

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of

BERKHAMSTED TOWN COUNCIL

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 4 June 2018 at 7. 00 pm

PRESENT:

Councillors: S Beardshaw, Town Mayor
A Armytage
D Collins
E Collins
G Corry
F Earl
Mrs C Green
J Jones
B Newton
I Reay
T Ritchie
G Stevens

OTHERS PRESENT:

Mrs J Mason, Town Clerk

FC 72/18 Apologies for absence

Apologies were received from Cllr G Yearwood.

FC 73/18 Declarations of interest

None.

FC 74/18 Minutes of the last meeting

The minutes of the Annual Meeting of the Council held on 21 May 2018 were approved as a correct record and were duly signed as such by the Town Mayor.

FC 75/18 Public Participation

There were no members of the public present.

FC 76/18 Annual Accounts for the Year Ended 31 March 2018

- (i) The Annual Governance and Accountability Return (AGAR), Section 1, Annual Governance Statement, was **approved**. It was then signed by the Town Mayor and Clerk;
- (ii) The Town Clerk, as Responsible Financial Officer (RFO), **certified** the AGAR Section 2, Accounting statements for 2017/18, by signing and dating;
- (iii) The Town Council **approved** the AGAR section 2, Accounting Statements for 2017/18. The Town Mayor then signed and dated section 2 to confirm such approval;
- (iv) The unaudited Financial Statements for the year ending 31 March 2018 were received and approved, subject to Auditing Solutions inputting the correct details on page 8 section 3 "Tenancies". The Town Mayor and the Town Clerk as Responsible Financial Officer signed and dated the balance sheet.

FC 77/18 Newsletter Working Group

The Town Council confirmed membership of this group for the Council year 2018/19 as follows:

Cllrs F Earl, D Collins, E Collins and T Ritchie.

FC 78/18 It was **RESOLVED** 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 79/18 Staffing matters

- (i) A report was received from the Support Services Group meeting held on 16 May 2018 and the recommendations made **were approved**. In summary, a temporary member of staff will be recruited to help the Town Clerk over the summer. A vacancy for an assistant or deputy clerk will be advertised with a view to appointing a new member of staff in the early autumn. The Support Services Group will work with the Town Clerk to finalise the details of the person specification, job description, and pay scale together with advertising the vacancy and carrying out the recruitment and appointment process. Further meetings of the group will be called to progress matters. The appointment shall be put to Full Council for endorsement.
- (ii) Contingency for further arrangements that might be necessary over the summer period.

It was **RESOLVED** that the Town Clerk could employ the services of Accounting Solutions, if required, over the course of the summer. Similarly, occasional temporary cover for evening meetings could also

be sought. Councillors also kindly offered to provide cover in the office during the interim period.

FC 80/18 Close of meeting

The meeting closed at 7.15 pm.

Signed.....

Date.....