

BERKHAMSTED TOWN COUNCIL

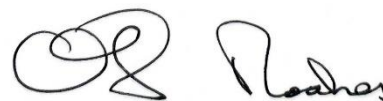
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161 High Street
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HP4 3HD

5 January 2021

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that a meeting of **Berkhamsted Town Council** will be held on **Monday 11 January 2021** at **7.30 pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend. The meeting will be conducted virtually via Zoom.



Mr Tony Noakes
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 attend all meetings of the Town Council and it has put in place procedures to facilitate this for virtual meetings.

Anyone wishing to attend this meeting of Full Council should contact the Town Clerk for the meeting log in details. Email townclerk@berkhamstedtowncouncil.gov.uk and confirm your

name, your address in Berkhamsted and details of any items on the agenda you wish to speak about. The cut off point for requests to join the meeting is **midday on 11 January 2021**.

OPENING MATTERS AND GOVERNANCE

FC 01/21 To receive **Apologies for Absence**

FC 02/21 To receive **declarations of interest** regarding items on the agenda

FC 03/21 **Minutes of the last meeting**

To receive and approve the minutes of the Berkhamsted Town Council held on 23 November 2020.

Full Council Minutes Actions – 23 November 2020

Reference	Action	Complete	Outstanding / Responsibility
149/20	Dates for the Local Plan Working Group meetings need to be sent to Cllr W Conian	✓	Deputy Clerk
149/20	BCA to nominate a representative for the Local Plan Working Group	✓	Deputy Clerk
157/20	The Town Clerk would write to Auditing Solutions to confirm reappointment as internal auditor		Town Clerk
159/20	Full Council agreed to hold a stand-alone meeting before the 14 December 2020 to discuss the proposed projects included in the draft 2021/22 budget	✓	Cllr G Stevens & Town Clerk
162/20	Councillors should send any suggestions for IT business requirements to Cllr N Taylor and Town Clerk	✓	Cllr N Taylor & Town Clerk
162/20	Investigate if HAPTC has any advice or preferred supplier for Parish/Town Council IT requirements	✓	Town Clerk
165/20	Town Clerk to write to staff and inform payroll of salary changes		Town Clerk

FC 04/21 Public Participation

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

- (i) CIVIC CENTRAL concept – presentation from B-Hive, Jane Collis.
- (ii) “Celebration of 800 Years of St Peter’s church and its part in the development of the Town” – Peter Matthews.

FC 05/21 Town Mayor’s Communications

- (i) Verbal update on the 2020-38 Local Plan Working Group progress to date.

FC 06/21 Cllr G Corry – Attendance at Meetings – Local Government Act 1972

- (i) Section 85 of the Local Government Act 1972 requires a member to attend at least one meeting of Council, committee or a sub-committee within a six-month consecutive period, in order to avoid being disqualified as a Councillor;
- (ii) To **note** that Cllr G Corry was last able to attend a meeting of Full Council on the 20 July 2020;
- (iii) To **approve** the reasons for Cllr Corry’s which are that she is unable to access virtual meetings. She is however still asking for and being provided with frequent updates on Town Council business;
- (iv) To **resolve** that the six-month requirement be waived in respect of Cllr Corry for a further six months, to be reviewed in July 2021.

STANDING COMMITTEES

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

FC 07/21 Transport and Environment Committee

Held on: 30 November 2020

FC 08/21 Town Planning Committee

Held on: 7 December 2020
21 December 2020

FC 09/21 Finance & Policy Committee

Held on: 14 December 2020
4 January 2021

OTHER WORKING GROUPS & COMMITTEES

FC 10/21 Swan Youth Project & Youth Town Council

To **receive** an update from Cllr Nicky Woolner.

FINANCE & GOVERNANCE

FC 11/21 Interim Audit Report 2020-21

- (i) To **receive, review and ratify** the report arising from the audit visit made by Mrs S King of Auditing Solutions on 3 December 2020. Overall conclusions were:

‘We have concluded that, on the basis of the programme of work undertaken this year to date, the Council has maintained more than adequate and effective internal control arrangements. We thank the Clerk and his staff for their assistance, which has ensured the smooth progress of our review’.

- (ii) To **consider** as necessary any matters arising from the report.

FC 12/21 Budget for 2021/22 and Precept 2021/22

- (i) To **approve** the Budget for 2021/22.
- (ii) To **set and approve** the Town Council Precept for 2021/22.

POLICY MATTERS

FC 12/21 Open Door Grant Application

A grant application for £4,200 from Open Door to support the health and wellbeing of the elderly of Berkhamsted. **For review and decision.**

FC 13/21 High Street Changes to Parking

To **receive** an update on current plans and response from Berkhamsted Citizens Association.

FC 14/21 IT Infrastructure Improvements & Lease at Civic Centre

To **receive** an update on the IT infrastructure improvements and the dependency on certainty of tenure at the Civic Centre.

FC 15/21 Bus Working Group

Reinstatement of the Bus Working Group to prepare the requirements and terms for an external consultancy/study for a Community Bus Service for the residents of Berkhamsted.

TN – 5 January 2021