

**BERKHAMSTED TOWN COUNCIL**

**Minutes of a Meeting of**

**BERKHAMSTED TOWN COUNCIL**

**Held in the Council Chamber, Civic Centre, Berkhamsted on**

**Monday 13 January 2020 at 7.30 pm**

**PRESENT:**

Councillors G Stevens – Town Mayor  
G Corry – Deputy Town Mayor  
A Armytage  
S Cloughton  
W Conian  
P de Hoest  
P Fisher  
R Freedman  
M Hardinge  
J Jones  
T Porter  
N Taylor  
P White  
N Woolner

**OTHERS PRESENT:**

Mrs J Mason, Town Clerk

There were no members of the public present

**OPENING MATTERS**

(In advance of the formal proceedings Cllr P White advised that he would be videoing part of the meeting to cover in particular item FC15/20 below.)

**FC 01/20** To receive **Apologies for Absence**

Apologies for absence were received from Cllr A Peeler.

**FC 02/20** To receive **declarations of interest** regarding items on the agenda

Cllrs J Jones and R Freedman declared personal interests in item FC14/20 below because they are both Town Council nominated Trustees of Northchurch United Charities.

Cllr P White and Cllr P de Hoest declared personal interests in item FC15/20 because they are leading the local Save Lagley Meadow Campaign.

**FC 03/20 Minutes of the last meeting**

To **receive and approve** the minutes of the Full Council meeting held on 11 November 2019

The minutes of the meeting held on 11 November 2019 were **received, approved and then signed** as a correct record by the Town Mayor.

**FC 04/20 Public Participation**

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

There were no members of the public present.

**FC 05/20 Town Mayor's Communications**

- (i) NALC Spring Conference 2020 reminder 17 March 2020
- (ii) DHT Winter Newsletter No. 97
- (iii) NALC Chief Executive's Bulletin
- (iv) Chiltern Society - Pledge to help create a cleaner, greener Chilterns

**STANDING AND OTHER COMMITTEES**

The following minutes were **received and adopted**:

**FC 06/20 (i) Finance and Policy Committee**

Held on: 9 December 2019  
6 January 2020 (NB adoption of these 6 January 2020 minutes took place after discussion of item FC 11/20 below.)

**FC 07/20 Town Planning Committee**

Held on:

18 November 2019 - During discussion of the above, Cllr G Stevens, as Chair of the Committee, drew attention to the fact that the extension to the use of The Moor as a temporary car park had been discussed. It was also noted that The Moor car park is once again closed because of water logged surfaces;

2 December 2019 – Cllr Stevens drew attention to items of interest discussed;

23 December 2019 – Cllr Stevens advised that at this meeting the consultation regarding the operation and charges associated with the Multi Storey Car Park had been discussed. The closing date for the consultation is 20 January 2020 and a response from the Town Council is being prepared in consultation with the Parking Forum. It was also noted that change of use had been granted for the former doctors' surgery in Boxwell Road to revert to a domestic dwelling. A

change of use, from a shop to a dwelling, had also been granted in the High Street.

## **FC 08/20 Transport and Environment Committee**

Held on 16 December 2019

Cllr W Conian, Chair of the Committee, advised that a number of matters under consideration had related to Herts County Council issues and she was grateful to HCC Councillor Ian Reay who had attended the meeting and given a report. She hoped to be able to arrange a meeting soon with Cllr Reay to discuss a number of matters in further detail. Turning to future initiatives, she was pleased to see a resurgence in interest in the River Bulbourne. Regarding the restoration of The Moor, following its use as a temporary car park, she was advised by Cllr G Stevens that the Multi Storey Car Park substation installation was scheduled for mid-February and the commissioning of the car park would take place after this and once the double yellow lines and mini-roundabout in Lower Kings road had been installed.

## **OTHER WORKING GROUPS AND COMMITTEES**

### **FC 09/20 Youth Town Council and Swan Youth Project**

To **receive** a verbal update on any matters as appropriate:

Cllr N Woolner advised that following the resignation of the Chair of Trustees, Mr N Sharpe had agreed to take on that role. Project staff are in the process of being recruited and the Project Manager is continuing to make a valuable contribution, for example, through reviewing policies, new funding applications and the introduction of an app system called Club Buddy to monitor membership. The latter might also be used to encourage parental involvement and contributions. Building maintenance has also been to the fore with a new boiler having to be installed before Christmas and electrical maintenance work pending.

Turning specifically to the Youth Town Council, it was hoped to arrange a site visit with HCC officers regarding speed limits and road crossing facilities near Ashlyns School. Safeguarding and first aid courses have been held and successful social events continue. Recently a band night held at the football club had not only been very enjoyable but had also made a profit.

Following a brief discussion it was **agreed** that members of the Youth Town Council would be very welcome to make a report to the Council at a future meeting. It was **noted** that members also generally made a presentation to the Town Meeting in the old Town Hall (this year's event is on Thursday 19 March 2020).

**Action Cllr N Woolner/Town Clerk**

## FINANCE & GOVERNANCE

**FC 10/20** Interim Internal Audit Report (FP 86/19 9 December 2019 meeting above refers)

- (1) The Town Council **received, reviewed and ratified** the report arising from the audit visit made by Mrs S King of Auditing Solutions on 15 November 2019. Her overall conclusions were:  
“.....on the basis of the programme of work undertaken this year, the Council has maintained more than adequate and effective internal control arrangements. We thank the Clerk her assistance, which has ensured the smooth progress of our review.”
- (ii) To **consider** as necessary any matters arising from the report  
  
There were **no matters** arising to action.

**FC 11/20** **Estimates of Income & Expenditure 2020 – 21 and Precept 2020 - 21**

- (i) To **approve** the Budget for 2020 - 21

The minutes and attachments of the F&P Committee held on 6 January 2020 formed the discussion papers to this item. These had been previously published on the website indicating that this was the case. Relevant extracts and reports are also attached to these minutes.

The Town Mayor confirmed that there had been detailed discussion at the F & P meeting and referred to a spread sheet dated 3 January 2020 which set out proposed precept requirements.

A discussion followed, much of which centred on the timing of the **community bus project**, in particular, the timing of the six month trial. The survey results showed support for the trial but this could not guarantee success. The Town Clerk explained that she had only included six month's costs in the budget for 2020-21 (£19,000) in anticipation of the trial running later in the year, so enabling a new budget to be set for 2021-22 if the trial was a success or withdrawing the bus if events proved otherwise. At this stage no income had been budgeted for, pending the outcome of the trial. Cllr Conian advised that it was hoped to start the trial earlier in the year, around Easter time. This could result in a funding gap of a few months depending on the outcome of the trial. Following a further discussion **it was agreed** to leave the budget proposals as they are and to fund any shortfall for the year 2020-21 from reserves.

Following further discussion Cllr R Freedman proposed and Cllr N Taylor seconded that the budget as set out in attachment 1 to these minutes be approved. Cllr J Jones commented that the budget proposals were “pie in the sky” and it was **therefore agreed that a vote be taken**, via a show of hands. Of the fourteen Town Councillors present two voted against and twelve for the motion. The budget was therefore **agreed and approved**.

(ii) To **set and approve** the Town Council Precept for 2020 -21

It was **RESOLVED** that the precept demand made of Dacorum Borough Council for the year 2020-21 be set at £294,069, an increase of 48.49%.

The increase per annum to a band D equivalent household would be £11.10 or 47.91% with an annual total per household of £34.27. This means that the weekly total cost of the Town Council to a band D household is 65p per week.

It was agreed that the Town Clerk should make arrangements for the completion and signing of the precept form which would then be sent to DBC  
**Action Town clerk**

### **FC 12/20 Review of Financial Regulations**

Following a discussion The Town Council **reviewed and adopted** the updated Berkhamsted Town Council Financial Regulations dated December 2019 which had been circulated with the agenda. This was subject to the deletion of paragraph 10.5, consequential changes to numbering, amendments to paragraph 17.2 to reflect the new finance software, and changing the document date to January 2020.

### **FC 13/20 Bank Account Authorised Signatory Mandates**

To Town Council **authorised** the Town Clerk to:

- (i) **Review** the authorised signatories for the following accounts:  
Cambridge Building Society, Easy Access Council Saver Account;  
Shawbrook Bank Saver Account;  
Santander Instant Access Deposit Account;  
Saffron Building Society 1 Year Corporate Maturity Account.
- (ii) **Seek** new signatories as necessary from Town Councillors and make arrangements with each institution through completion of the necessary forms (signing rules will be in accordance with Financial Regulations).

### **POLICY MATTERS**

### **FC 14/20 Grant Application**

To **consider** a grant application from Northchurch United Charities for £450. The funds are requested to enable Northchurch United Charities to disburse funds to individuals in financial straits and community groups based in the town to support those of any age who are disabled or disadvantaged due to restrictions imposed by health or infirmity or difficult circumstances.

Following the discussion the grant application **was approved**. Arrangements will be made to send a cheque for £450 to Northchurch United Charities together with a covering letter.  
**Action Town Clerk**

**FC 15/20 Berkhamsted Sports Centre**

- (i) The Town Council **considered** and discussed a paper put to DBC's Housing and Community Overview and Scrutiny Committee on 8 January 2020 which provided an update on feasibility work and project planning to provide a new sports centre for Berkhamsted.
  
- (ii) To **agree** any actions arising from the above.

Following a detailed discussion the Town Council **RESOLVED** that the key issues and concerns raised during discussion should be incorporated into a letter to be sent the following day (14 January) to Dacorum Borough Council's Chief Executive and Cabinet members in advance of their meeting of the same day. A copy of the Town Clerk's letter dated 14 January 2020 **is attached** to these minutes at attachment 2.

**FC 16/20** 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 17/20 2019 Triennial Valuation Employer Results for Town and Parish Councils Pool Berkhamsted Town Council (131)**

The above report, together with an e-mail dated 19 December 2019 from Hertfordshire Pensions, was **received and considered**. It was **agreed** that the proposed future obligations on employers regarding any ill-health retirement cases should be discussed with a Hertfordshire Pensions adviser to ascertain the legal basis of such an obligation. In the meantime, a quotation for the cost of insurance cover relating to this issue would be sought. The findings of these investigations will be reported back to the Town Council for future discussion.

**Action Town Clerk**

**FC 18/20 Town and Parish Council Pooling Agreement - Berkhamsted Town Council (131)**

The Town Council **RESOLVED** that the Town Clerk be **authorised** to respond to the Hertfordshire Pension Team's 24 December 2019 e-mail and confirm that the Town Council wishes to remain a member of the Town and Parish Council Pooling Agreement. The completed form has to be returned by 31 January 2020.

**Action Town Clerk**

**FC 19/20 Close of Meeting**

The meeting closed at 9.28 pm.

**Signed**.....

**Date**.....

**Berkhamsted Town Council  
Annual Budget - By Centre**

**Note: Preliminary Budget Proposals 2020-21**

	<u>Last Year 2018-19</u>		<u>Current Year 2019-20</u>				<u>Next Year 2020-21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>101 Administration</b>											
1056 Financial & Legal Recharges	0	0	0	0	1,000	0	1,000	800	0	0	0
1075 Council Tax Support Grant	2,538	2,538	0	0	2,682	0	2,682	2,682	2,682	0	0
1076 Precept	191,843	191,843	0	0	197,165	0	197,165	197,165	294,069	0	0
1092 NatWest Business Res Interest	300	196	0	0	300	0	300	321	300	0	0
1093 Santander Business Res Interes	300	150	0	0	300	0	300	109	150	0	0
1094 Shawbrook Account Interest	1,000	709	0	0	1,000	0	1,000	0	700	0	0
1095 Saffron B/Soc Account Interest	200	127	0	0	200	0	200	0	120	0	0
1096 Cambridge Saver Acc Interest	200	124	0	0	200	0	200	0	120	0	0
<b>Total Income</b>	<b>196,381</b>	<b>195,687</b>	<b>0</b>	<b>0</b>	<b>202,847</b>	<b>0</b>	<b>202,847</b>	<b>201,077</b>	<b>298,141</b>	<b>0</b>	<b>0</b>
4001 Salaries	80,896	77,556	0	-4,500	76,996	0	72,496	43,047	81,300	0	0
4002 Employer NI	0	0	0	0	5,360	0	5,360	4,012	7,650	0	0
4003 Employers Superannuation	0	0	0	0	13,350	0	13,350	9,995	18,000	0	0
4008 Training Costs	1,000	330	0	2,000	1,550	0	3,550	460	3,550	0	0
4009 Staff Travel Expenses	250	73	0	0	300	0	300	71	300	0	0
4013 Rent/Rates	20,000	20,531	0	0	21,000	0	21,000	13,617	21,000	0	0
4016 Cleaning	900	868	0	0	900	0	900	561	1,000	0	0
4019 Catering Costs	175	86	0	0	150	0	150	54	100	0	0
4020 Misc Establishment Costs	50	77	0	0	200	0	200	30	200	0	0
4021 Telephone/Fax	500	359	0	0	550	0	550	283	500	0	0
4022 Postage	700	555	0	0	750	0	750	701	750	0	0
4023 Stationery	800	544	0	0	700	0	700	506	700	0	0
4024 Subscriptions	2,500	2,629	0	0	2,700	0	2,700	2,297	3,000	0	0

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FC Minutes 13. 1-20  
attachment (ci)

**Berkhamsted Town Council  
Annual Budget - By Centre**

**Note: Preliminary Budget Proposals 2020-21**

	<u>Last Year 2018-19</u>		<u>Current Year 2019-20</u>				<u>Next Year 2020-21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4025 Insurance	3,000	2,991	0	0	3,000	0	3,000	3,388	3,500	0	0
4026 Photocopier Costs	600	572	0	0	500	0	500	550	600	0	0
4030 Recruitment Advertising	600	545	0	0	495	0	495	1,709	600	0	0
4033 Website	0	0	0	0	0	0	0	230	500	0	0
4036 Property Maintenance	150	18	0	0	150	0	150	0	150	0	0
4038 Maintenance Contracts	650	1,419	0	0	1,200	0	1,200	381	1,200	0	0
4051 Bank Charges	200	350	0	0	200	0	200	181	350	0	0
4056 Legal Expenses	2,000	0	0	0	2,000	0	2,000	850	2,000	0	0
4057 External Audit Fees	700	600	0	0	700	0	700	0	600	0	0
4058 Internal Audit Fees	800	708	0	0	800	0	800	401	800	0	0
4059 Accountancy Fees	1,700	1,360	0	2,500	1,500	0	4,000	4,536	1,500	0	0
4060 Payroll Processing Fees	800	1,100	0	0	800	0	800	590	800	0	0
4061 Software Support	0	0	0	0	1,650	0	1,650	1,646	750	0	0
4062 IT/Computer Costs	15,500	11,792	0	0	11,350	0	11,350	7,720	11,350	0	0
4063 GDPR Compliance Services DPO	7,200	2,502	0	0	3,000	0	3,000	1,863	500	0	0
<b>Overhead Expenditure</b>	<b>141,671</b>	<b>127,565</b>	<b>0</b>	<b>0</b>	<b>151,851</b>	<b>0</b>	<b>151,851</b>	<b>99,678</b>	<b>163,250</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>54,710</b>	<b>68,122</b>			<b>50,996</b>		<b>50,996</b>	<b>101,398</b>	<b>134,891</b>		
<b>102 Civic</b>											
4008 Training Costs	400	0	0	0	400	0	400	124	300	0	0
4032 Publicity/Noticeboards	1,450	319	0	0	300	0	300	142	300	0	0
4034 Newsletter	0	1,515	0	0	3,015	0	3,015	1,647	3,500	0	0
4201 Mayoral Expenses	600	843	0	0	950	0	950	0	950	0	0
4202 Councillors Expenses	150	0	0	0	150	0	150	0	150	0	0

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## Note: Preliminary Budget Proposals 2020-21

	Last Year 2018-19		Current Year 2019-20				Next Year 2020-21				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4211	2,700	3,187	0	0	2,800	0	2,800	156	3,000	0	0
4220	8,000	0	0	0	14,000	0	14,000	0	0	0	0
5021	0	0	0	0	4,000	0	4,000	4,000	4,000	0	0
5121	0	0	0	0	0	0	0	0	0	0	0
	<b>13,300</b>	<b>5,864</b>	<b>0</b>	<b>0</b>	<b>25,615</b>	<b>0</b>	<b>25,615</b>	<b>6,068</b>	<b>12,200</b>	<b>0</b>	<b>0</b>
	<b>(13,300)</b>	<b>(5,864)</b>			<b>(25,615)</b>		<b>(25,615)</b>	<b>(6,068)</b>	<b>(12,200)</b>		
<b>103</b>											
	<b>Town Warden</b>										
1080	15,452	15,452	0	0	15,761	0	15,761	15,761	16,155	0	0
	<b>Total Income</b>	<b>15,452</b>	<b>0</b>	<b>0</b>	<b>15,761</b>	<b>0</b>	<b>15,761</b>	<b>15,761</b>	<b>16,155</b>	<b>0</b>	<b>0</b>
4001	24,164	22,606	0	0	18,452	0	18,452	13,555	19,300	0	0
4002	0	0	0	0	1,550	0	1,550	1,147	1,700	0	0
4003	0	0	0	0	4,350	0	4,350	3,226	4,300	0	0
4009	1,000	866	0	0	1,000	0	1,000	557	1,000	0	0
4010	350	318	0	0	350	0	350	38	350	0	0
	<b>25,514</b>	<b>23,791</b>	<b>0</b>	<b>0</b>	<b>25,702</b>	<b>0</b>	<b>25,702</b>	<b>18,523</b>	<b>26,650</b>	<b>0</b>	<b>0</b>
	<b>(10,062)</b>	<b>(8,339)</b>			<b>(9,941)</b>		<b>(9,941)</b>	<b>(2,762)</b>	<b>(10,495)</b>		
<b>105</b>											
	<b>DBC Delegated Functions</b>										
1032	0	940	0	0	1,000	0	1,000	0	0	0	0
1080	3,625	2,685	0	0	3,870	0	3,870	3,870	3,870	0	0
	<b>3,625</b>	<b>3,625</b>	<b>0</b>	<b>0</b>	<b>4,870</b>	<b>0</b>	<b>4,870</b>	<b>3,870</b>	<b>3,870</b>	<b>0</b>	<b>0</b>

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Annual Budget - By Centre

Note: Preliminary Budget Proposals 2020-21

	Last Year 2018-19		Current Year 2019-20				Next Year 2020-21				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4032	0	2	0	0	0	0	0	0	0	0	0
4038	3,625	2,685	0	0	2,685	0	2,685	2,685	3,000	0	0
	<b>3,625</b>	<b>2,687</b>	<b>0</b>	<b>0</b>	<b>2,685</b>	<b>0</b>	<b>2,685</b>	<b>2,685</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>2,185</b>		<b>2,185</b>		<b>1,185</b>		<b>870</b>		
<b>107</b>	<b>Grants</b>										
4780	7,500	6,348	0	0	7,500	0	7,500	3,960	7,500	0	0
4784	1,000	0	0	0	1,000	0	1,000	0	0	0	0
5123	0	0	0	0	-1,000	0	-1,000	0	0	0	0
	<b>Overhead Expenditure</b>	<b>8,500</b>	<b>6,348</b>	<b>0</b>	<b>7,500</b>	<b>0</b>	<b>7,500</b>	<b>3,960</b>	<b>7,500</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(8,500)</b>	<b>(6,348)</b>		<b>(7,500)</b>		<b>(7,500)</b>	<b>(3,960)</b>	<b>(7,500)</b>		
<b>109</b>	<b>Capital</b>										
1073	22,000	36,268	0	0	10,000	0	10,000	38,213	0	0	0
	<b>Total Income</b>	<b>22,000</b>	<b>36,268</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>38,213</b>	<b>0</b>	<b>0</b>	<b>0</b>
4910	6,100	4,975	0	0	0	0	0	0	0	0	0
4918	0	5,000	0	0	0	0	0	0	0	0	0
4935	7,630	0	0	0	2,696	0	2,696	2,696	0	0	0
4940	9,153	0	0	0	7,640	0	7,640	7,640	0	0	0
4950	350	0	0	0	1,362	0	1,362	1,362	0	0	0
4951	4,000	135	0	0	0	0	0	0	0	0	0
4953	0	0	0	0	2,459	0	2,459	2,459	0	0	0
5053	0	0	0	0	0	0	0	0	0	0	0

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**Berkhamsted Town Council  
Annual Budget - By Centre**

**Note: Preliminary Budget Proposals 2020-21**

	<u>Last Year 2018-19</u>		<u>Current Year 2019-20</u>				<u>Next Year 2020-21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5054	Tfr to CIL Fund 2019/20	0	0	0	0	0	0	14,389	0	0	0
5120	Tfr from Renewals Fund	0	0	0	-3,821	0	-3,821	-3,821	0	0	0
5122	Tfr from Allotments Fund	0	0	0	-1,696	0	-1,696	-1,696	0	0	0
5125	Tfr from YC Kick Boards EMR	0	0	0	-7,640	0	-7,640	-7,640	0	0	0
5154	Tfr from CIL Fund 2019/20	0	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	27,233	10,110	0	1,000	0	1,000	39,213	0	0	0
	<b>109 Net Income over Expenditure</b>	-5,233	26,158	0	9,000	0	9,000	-1,000	0	0	0
6000	plus Transfer from EMR	0	5,000	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	50,607	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(5,233)</b>	<b>(19,450)</b>		<b>9,000</b>		<b>9,000</b>	<b>(1,000)</b>			
<b>201</b>	<b>Lagley Meadow Youth Centre</b>										
1013	Rental Income	12,200	12,000	0	0	12,000	0	12,000	12,500	0	0
	<b>Total Income</b>	<b>12,200</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>12,500</b>	<b>0</b>	<b>0</b>
4001	Salaries	5,100	5,275	0	0	4,228	0	4,228	4,500	0	0
4002	Employer NI	0	0	0	0	370	0	370	400	0	0
4003	Employers Superannuation	0	0	0	0	1,010	0	1,010	1,000	0	0
4013	Rent/Rates	4,150	3,923	0	0	4,200	0	4,200	4,471	0	0
4014	Electric/Gas	2,850	2,698	0	0	2,700	0	2,700	2,800	0	0
4025	Insurance	250	250	0	0	250	0	250	250	0	0
4036	Property Maintenance	17,500	986	0	0	17,500	0	17,500	2,100	0	0
4037	Grounds Maintenance	0	0	0	0	0	0	0	200	0	0
4038	Maintenance Contracts	0	0	0	0	0	0	0	200	0	0

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**Berkhamsted Town Council  
Annual Budget - By Centre**

**Note: Preliminary Budget Proposals 2020-21**

	<u>Last Year 2018-19</u>		<u>Current Year 2019-20</u>				<u>Next Year 2020-21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5151	Tfr from CIL Fund 2016/17	0	0	0	-15,000	0	-15,000	0	0	0	0
	<b>Overhead Expenditure</b>	29,850	13,132	0	15,258	0	15,258	11,648	15,921	0	0
	<b>Movement to/(from) Gen Reserve</b>	(17,650)	(1,132)	(3,258)	(3,258)	352	(3,258)		(3,421)		
<b>202</b>	<b><u>Environmental Projects</u></b>										
4037	Grounds Maintenance	1,000	468	0	1,500	0	1,500	904	1,500	0	0
4039	Planters/Hanging Baskets	550	1,680	0	3,980	0	3,980	0	3,980	0	0
4040	Defibrillator Expenses	0	180	0	500	0	500	143	500	0	0
4610	Heritage Hub Project	0	3,500	0	0	0	0	0	0	0	0
4785	PCSO Funding Contribution	0	0	0	12,000	0	12,000	0	15,845	0	0
4790	Youth Projects/Swan YC Contrib	15,000	15,000	0	15,000	0	15,000	11,250	30,000	0	0
	<b>Overhead Expenditure</b>	16,550	20,828	0	32,980	0	32,980	12,297	51,825	0	0
	plus Transfer from EMR	0	0	0	0	0	0	135	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(16,550)	(20,828)	(32,980)	(32,980)	(12,162)	(32,980)		(51,825)		
<b>203</b>	<b><u>Highways and Footpaths</u></b>										
1081	Other Grants Received	1,000	0	0	1,000	0	1,000	0	0	0	0
	<b>Total Income</b>	1,000	0	0	1,000	0	1,000	0	0	0	0
4037	Grounds Maintenance	1,500	0	0	2,000	0	2,000	0	0	0	0
	<b>Overhead Expenditure</b>	1,500	0	0	2,000	0	2,000	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(500)	0	(1,000)	(1,000)	0	(1,000)	0	0	0	0
<b>204</b>	<b><u>Festival of Light</u></b>										

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## Annual Budget - By Centre

## Note: Preliminary Budget Proposals 2020-21

	<u>Last Year 2018-19</u>		<u>Current Year 2019-20</u>				<u>Next Year 2020-21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1079 Donations Received	500	867	0	0	1,000	0	1,000	0	0	0	0
1080 DBC Grants Received	6,000	6,000	0	0	6,000	0	6,000	0	6,000	0	0
<b>Total Income</b>	<b>6,500</b>	<b>6,867</b>	<b>0</b>	<b>0</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>
4605 Event Costs	16,560	11,736	0	0	22,000	0	22,000	17,327	22,000	0	0
<b>Overhead Expenditure</b>	<b>16,560</b>	<b>11,736</b>	<b>0</b>	<b>0</b>	<b>22,000</b>	<b>0</b>	<b>22,000</b>	<b>17,327</b>	<b>22,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(10,060)</b>	<b>(4,869)</b>			<b>(15,000)</b>		<b>(15,000)</b>	<b>(17,327)</b>	<b>(16,000)</b>		
<b>301 Allotments</b>											
1011 Allotment Water Tank Key Sale	120	170	0	0	120	0	120	50	100	0	0
1012 Water Recharges	1,800	1,869	0	0	1,800	0	1,800	1,680	1,800	0	0
1013 Rental Income	7,300	7,417	0	0	7,100	0	7,100	6,380	7,100	0	0
<b>Total Income</b>	<b>9,220</b>	<b>9,455</b>	<b>0</b>	<b>0</b>	<b>9,020</b>	<b>0</b>	<b>9,020</b>	<b>8,110</b>	<b>9,000</b>	<b>0</b>	<b>0</b>
4012 Water	1,500	1,824	0	0	1,500	0	1,500	930	1,500	0	0
4037 Grounds Maintenance	2,000	635	0	0	2,000	0	2,000	35	2,000	0	0
4038 Maintenance Contracts	2,250	2,086	0	0	2,250	0	2,250	2,553	2,700	0	0
4055 Bad Debts	0	100	0	0	0	0	0	0	0	0	0
4061 Software Support	500	478	0	0	500	0	500	494	500	0	0
4145 Allotment Water Tank Key Rfnds	10	20	0	0	20	0	20	0	20	0	0
<b>Overhead Expenditure</b>	<b>6,260</b>	<b>5,142</b>	<b>0</b>	<b>0</b>	<b>6,270</b>	<b>0</b>	<b>6,270</b>	<b>4,012</b>	<b>6,720</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>2,960</b>	<b>4,313</b>			<b>2,750</b>		<b>2,750</b>	<b>4,098</b>	<b>2,280</b>		
<b>401 Energy Working Group</b>											

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**Note: Preliminary Budget Proposals 2020-21**

	<u>Last Year 2018-19</u>		<u>Current Year 2019-20</u>				<u>Next Year 2020-21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4410 EWG Initiatives	0	0	0	0	0	0	0	0	4,600	0	0
<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0	4,600	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	0	0	0	0	0	(4,600)	0	0
<b>402 <u>Travel Working Group</u></b>											
4420 TWH Initiatives	0	0	0	0	0	0	0	0	7,000	0	0
4421 TWG - Community Bus	0	0	0	0	0	0	0	0	19,000	0	0
<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0	26,000	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	0	0	0	0	0	(26,000)	0	0
<b>403 <u>Habitat Working Group</u></b>											
4430 HWG Initiatives	0	0	0	0	0	0	0	0	6,000	0	0
<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0	6,000	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	0	0	0	0	0	(6,000)	0	0
<b>405 <u>T &amp; E General Group</u></b>											
4450 T & E Group Initiatives	0	0	0	0	0	0	0	0	12,000	0	0
5152 Tfr from CIL Fund 2017/18	0	0	0	0	0	0	0	0	-12,000	0	0
<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	0	0	0	0	0	0	0	0

Continued on next page

**Berkhamsted Town Council  
Annual Budget - By Centre**

**Note: Preliminary Budget Proposals 2020-21**

	<u>Last Year 2018-19</u>		<u>Current Year 2019-20</u>				<u>Next Year 2020-21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	266,378	279,354	0	0	262,498	0	262,498	279,030	345,666	0	0
<b>Expenditure</b>	290,563	227,204	0	0	292,861	0	292,861	215,411	345,666	0	0
<b>Net Income over Expenditure</b>	-24,185	52,150	0	0	-30,363	0	-30,363	63,619	0	0	0
plus Transfer from EMR	0	5,000	0	0	0	0	0	135	0	0	0
less Transfer to EMR	0	50,607	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(24,185)</b>	<b>6,542</b>			<b>(30,363)</b>		<b>(30,363)</b>	<b>63,754</b>	<b>0</b>		

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**Berkhamsted Town Council**

(Prepared 20/12/2019)

**Budget Summary****Year Ended 31st March 2021**

	<u>2019/20</u>		<u>2020/21</u>	<u>Budget Incr/Decr</u>	
	<u>Projected</u>	<u>Budgeted (Revised)</u>	<u>Proposed</u>	<u>£</u>	<u>%</u>
REVENUE EXPENDITURE					
Full Council	263486	291861	<b>309066</b>	17205	
Working Group	0	0	<b>36600</b>	36600	
	<u>263486</u>	<u>291861</u>	<u><b>345666</b></u>	<u>53805</u>	18.44%
INCOME					
Full Council	48916	52651	<b>48915</b>	-3736	
	<u>48916</u>	<u>52651</u>	<u><b>48915</b></u>	<u>-3736</u>	-7.10%
NET REVENUE EXPENDITURE	<u>214570</u>	<u>239210</u>	<u><b>296751</b></u>	<u>57541</u>	24.05%
CAPITAL & PROJECT EXPENDITURE					
Loan Charges	0	0	<b>0</b>	0	
Capital Projects	28877	1000	<b>0</b>	-1000	
	<u>28877</u>	<u>1000</u>	<u><b>0</b></u>	<u>-1000</u>	
CAPITAL & PROJECT INCOME					
Full Council	38213	10000	<b>0</b>	-10000	
	<u>38213</u>	<u>10000</u>	<u><b>0</b></u>	<u>-10000</u>	
NET CAPITAL EXPENDITURE	<u>-9336</u>	<u>-9000</u>	<u><b>0</b></u>	<u>9000</u>	
<b>TOTAL NET EXPENDITURE</b>	<u><b>205234</b></u>	<u><b>230210</b></u>	<u><b>296751</b></u>	<u><b>56541</b></u>	24.56%
Financed as follows					
General Reserve at 1st April	166040	172582	<b>160653</b>		
General Reserve at 31st March	160653	142219	<b>160653</b> **		
Funded from/(added to) General Reserve	5387	30363	<b>0</b>		
Precept Support Grant	2682	2682	<b>2682</b>		
Precept Required	197165	197165	<b>294069</b>		
<b>TOTAL TAXATION FUNDING REQUIRED</b>	<u>199847</u>	<u>199847</u>	<u><b>296751</b></u>	<u>96904</u>	48.49%
	<u><b>205234</b></u>	<u><b>230210</b></u>	<u><b>296751</b></u>	<u><b>56541</b></u>	
Band D Equivalents		<u>8507.9</u>	<u>8581.4</u>	73.50	0.86%
Precept per Band D Equivalent (£/annum)		<u>£ 23.17</u>	<u>34.27</u>	£11.10	47.91%
Precept per Band D Equivalent (p/week)		<u>44.44</u>	<u>65.72</u>		
<b>**Note: Recommended minimum reserve equal to 3 months net revenue expenditure</b>	<b>53643</b>	<b>59803</b>	<b>74188</b>		
<b>RESERVE SURPLUS / (Deficit)</b>	<b>-107010</b>	<b>-82416</b>	<b>-86465</b>		





14 January 2020

Mrs S Marshall  
Chief Executive  
Dacorum Borough Council  
The Forum  
Marlowes  
Hemel Hempstead  
HP1 1DN

Dear Sally

### **Berkhamsted Sports Centre**

The Town Council had a preliminary discussion yesterday evening at Full Council about the proposal to be considered at Cabinet on 14 January (agenda item 10 refers), that a new sports centre be built in Berkhamsted. As a key stakeholder the Town Council looks forward to the one to one meetings proposed to provide you with input and to reviewing the detailed lay out options. It hopes that these meetings can be scheduled quickly to ensure meaningful discussions prior to any plans being finalised.

In advance of such consultation discussions, the Town Council has requested that I write this letter to provide an overview of its initial views on the proposals, which are based on the papers that have been to your committees this year, so that you and your colleagues have some preliminary information in advance of the Cabinet meeting:

### **Consultation**

Firstly, paragraph 1.4 (page 7) of the paper that went to the Housing and Community Overview and Scrutiny Committee on 8 January 2020, states that scoping meetings have taken place with Berkhamsted Town Council. I can confirm that Mark Brookes did kindly contact us in the autumn to arrange a meeting to give a brief overview of the project. Due to your Cllr Williams very busy diary there was some difficulty arranging a meeting, although one was eventually organised and Cllr G Stevens visited your offices for a brief meeting in October. A sketch of one of the possible site lay outs was also made available. That is the extent of discussions and the Council would not wish a false impression to be created that detailed discussions have already taken place. This is not the case and, as stated above, the Town Council looks forward to the one to one meetings described in paragraph 5, 5.1 of the same paper.

The Civic Centre  
161 High Street  
Berkhamsted  
Hertfordshire  
HP4 3HD

01442 800152  
townclerk@berkhamstedtowncouncil.gov.uk

We would also suggest that the groups listed for consultation be expanded to include explicitly neighbouring businesses and organisations eg the CCG and Toad Hall nursery.

### **Environmental Impact**

A major concern is the impact on the natural environment, particularly the adverse impact of the overall proposals on mature trees and parkland. In view of the gross under provision of public amenity space for Berkhamsted there will be strong opposition from residents and this Council to the loss of any of the living and growing greenfield areas to the installation of 3G sports pitches. Currently, the open grassy areas and playing fields provide a multi-use natural environment. For example, throughout the week walkers, exercise classes and families will enjoy the area whilst at weekends sports matches also take place. This diversity of use would be lost to the detriment of the local people and the natural aesthetics of the area.

Turning to the building itself, the Town Council would want it to be built to the highest standards, particularly in terms of sustainability, green energy production/use and carbon neutrality. In terms of wider sustainability in the community, the Town Council hopes that connectivity with public transport routes will be a priority.

### **Site options and facilities mix**

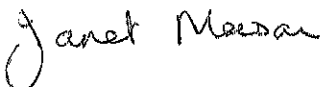
As indicated above, the adverse impact on the natural environment is a serious concern. The design and layout of the building itself must be of an excellent standard, although until detailed plans are available it is difficult to comment. The choice of facilities chosen must be driven by the needs of local people. In this respect, we do note that a "wet changing village" is proposed and would comment at this stage that poorly designed and maintained changing and shower facilities can make or break the success and enjoyment of any sports centre.

### **Access from Gossoms End**

This would, at this stage, seem a logical development although the impact on mature trees must be taken into account. The effect on the Youth Centre, which the Town Council currently leases from Dacorum Borough Council, is a very important consideration and must, as an urgent priority, be the subject of detailed discussion between our two councils. Amongst other matters, we must examine possible loss of outdoor amenity space, loss of parking, safety and the building's utility, both during and after construction.

I hope you find the above of help and please do not hesitate to contact me if you have any immediate queries. In the meantime, subject to the outcome of discussions within DBC, I shall look forward to hearing from your officers about consultation meeting dates.

Yours sincerely



Janet Mason  
Town Clerk

Sent by e-mail with copies to:  
Councillor A Williams (Leader);  
Councillor M Griffiths (Deputy Leader)  
Councillor G Elliot  
Councillor G Sutton  
Councillor A Anderson  
Councillor J Banks  
Mr M Brookes

Cllr S Symington  
Town Councillors