

BERKHAMSTED TOWN COUNCIL

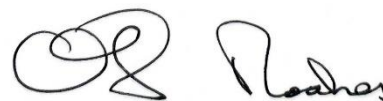
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161 High Street
Berkhamsted
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HP4 3HD

23 March 2021

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that a meeting of **Berkhamsted Town Council** will be held on **Monday 29 March 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 29 March 2021**.

OPENING MATTERS AND GOVERNANCE

FC 18/21 To receive **Apologies for Absence**

FC 19/21 To **receive declarations of interest** regarding items on the agenda

FC 20/21 **Minutes of the last meeting**

To receive and approve the minutes of the Berkhamsted Town Council held on 11 January 2021.

Full Council Minutes Actions – 11 January 2021

| Reference | Action | Complete | Outstanding / Responsibility |
|-----------|---|----------|------------------------------|
| 04/21 | Full Council will nominate a Town Councillor to attend St Peters 800 th anniversary committee. | | Town Clerk |
| 06/21 | The six-month requirement be waived in respect of Cllr Corry for a further six months, to be reviewed in July 2021. | ✓ | Town Clerk |
| 12/21 | The Town Council Precept for 2021/22 was set and approved. | ✓ | Town Clerk |
| 13/21 | Open Door Grant for £4,200 was approved. | ✓ | Town Clerk |
| 14/21 | High Street Parking Changes | ✓ | Cllr W Conian & Town Clerk |
| 15/21 | Fast track Cllr IT requirements | ✓ | Cllr N Taylor & Town Clerk |
| 16/21 | Reinstate Bus WG | N/A | Town Clerk |

FC 21/21 **Public Participation**

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

FC 22/21 **Town Mayor's Communications**

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

STANDING COMMITTEES

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

FC 23/21 **Full Council**

Held on: 11 January 2021

FC 24/21 Town Planning Committee

Held on: 18 January 2021
8 February 2021
1 March 2021
22 March 2021 (to follow)

FC 25/21 Transport and Environment Committee

Held on: 15 February 2021

FC 26/21 Finance & Policy Committee

Held on: 15 March 2021 (to follow)

FC 27/21 AMT

Held on: 25 January 2021

OTHER WORKING GROUPS & COMMITTEES

FC 28/21 Swan Youth Project & Youth Town Council

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

FC 29/21 Review of the Annual Town Meeting

- (i) **Discussion and review** of the recent Annual Town Meeting held virtually on the 18 March 2021.

FC 30/21 Virtual meeting legislation

- (i) To **note** that the current legislation which permits local authorities to hold virtual meetings is due to expire on the 6 May 2021. It is hoped that this will be extended. The Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) have been lobbying government for to extend the temporary legislation and also to make the amendment to permanent legislation to allow remote meetings if required. NALC and HAPTC are also lobbying for an extension. The Town Council have written to the MP for SW Herts and copied in the Minister of Housing, Communities and Local Government.
- (ii) The date for the annual meeting for the council has been brought forward to the 4 May for this reason, but the Annual Governance & Accountability Return (AGAR), must be approved by Full Council in June and it is anticipated that the ability to hold virtual meetings will continue in order to facilitate this. The Town Council approved the use of emergency powers at Full Council on the 30 March 2020 and these powers remain in place if needed.

FINANCE & GOVERNANCE

FC 31/21 Town Council use of debit card

- (i) To **approve** the application for and use of a debit card for use by Town Council staff in place of a petty cash float. This will have a maximum value of £225, which is the same value as the current petty cash float. Debit card transactions will show on the bank statement immediately and transactions will be reconciled monthly.

FC 32/21 Changes to Financial Regulations and Internal Controls

To **review, approve and adopt** the Town Council's Financial Regulations, which have been updated to:

- (i) Add the Deputy Town Clerk to relevant sections allowing for authorisation of orders up to £5000.
- (ii) Detail the use of a Town Council debit card in section 5. This has been adapted as per NALC's model Financial Regulations and removes the use of a petty cash float from section 5. Changes have been made to in accordance with NALC's model Financial Regulations. All changes on the financial regulations are shown as tracked.

FC 33/21 Bank Account Authorised Signatory Mandates

- i) In reviewing the signatories for the Town Council Account Mandates (FC 13/20 refers) it has been noted that there are some additions to be made on the below accounts:
 - a. **Cambridge** - to **nominate** and **authorise** the addition of one councillor as a signatory.
 - b. **Saffron** - to **nominate** and **authorise** the addition of one councillor as a signatory.
 - c. **Santander** - to **nominate** and **authorise** the addition of two councillors as signatories for account.
 - d. **Shawbrook** – to **nominate** and **authorise** the addition of two councillor as signatories.
- ii) To note that the Town Clerk, Deputy Town Clerk and Finance Officer have already been authorised to be added as signatories to all Town Council Account Mandates (NatWest, Santander, Cambridge Building Society, Shawbrook Bank and Saffron Building Society). FC 78/20 and FC 130/20 refers.

POLICY MATTERS

FC 34/21 Grant Governance and Forms/Policy documents

- (i) To **review** and **adopt** the new grant policies and forms for both general and environmental grants.
- (ii) To **review, discuss** and **agree** the grant governance process for the Environmental Grants scheme which was approved in principle by the Transport and Environment Committee on the 15 February 2021. To approve changes be made to the Transport & Environment Terms of Reference to reflect this process. This will be completed by the Deputy Town Clerk and circulated in due course.

FC 35/21 High Street Changes to Parking

To **receive** the latest version of changes agreed with DBC/HCC. For approval to proceed and release of funds.

FC 36/21 IT Infrastructure

To **receive** an outline implementation plan for the move to Microsoft 365 for BTC, Councillors and staff.

FC 37/21 Bus Project & Public Transport Motion

- (i) BTC Public Transport Scrutiny ToR's for **approval**.
- (ii) Berkhamsted Public Transport Strategy Motion for **approval**.

FC 38/21 Adopt a Phone Box

To **approve** the Deputy Town Clerk to apply to BT to adopt the phone box outside St Peter's Church in the high street.

BT operate an 'Adopt a Kiosk Scheme', which is open to parish and town councils and allows for unused payphone kiosks to be adopted, subject to criteria such as low-use. Many town and parish councils have done similar and have repurposed phone boxes in many different ways, such as for flower displays, the installation of a defibrillator, a library and many others which could really add to the high street. Suggestions could also be taken from residents on how to repurpose the kiosk, particularly if this changes seasonally or annually.

FC 39/21 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 40/21 Risk Register and Assessment March 2021

- (i) To **note** that the Town Council's Risk Register and Assessment has been prepared by the Deputy Town Clerk in accordance with guidance set out in section 5 of the Joint Panel on Accountability and Governance's (JPAG) document entitled "Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practice".
- (ii) To **review, approve and adopt** the updated Risk Register and Assessment which has been sent under separate cover to Councillors.

FC 41/21 Staff Salary Grades and Increments

- (i) To **RESOLVE** that the Finance Officer, should progress to salary point 24 on the scale range LC2 (24-28), with effect from the 1 March 2021.
- (ii) To **RESOLVE** that the Town Warden should progress to salary point 13 on the scale range LC1 (13-17) with effect from 1 January 2021.

FC 42/21 Bank Account Authorised Signatory Mandates

- i) In reviewing the signatories for the Town Council Account Mandates (FC 13/20 refers) it has been noted that there are some additions to be made on the below accounts:
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 - b. **Saffron** - to **nominate** and **authorise** the addition of one councillor as a signatory.
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FC 43/21 The 'Moor' Playground Upgrade Project

A review of alternative proposals for new playground equipment on the Moor – for decision and approval.

Tony Noakes - 23 March 2021