

FC 112/22 To receive and approve Apologies for Absence

FC 113/22 Declarations of Interest

- i. To **receive** declarations of interest from councillors on items on the agenda;
- ii. To **receive** written requests for dispensations for declarable interests; and
- iii. To **grant** any requests for dispensation as appropriate.

FC 114/22 To receive and approve Minutes of the Previous Meeting held on 5th September 2022 (previously circulated).

FC 115/22 Public Participation

To suspend Standing Orders to invite any Members of Public present to speak.

STANDING COMMITTEES

To **receive** and **adopt** the minutes of the:

FC 116/22 Transport and Environment Committee

Held on: 31 October 2022

FC 117/22 Finance and Policy Committee

Held on: 26 September 2022

FC 118/22 Town Planning Committee

Held on: 28 September 2022

10 October 2022

07 November 2022

OTHER WORKING GROUPS & COMMITTEES

FC 119/22 Allotment Management Team

To **receive** and **adopt** the notes of the meeting held on the 17 October 2022 (to follow).

FINANCE AND GOVERNANCE MATTERS

FC 120/22 AGAR – Annual Accounts for the Year Ended 31 March 2022

- i. To **receive, approve** and **accept** the signed Annual Governance and Accountability Return received under cover of the External Auditor's 28 September 2022 letter. These were previously circulated.
- ii. To **note** that the certificate, notice of conclusion of audit and full return with supporting documentation were published on the 30 September 2022 on the Town Council website. The notice of conclusion of audit was placed on all Town Council notice boards and all papers made

available for public inspection as set out on the notice of conclusion of audit. Public access to documents will be available for not less than five years.

- iii. To **note** the auditor's opinion is that, based on their review, the information in the annual return is in accordance with proper practices and there are no other matters that have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

FC 121/22 Budget Preparation and Precept 2023/24

To **note** the proposed timeframe for the budget approval for 2022/23, as follows:

- i. Councillor workshop for budget preparation on 21st November 2022.
- ii. Proposals will be put to Finance and Policy for further consideration on the 5 December 2022.
- iii. Early sign off would be advantageous. Consideration of final budget to be completed at Finance and Policy on the 04 January 2023.
- iv. Final budget and precept to be approved at Full Council on the 16 January 2023.

FC 122/22 Update to Standing Orders

- i. To **approve** the addition of the following wording to Section 3 of the Standing Orders: 'That members of the public may raise their hand to make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The Chair will recognise them, but it is requested that comments are brief, succinct, relevant, and not repetitive.'
- ii. To **decide** whether member participation timings should be increased or remain as is. Amended extract included with agenda.

FC123/22 Update to Bus project

To **approve** further investigation of options, costs and potential funding to further the possible provision of a limited bus service for those residents without access to private transport in Berkhamsted. (Paper to follow).

FC124/22 Applications for Grant Funding

To **approve** and authorise the town clerk to apply for grant funding to appropriate funders for BTC initiatives outside scope of precept funding.

FC125/22 Civic Centre Lease and building condition

To **approve** renewal of lease on terms as circulated for a further 4 year term to 2026 and consider estimates for repairs and renewal of windows, air-cooling, re-decoration and interior fittings.

FC126/22 Cost of Living

To consider response to cost of living crisis and BTC working with other organisations and agencies to provide support to local families.

FC127/22 Coronation 6th May 2023

To **agree** formation of a working group consisting of councillors and other volunteers to manage a community event to be held on Monday 8th May.

If agreed, to agree a budget proposal to be included in 2023/24 budget.

FC128 /22 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 business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

FC129/22 Sunnyside Rural Trust Allotment Lease

To **receive** and **approve** a minor amendment.

FC130/22 Staff Incremental Progression

- i) To **resolve** that, in accordance with their terms and conditions of employment, the Deputy Town Clerk should progress to salary point 33 on pay scale LC3 (33-36) with effect from the 01 January 2022.
- ii) To **resolve** that, in accordance with their terms and conditions of employment, the Town Warden should progress from salary point 14 to salary point 15 with effect from 01 January 2022, which is the anniversary of their appointment to pay scale LC1 (13-17).

FC131/22 Local Government National Salary Award 2022-23

To **note** the terms of the agreed Local Government National Salary Award:

- i) With effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above; and
- ii) With effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement.