

BERKHAMSTED TOWN COUNCIL

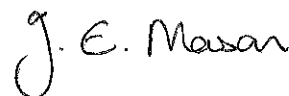
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Civic Centre
161 High Street
Berkhamsted
Herts
HP4 3HD

5 November 2019

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that a meeting of **Berkhamsted Town Council** will be held in the Council Chamber, Civic Centre, Berkhamsted on **Monday 11 November 2019** at **7.30 pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.



Mrs J Mason
Town Clerk

MEMBERS:

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

MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

OPENING MATTERS

FC 103/19 To receive **Apologies for Absence**

FC 104/19 To receive **declarations of interest** regarding items on the agenda

FC 105/19 **Minutes of the last meeting**

To **receive and approve** the minutes of the Full Council meeting held on 2 September 2019 (previously circulated).

FC 106/19 **Public Participation**

To **suspend standing orders** to allow any members of the public present to speak.

FC 107/19 **PCSO Funding**

- (i) To **receive an update** from Inspector Jeff Scott, Safer Neighbourhoods Police Team, on PCSO joint funding costs in the light of the Town Council's wish to see, and support, increased officer presence in Berkhamsted. (The Town Council has a current year budget of £12,000 for such funding.) Inspector Scott will be putting forward a proposal for discussion which will include a contribution towards the cost of an additional PCSO for Berkhamsted for the remainder of the current financial year, together with a request for joint funding for a further two year period;
- (ii) Following Inspector Scott's update, to **discuss and resolve as appropriate**, proposals and associated expenditure for the current year and the two subsequent financial years (2020/21 & 2021/22).

FC 108/19 **Open Door Project**

- (i) Following a recent grant award from the Town Council, to **receive a** short update from a representative from the Open Door Project;
- (ii) To **consider and agree** whether any further action is required by the Town Council.

FC 109/19 **Town Mayor's Communications**

- (i) Berkhamsted Town Hall Trust AGM 28 November 2019 at 8 pm.
(11-10-19)*
- (ii) HAPTC - Policy Consultation E-Briefing 12-19 Independent Review Into Local Government Audit Call For Evidence
(4-11-19)*
- (iii) NALC Chief Executive's Bulletin 18 October 2019
(18-10-19)*
- (iv) Dacorum Heritage Trust autumn Newsletter no 96
(4-11-19)*

- (v) Herts County Council – 28 October bulletin – Have your say on how your council tax is spent
(28-10-19)*
- (vi) BDCC Christmas Lunch - 19th December 2019
(1-11-19)*
- (vii) DBC - CANCELLED - Town and Parish Council Conference - 29th November
(1-11-19)*
- (viii) NALC Chief Executive's bulletin 1 November 2019
(1-11-19)*
- (ix) Graham Green Birth Place Trust – Information about entry to the Trust's film review competition
(4-11-19)
- (x) NALC and LGA pre-election period guidance
(5-11-19)

*Date circulated to Council.

STANDING AND OTHER COMMITTEES

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

FC 110/19 Finance and Policy Committee

Held on: 23 September 2019

FC 111/19 Town Planning Committee

Held on: 16 September 2019
7 October 2019
28 October 2019

FC 112/19 Transport and Environment Committee

- (i) Held on 21 October 2019
- (ii) HCC Gulley Clearing Schedule - arising from minute TE 72/19 (i) to **discuss** and, as appropriate, **agree**, that the Town Clerk should ask HCC to review their clearance schedule policy and to identify those areas where gulley clearance should be undertaken more frequently than on a two year rolling basis.

FINANCE & GOVERNANCE

FC 113/19 Annual Accounts for the Year Ended 31 March 2019 – Completion of Limited Assurance Review by PKF Littlejohn LLP (External Auditors)

The following was reported to F & P on 23 September 2019. However, as set out in FP 71/19, it is a requirement that these matters are received and approved at Full Council:

- i. To **receive, approve and accept** the signed Annual Governance and Accountability Return received under cover of the External Auditor's 9 September 2019 letter. These were previously circulated but are attached for ease of reference;
- ii. To **note** that the certificate, notice of conclusion of audit and full return with supporting documentation were published on 16 September 2019 on the 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 that on the basis of 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 114/19 Interim Internal Audit Visit

To **note** that Ms S King of Auditing Solutions will be attending on Friday 15 November 2019. The Town Council offices will be closed to visitors that day.

FC 115/19 Budget revisions and virements 2019 -20

To **approve/confirm** the following changes to the accounts:

- (i) To **increase** the agreed budget for the Festival of Light (cost centre 201 nominal code 1080) from £18,000 to £22,000 (previously approved at Full Council 10 June 2019, FC 82/19 refers);
- (ii) To **make a virement** of £2,000 from staff salaries (cost centre 101, nominal codes 4001/4002/4003) to staff training (cost centre 101, nominal code 4008) to cover the training in Colony (allotment software) and Rialtas Omega (finance software);
- (iii) To **make a virement** of £2,500 from staff salaries (cost centre 101, nominal codes 4001/4002/4003) to Accounting Services (cost centre 101, nominal code 4059). This is to cover DCK Accounting Services cost for visits to the office one day a month whilst the Finance and Allotment Officer post has been vacant;
- (iv) To **agree** that DCK's last visit to input the accounts should be in December 2019.

FC 116/19 Budget preparation and precept 2020 - 21

- (i) To **note** that Committee chairs are currently working on drafting proposals for next year's budget;
- (ii) To **agree** a mechanism for the consolidation of such draft budget proposals in advance of the F & P Committee on 9 December 2019;

- (iii) To **consider and as appropriate agree** that estimated costs should be sought for possible legal fees associated with the drafting of the Town Council's response to the forthcoming Local Plan consultation

FC 117/19 Policy Matters

To **note** that the Town Clerk attended the DBC session on use of social media on 24 October 2019 and will now be preparing a draft policy for consideration. She will also be reviewing Standing Orders and Financial Regulations.

FC 118/19 CIL Receipts

To **note** that £14,388.68 was received on 7 October from DBC for the six month period ending 30 September 2019.

OTHER WORKING GROUPS AND COMMITTEES

FC 119/19 Allotments

To **receive and adopt** the minutes of the Allotment Management Team meeting held on 14 October 2019. Previously circulated.

FC 120/19 Canal & Riverside Partnership

- (i) To **note** progress with reenergising CARP as a result of recent discussions with the Canal & River Trust and the Chiltern Conservation Board representative (as reported for information to T & E on 21 October 2019);
- (ii) To **approve** the revised terms of reference (draft attached);
- (iii) To **note** that a meeting of CARP will now be arranged.

YOUTH MATTERS

FC 121/19 Youth Town Council and Swan Youth Project

To **receive** a verbal update on any matters as appropriate (Cllr N Woolner).

EVENTS

- FC 122/19** (i) Remembrance Sunday 10 November 2019
To **receive** a brief report from the Town Mayor and to thank councillors for their help at the poppy stall the day before;
- (iii) Festival of Light 24 November 2019 – open to public at 3.30 pm.
To **seek** further volunteers from amongst councillors to serve refreshments to volunteers (in one hour shifts from 3.30 pm to approx. 7 pm)

WEST MIDLANDS TRAIN SERVICE TO BERKHAMSTED (Cllr W Conian)

- FC 123/19** To **review** recent delays to the West Midlands train services and to consider possible representations by the Town Council to the company regarding the serious inadequacies of the service provided to the people of Berkhamsted.

FC 124/19 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.

FC 125/19 Swan Youth Funding

To **review** in advance of budget preparation.

FC 126/19 Finance & Allotment Officer Appointment

To **ratify** the appointment of Mrs Thayanithy Raveendran to the position of Finance & Allotment Officer with effect from 2 December 2019. Mrs Raveendran has been appointed to salary 19 of pay scale LC2 (18 – 23) and will work 20 hours per week.

FC 127/19 Town Clerk & Responsible Financial Officer Vacancy

- (i) To **receive** an update;
- (ii) To **consider** and agree the next steps.

FC 128/19 Staff Incremental progression

To **RESOLVE** that the Town Warden should progress from salary point 11 to salary point 12 with effect from January 2020 which is the anniversary of his appointment to pay scale LC1 (9 - 12)

JEM 5 -11 -19

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BERKHAMSTED TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10 June 2019

and recorded as minute reference:

FC 77/19 (ii)

Signed by the Chairman and Clerk of the meeting where approval was given.

Chairman



Clerk

J. E. Mason

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.berkhamstedtowncouncil.gov.uk

Section 2 – Accounting Statements 2018/19 for

BERKHAMSTED TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	255,844	337,881	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	186,255	191,843	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	97,673	87,511	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(107,063)	(105,510)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(124,828)	(121,694)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	337,881	340,031	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8. Total value of cash and short term investments	338,710	385,972	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	173,433	178,128	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets N.B. The figures in the accounting statements above do not include any Trust transactions
	NA	NA	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

J. E. Mason

Date

10 June 2019

I confirm that these Accounting Statements were approved by this authority on this date:

10/06/2019

as recorded in minute reference:

FC 77/19 (iii)

Signed by Chairman of the meeting where the Accounting Statements were approved

C. Stevens

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Berkhamsted Town Council – HT0017

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

06/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

FA 70/19
FC 113/19

Berkhamsted Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Berkhamsted Town Council for the year ended 31 March 2019 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Berkhamsted Town Council on application to: (a) <u>Janet Mason, Town Clerk, Berkhamsted Town Council</u> <u>Civic Centre, 161 High Street, Berkhamsted,</u> <u>HP4 3HD.</u> <u>Tel: 01442 80052</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>9am - 1pm and 2pm - 4pm</u> <u>Monday, Tuesday, Wednesday and Friday</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>10 per A4 sheet</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>J. E. Mason (Town Clerk)</u> <u>Janet Mason</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>16 September 2019.</u>	(e) Insert the date of placing of the notice

Berkhamsted Town Council
CANAL AND RIVERSIDE PARTNERSHIP
Terms of Reference

The terms of reference for the partnership were originally approved by Berkhamsted Town Council at its 7 October 1996 meeting. These revised terms of reference were approved at the 11 November 2019 meeting.

Name

The name of the Group is the Canal and Riverside Partnership (CARP)

Status

The Partnership shall be a working group of Berkhamsted Town Council and shall report to the Town Council.

Purpose

To provide:

A forum of interested parties to consider the improvement and future wellbeing of the Grand Union Canal and River Bulbourne within the boundaries of the Town Council's area;

A mechanism for the formulation and discussion of strategies, schemes of work or special projects which seek to enhance the immediate environment of the Canal and River. Once agreed these would be submitted to the Town Council, for approval and/or action. The latter would also include referring the project/action to another associated body for funding. Projects should be aligned to meet the objectives of the partner members and in particular be congruent with the forward plans and work being carried out by the Town Council's Climate Change Steering Group.

Membership:

The Membership of the Partnership shall comprise:

- 2 members of Berkhamsted Town Council (plus two named substitutes – we don't have these)
- 2 Members of Dacorum Borough Council

Named individuals acting as representatives from the following organisations, or any successors of those organisations:

- Canal and Rivers Trust
- Chilterns Conservation Board (Chalk Streams Officer)

- Inland Waterways Association
- The Environment Agency
- The Berkhamsted Citizens Association
- The Berkhamsted and District Chamber of Commerce
- Groundwork Herts
- The Herts and Middlesex Wildlife Trust
- John Lewis plc (assume this was to do with Waitrose. They have paid for work but do not seem to have attended formally on a regular basis – invite them on an ad hoc basis?)
- Local resident – voluntary canal warden.

Representation from other organisations may also be invited from time to time to provide any specialist input on a particular topic.

Quorum

The quorum of the Partnership shall be not less than one third of the Members.

Chair

The Chair of the Partnership shall be appointed by the Town Council at each Annual Meeting. In the Chair's absence the second Town Council representative chair the meeting.

Substitutes

These will be permitted, provided that prior notice has been given to the Chair.

Officers

The Town Clerk or Deputy Town Clerk will attend meetings in an advisory capacity, to take the notes and ensure that actions are taken forward by members in a timely manner.

Financial

The Partnership shall not incur any item of expenditure without the prior consent of the Town Council through its normal procedures by reference to the Finance and Policy Committee, for recommendation to the Full Council. Similarly, if a particular initiative will be jointly funded by other organisations, all necessary permissions must be obtained from that organisation as appropriate and the Town Council must approve such joint initiatives and funding.

CARP: Terms of Reference Amendment 1. Dated 30 October 2019