

BERKHAMSTED TOWN COUNCIL

01442 800146
enquiries@berkhamstedtowncouncil.gov.uk
www.berkhamstedtowncouncil.gov.uk

Civic Centre
161 High Street
Berkhamsted
Herts
HP4 3HD

12 March 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 18 March 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 E Mason
Town Clerk

MEMBERS:

Councillors S Beardshaw (Town Mayor)
A Armytage
S Bateman
D Collins
E Collins
G Corry
F Earl
Mrs C Green
J Jones
P B Matthews
B Newton (Deputy Mayor)
Dr I M Reay
T Ritchie
G Stevens
G Yearwood

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

FC 16/19 Apologies for absence

To receive apologies for absence.

FC 17/19 Declarations of Interest

To receive declarations of interest regarding items on the agenda.

FC 18/19 Minutes of Last Meeting

To receive and approve the minutes of the Meeting of the Full Council held on 28 January 2019.

FC 19/19 Town Mayor's Communications

(i) Purdah Guidance from DBC's Mark Brookes
(04-03-19)*

(ii) Parish Council Elections - 2 May 2019 - Nomination Forms from DBC's
Jim Doyle
(04-03 -19)*

(iii) Hertfordshire County Council - Determined Admission Arrangements for
Schools 2020/21
(11-03-19)*

FC 20/19 Public Participation

To suspend Standing Orders to **allow any member of the public present to speak.**

STANDING COMMITTEES

To receive and adopt the minutes of the:

FC 21/19 Town Planning Committee

Held on: * 11 February 2019
* 4 March 2019

FC 22/19 Finance & Policy Committee

(i) Held on * * 11 March 2019

*Already circulated **To follow

POLICY MATTERS

FC 23/19 Privacy Statement

To ratify the Privacy Statement presented and approved at F & P on 11 March 2019.

FC 24/19 Review of Standing Orders and Financial Regulations

1. To **approve** the revision of standing orders and financial regulations to incorporate the following items:
 - (i) Planning Code of Practice
 - (ii) Privacy statements
 - (iii) Amendments to terms of reference for the Support Services Group
 - (iv) Interim revisions of Financial Regulations to reflect the use of DCK Accounting Services to input data into Sage and associated duties

SUB-COMMITTEES AND WORKING GROUPS

FC 25/19 Allotment Management Team

No meetings have been held.

FC 26/19 CIL Working Group

- (i) To note that the group met on 20 February 2019 and the notes will be referred to T & E on 1 April 2019. The notes were circulated to Councillors and working group members on 11 March 2019.
- (ii) In the interim, to authorise the Town Clerk to write to HVCCG as reflected in item 6 ii of those notes. That is, to advise the CCG that its request for CIL funding to be put towards the merger of two practices at Gossoms End and improvements to patient confidentiality and disabled access at another practice, could not be granted.

FC 27/19 Castle Liaison Group, Castle Site Working Party and Berkhamsted Castle Trust (FC 110/18 22-10-18 also refers)

- (i) To **discuss and agree** the future role of the Castle Liaison Group and the Castle Site Working Group following the establishment of the Berkhamsted Castle Trust and in the light of discussions on 1 March between Cllr P Matthews, the Town Clerk and English Heritage's Tim Cockerill.
- (ii) Also arising from the above discussions on 1 March and also between English Heritage and BCT, **to authorise** the Town Clerk to make arrangements with the relevant trustees to transfer the current Visitor Room licence from Berkhamsted Local History and Museum Society to Berkhamsted Castle Trust. (The current licence expires on 30 September 2019.) The intention would be that with effect from 1 October 2019 English Heritage would not renew the licence it currently has with the Town Council but would renew it direct with BCT, so obviating the Town Council's involvement in the licensing of the room.

FC 28/19 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.

Staffing Matters

- FC 29/19** Arising from FC 14/19 (iii), 28 January 2019 meeting, to **RESOLVE** that the Town Clerk's pay scale range should move from LC3 (below substantive range) to LC3 (substantive benchmark range). With effect from 1 April 2019 she should therefore move from old point 42 to old point 43 (now numbered 36 and 37 respectively following the 2018 -19 National Salary Award). Her incremental date will remain 1 April. A fuller contract of employment will also be drawn up with a notice period of three months on either side.

FC 30/19 Sunnyside Rural Trust Lease

- (i) Update;
- (ii) To **authorise** actions agreed during discussion.

JEM 12-03-19