

**BERKHAMSTED TOWN COUNCIL**

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Civic Centre  
161 High Street  
Berkhamsted  
Herts  
HP4 3HD

19 January 2016

**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 25 January 2016** at **7.30pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.



Mrs S Johnson  
Acting Town Clerk

**MEMBERS:** Councillors    T Ritchie    Town Mayor  
                                  E R Collins    Deputy Mayor  
                                  A Armytage  
                                  J Ashbourn  
                                  S A Bateman  
                                  S Beardshaw  
                                  D J Collins  
                                  G Corry  
                                  F Earl  
                                  Mrs C Green  
                                  P B Matthews  
                                  B Newton  
                                  Dr I M Reay  
                                  G Stevens

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

## AGENDA

### OPENING MATTERS

**FC 1/16** To receive any **apologies for absence**

**FC 2/16** To receive **declarations of interest** regarding items on the agenda

**FC 3/16** To approve **the minutes of the Council Meeting** held on 14 December 2015

**FC 4/16** **Town Mayor's Communications**

To note that **no communications have been received**

**FC 5/16** **Notice of Election**

To note that a By-election for a Town Councillor in West Ward has been called for Thursday 18 February 2016. Nomination Papers must reach the Returning Officer at Dacorum Borough Council by noon on Friday 22 January 2016.

**FC 6/16** **Annual Town Meeting**

- (i) To note that the date (5 May 2016) of the Annual Town Meeting is also that of the election for the Police & Crime Commissioner.
- (ii) To consider whether to change the date of the ATM

**FC 7/16** **Public Participation**

To suspend Standing Orders to allow **any members of the public to speak**

### STANDING COMMITTEES

To receive and adopt the minutes of the:

**FC 8/16** **Town Planning Committee**

Held on: 21 December 2016  
11 January 2016

**FC 9/16** **Finance and Policy Committee**

Held on 18 January 2016 (to follow)

All minutes previously circulated, unless indicated otherwise

## **FINANCIAL MATTERS**

### **FC 10/16 Estimates of Income & Expenditure 2016/17**

To approve the Budget for 2016/17 (see FP 11/16 – papers attached)

### **FC 11/16 Precept 2016/17**

To approve the Town Council **Precept for 2016/17** (papers to follow)

### **FC 12/16 Concurrent Services Grant 2016/17**

To approve the estimate of the Concurrent Services Grant 2016/17 (papers to follow)

## **WORKING PARTY/ GROUP REPORTS**

### **FC 13/16 Canal & Riverside Partnership**

To **receive and adopt the notes** of the Canal and Riverside Partnership meeting held on 18 January 2016 (if available, notes to follow)

## **YOUTH MATTERS**

### **FC 14/16 Youth Town Council**

To note the minutes of the **Youth Town Council meeting** held on 9 December 2016 (attached)

## **COMMUNITY SAFETY**

### **FC 15/16 PCSO Report**

To note the **PCSO report for September to December 2015** (paper attached)

### **FC 16/16 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 during the items in Part II of the agenda for this 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 17/16      Staffing Matters**

To **RESOLVE** to approve the terms of reference of the Support Services Group to extend to recruitment and dismissal of staff within current Employment, Equality and Diversity law. Its terms of reference will be reviewed at the Annual Council Meeting to be held on 23 May 2016 (Paper to follow)

BTC Income Expenditure Current Financial Year

I & E Budget 2015-16 at 31-Dec-15

~~FP 7/16~~  
 FP 11/16  
 FC 10/16

	2014-15		2015-16		Budget Less YTD	Notes	2016-17	
	Actual	Budget	Actual to 31-Dec-15	Predicted Exp/Income at 31-Mar-16			Proposed Budget	Notes
TOTAL INCOME	£212,990	£216,622	£205,856	£212,475	£10,766		£236,248	£6,619
TOTAL EXPENDITURE	£248,134	£240,754	£176,043	£244,328	£64,711		£232,050	£68,285
Surplus/Deficit	(£ 35,144)	(£ 24,132)	£29,813	(£ 31,853)	(£ 53,945)		£4,198	

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RESERVES	Actual 31/3/14	Accounts Approved by FC	Actual 31/3/15	Estimated 15/16 Reserves (deficit)/surplus 31/3/16	Notes	Estimated 16/17 Reserves (deficit)/surplus 31/3/17
1300 General Reserve	175,061	107,238	144,560	( 25,698)	118,862	118,862
1340 Election Cost Fund	15,080	9,580	8,159	( 7,695)	464	464
1350 Asset Renewal Fund	107,434	103,234	106,597	( 566)	106,031	106,031
1380 Allotment Reserve Fund	8,066	11,831	11,181	2,106	13,287	13,287
1343 Alan Dickman Fund	10,000		10,000	-	10,000	10,000
	315,641	231,883	280,497	( 31,853)	248,644	248,644

BTC Income Expenditure Current Financial Year

	2014-15		2015-16		Notes	2016-17 Proposed Budget 01/12/2015
	Actual	Budget 2015/16	Actual to 31-Dec-15	Predicted Income 31-Mar-16 Budget Less YTD		
<b>INCOME</b>						
0100 Precept	154,817	156,375	156,375	156,375	2015/16 Precept 8270 x 21.50 = £177,805	177,805
0150 Town Warden Grant	14,523	14,523	14,949	14,949		15,000
0660 DBC Noticeboards	2,101	450	450	450		450
0661 Cemetry/Churchyard	2,685	2,685	2,685	2,685		2,700
0950 Council Tax Advance Grant	5,794	4,314	4,315	4,315	Council tax support grant £3,493	3,493
Concurrent Services	25,103	21,972	22,399	22,399 ( 427)		21,643
<b>NEW Community Infrastructure Levy</b>		5,000	-	-	Fee paid to DBC by planning applicants, DBC pay % twice yearly to BTC to be used for town improvements, maint. Must use within 6 years. Not paying	2,500
0200 Festival of Light Grants	6,057	6,000	6,000	6,000		6,000
0760 Festival of Light Donations	240	-	-	200		200
Festival of Light	6,297	6,000	6,000	6,200		6,200
0600/05 Allotment Land Rent	7,111	6,800	7,102	7,126		7,100
0610 Allotment Water Rates Income	1,716	1,600	1,800	1,850		1,900
0612-18 Water & Gate Key Sales (Prev incl deposits)	180	-	140	150		200
Allotment Income	9,007	8,400	9,042	9,126 ( 642)		9,200
0675/6 YC Regular & Ad-Hoc Income	13,248	12,500	8,946	12,500	No Bash, Alfonso 3 months, Happy Days and ad-hoc	13,500
0677 YC Car Park Fees	1,374	1,375	1,375	1,375		1,400
Lagley Meadow Youth Centre	14,622	13,875	10,321	13,875		14,900
0350/0768 Parish Paths Grant	( 262)	-	1,000	1,000 ( 1,000)		1,000
0650 Fairground Rental	300	-	-	-	DBC Handling?	-
0900 Fixed Assets Sale Income	-	-	-	-		-
0545-77 Bank Interest	3,106	5,000	719	3,500		3,000
<b>Total Income</b>	<b>212,990</b>	<b>216,622</b>	<b>205,856</b>	<b>212,475</b>		<b>236,248</b>

BTC Income Expenditure Current Financial Year

	2014-15		2015-16		Predicted Expenditure 31-Mar-16	Budget 2015/16	Actual to 31-Dec-15	Budget Less YTD	Notes	2016-17 Proposed Budget 01/12/2015
	Actual	Budget 2015/16	Budget 2015/16	Actual to 31-Dec-15						
<b>EXPENDITURE</b>										
7000/04 Staff Salary Costs	76,880	77,704	70,092	85,650						104,000
7001 Travel & Subsistence	-	100	1,680	1,750						250
7002 Staff Training	-	200	305	500						500
7005 Town Warden Transport	581	730	475	730						750
7006 Town Warden Other	355	200	118	200						200
7010 3rd Party Costs	14,700	18,200	-	12,000						1,500
7020 Salary Administration	436	480	311	480						500
7003 Staff Recruitment Costs	735	-	-	750						-
<b>Support Services</b>	<b>93,687</b>	<b>97,614</b>	<b>72,981</b>	<b>102,060</b>			<b>24,633</b>			<b>107,700</b>
7050 Office Rent/Rates	14,923	15,000	15,033	15,408						16,500
7051 Room Hire	51	200	-	50						200
7052 Computing Costs	10,845	10,500	8,384	10,500						10,500
7054 Stationery	678	800	665	800						700
7057 Miscellaneous	-	-	7	7						50
7058 Insurance	2,122	2,162	2,167	2,267						2,500
7059 Subscriptions	2,213	2,400	2,302	2,400						2,400
7060 Catering Supplies	96	100	59	100						100
7061 Repairs	-	-	-	-						500
7062 Telephones	428	430	355	430						500
7063 Photocopier Costs	1,090	800	339	1,000						500
7064 Annual Maintenance Contracts	1,008	500	553	560						600
7065 Postage	1,021	600	440	600						500
NEW Office Cleaning	-	-	-	-						750
<b>Office/Admin Facilities</b>	<b>34,475</b>	<b>33,492</b>	<b>30,314</b>	<b>34,122</b>			<b>3,178</b>			<b>36,300</b>
7750 Authorised Transactions - Staff &	-	-	25	25			( 25)			-
7100 Training	35	60	275	275						150
7101 Travel & Subsistence	62	60	136	161						150
<b>Councillors' Costs</b>	<b>97</b>	<b>120</b>	<b>411</b>	<b>436</b>			<b>( 291)</b>			<b>300</b>
7150 Audit Fees	1,329	1,330	1,338	1,338						1,350
7151 Bank Charges	146	100	160	160						100
7153 Legal Fees	-	500	700	700						750
<b>Financial and Legal</b>	<b>1,475</b>	<b>1,930</b>	<b>1,498</b>	<b>2,198</b>			<b>432</b>			<b>2,200</b>
7160 DBC noticeboard expenses	2,112	450	-	450						450
7161 DBC Churchyard/Cemetery Grass Ct	2,680	3,380	2,730	3,380						3,500
<b>DBC Delegated Functions</b>	<b>4,792</b>	<b>3,830</b>	<b>2,730</b>	<b>3,830</b>			<b>1,100</b>			<b>3,950</b>
7250/7755 Grant Awards	6,181	7,500	1,600	5,000						7,500

BTC Income Expenditure Current Financial Year

	2014-15		2015-16		Predicted Expenditure 31-Mar-16	Notes	2016-17 Proposed Budget 01/12/2015
	Actual	Budget 2015/16	Actual to 31-Dec-15	Budget Less YTD			
<b>EXPENDITURE</b>							
7300 Improvements	1,661	2,000	1,464	2,000			2,000
7303 Water Supply Charges	1,082	1,400	653	1,400		Sunnyside Trees	1,400
7304/07 General Expenses	521	300	499	499			300
7306 Annual Maintenance Costs	1,935	2,255	1,858	2,255			2,250
7308 Legal Fees	-	-	-	-			-
7309 Allotment Software Support	636	450	445	450			450
7794/5 Allotment Key Refunds	12	-	22	22			-
7794/5 Allotment Key Refunds	5,847	6,405	4,941	6,626	1,464		6,400
7350 Mayoral Expenses	497	750	358	750			750
7351 Mayor's Civic Function Costs	3,147	2,500	2,386	2,500			2,500
<b>Civic Activities</b>	<b>3,644</b>	<b>3,250</b>	<b>2,744</b>	<b>3,250</b>	<b>506</b>		<b>3,250</b>
7450/70 Website, Publicity & Advertising	826	700	366	700			1,200
7460 Public Meetings/ATM	8	300	-	300			300
<b>Publicity and Promotion</b>	<b>834</b>	<b>1,000</b>	<b>366</b>	<b>1,000</b>	<b>634</b>		<b>1,500</b>
7500 Christmas Festival of Lights	9,632	9,000	1,599	9,000			9,000
7530 War Memorial Maintenance	4,480	-	-	-			-
7535 World War 1 Commemoration (S13)	227	-	-	-			-
7575 Swan Youth Projects	12,500	12,500	9,375	12,500			12,500
7690 PCSO Funding	14,250	14,250	7,125	14,250			-
<b>Projects</b>	<b>41,089</b>	<b>35,750</b>	<b>18,099</b>	<b>35,750</b>	<b>17,651</b>		<b>21,500</b>
7550 Civic Garden Maintenance (Church & Flowerbeds)	1,367	1,300	679	1,300			1,500
7552 Hanging Baskets	2,200	-	-	-			-
7555 Planters	8,272	2,200	1,680	2,200		Entrance gates/not benches biforb	2,500
7560 Picnic Benches	-	-	-	-			-
7651 Salt Bins/Wetlands	-	-	-	-			-
New New Streetscape Strategy	-	5,000	-	-			5,000
New Town Centre Improvements (Biorb)	-	5,000	-	2,500		Planting/Planters/ Benches	5,000
<b>Environmental Projects</b>	<b>11,839</b>	<b>13,500</b>	<b>2,359</b>	<b>6,000</b>	<b>11,141</b>		<b>14,000</b>
7008 Caretaker Salary	4,492	4,713	3,408	4,713		2014-16 pay rise	4,850
7576 Lease/Rent & Rates	3,314	3,250	3,359	3,372			3,500
7577 Insurance Costs	100	100	100	100		Notional amount from 7058 costs	250
7578 Utility Costs	2,627	2,800	1,748	2,600			2,600
7579/(81) Maintenance/Refurbishment	1,593	2,500	1,802	3,415		YC Fire additional re electrical & tidy up co-	2,750
7580 Consumables	469	200	282	300		(Re 7579 Maint. £380 deep clean quoted)	500
<b>Lagley Meadow Youth Centre</b>	<b>12,495</b>	<b>13,363</b>	<b>10,699</b>	<b>14,500</b>	<b>2,664</b>		<b>14,450</b>
7642 Highway/Canal Towpath/Cobbles	20,495	19,000	14,745	17,000		£10K Towpath/£4K Broadwater. Kingshill	12,500
7675/7785 Parish Paths Partnership Expenditur	438	-	270	270		Jnctn/Billet/Towpath	500
<b>Highway/Footpath Projects</b>	<b>20,933</b>	<b>19,000</b>	<b>15,015</b>	<b>17,270</b>	<b>3,985</b>		<b>13,000</b>
7779 Election Costs	6,921	4,000	11,695	11,695	( 7,695)		-
7780 HP Desktop Computer for Secretary	-	-	566	566			-
7780 Xmas Lights	-	-	-	-			-



BTC Income Expenditure Current Financial Year

	2014-15		2015-16		Predicted Expenditure 31-Mar-16	Budget Less YTD	Notes	2016-17 Proposed Budget 01/12/2015
	Actual	Budget 2015/16	Actual to 31-Dec-15	Budget 2015/16				
EXPENDITURE								
7780 Allotment Software	3,825	-	-	-	566 (	566)		
Asset Renewals	3,825	-	566	566	(	566)		
<b>TOTAL EXPENDITURE</b>	<b>248,134</b>	<b>£240,754</b>	<b>176,043</b>	<b>244,328</b>	<b>64,711</b>			<b>232,050</b>

**Berkhamsted Youth Town Council****Minutes of the Meeting – 09 December 2015**

Present: Kay, Noah, George, Edmund, Sam, Jak  
Andrew Ng, Anthony Armytage, Garrick Stevens

Apols:- Bianca, Izzy, Tabitha

**Actions to be taken****1. Strategy to Recruit New Members:**

- To promote at Swan Yr 9 session on Thursday 10<sup>th</sup> & 17<sup>th</sup>- Jak, Noah and Kay
- Kay to post BYTC flyers through people home near where she lives.
- Promote at Ashlyn school Council- Jak
- Promote at Berko school Council- Edmund
- Post flyer on 'Everything Berko' facebook.
- Edmund to ask head of year about promoting BYTC at school assembly
- Ashlyn school assemblies.

2. Election of new chair will occur when we have more members. Jak will be temporary chair until we get more members. Jak is designated as Acting Chair.

**3. Volunter Handbook:**

- Noah will write a letter of thanks to ABC for printing the handbooks
- ANG will bring handbooks to the next meeting
- Sam will place handbook at his school
- Kay will place it in the Civic
- George will place it in the Library.
- Jak will place it in Ashlyn.

**4. AOB:**

Noah mention there is no design yet for the extension to the skate park.

**Feedback from Councillors**

- View of plans of multi storey car park in civic centre.
- There has been council meeting and finance meeting.
- Next year will be 950 anniversary of the Norman Conquest. Berkhamsted is interested in holding the Aderney Bayeux Tapestry and it is going ahead

Next Meetings - 4.30 – 6 pm

Wed 13<sup>th</sup> January 2016



## PCSO report - Christmas 2015

**There are currently three PCSOs covering Berkhamsted, they are;**

- PCSO 6215 Julian Randall-Stratton      Berkhamsted Castle Ward and Northchurch
- PCSO 6512 Katie Braham                  Berkhamsted East and West
- PCSO 6230 Brad Webber                  Berkhamsted East and West
  
- PCSO 6219 Lee Clements                  Northchurch, Potten End and Little Gaddesden

Police Sergeant 480 Adele Hopkin has replaced the retired Peter Huffer as the supervising officer for Berkhamsted and Tring. We also have a new edition to our Neighbourhood Policing team in the form of Police Constable 252 Sue Desmond.

### Round-up

**Your local PCSOs have been involved with and assisted in the following incidents in Berkhamsted since October.**

- Streets where vehicle crime has been committed have been patrolled proactively to offer reassurance and to hopefully prevent any further incidents. Crime prevention advice has been given. Eight reports have been received with reference to vehicles being scratched by unknown offenders across the town. Chapel Street and the surrounding area have been particularly badly affected.  
Update – All residents of the street have been signed up to Neighbourhood Watch and the street lights are currently being left on. Targeted patrols have been regularly made as well as some partnership working with residents, the police and council. There have been no reports of vehicle crime since October.
- There have been reports of Anti- Social Behaviour on and around the field by Gossoms End near the sports centre. Targeted patrols have been conducted in these areas. Adults and young people have been stopped and in some incidents alcohol and cannabis has been seized from them.
- The other town parks are also patrolled regularly with the skate park seemingly being the busiest this summer. This has continued to be busy through-out the winter months.

- Vehicle safety signs have been placed at the following town centre car parks; Canal Fields, Lower Kings Road (Waitrose) and Church Lane (Tesco)
- PC Sue Desmond and PCSO Brad Webber have taken responsibility for shoplifting from Waitrose. This hit a peak during September to October and since good partnership working this has decreased. The work is on-going. There have been no issues with other retailers.
- The petrol stations in Berkhamsted have been well patrolled and there have been no issues.
- There have been three visits to local Cub Scout groups.
- We have dealt with the initial investigations of crime in the town, conducting local enquiries and speaking with victims of crime as well as potential witnesses.
- We are often stopped by residents and provided with useful information that we submit via an intelligence report.
- We have regular police surgeries which often take place at the civic centre. Especially in the colder months. These surgeries are held once a month around the town.
- We attended the Sunnyside Allotment open day.
- A market stall was put on during Saturday market day on 28<sup>th</sup> November. This was to promote winter safety and the local policing team.
- There was a joint Fire-Police drink drive campaign event held on Friday 11<sup>th</sup> December. This took place on the High Street outside Costa Coffee.
- Neighbourhood Watch members have been recruited with a further 279 residential members being added since the 27<sup>th</sup> September.