

BERKHAMSTED TOWN COUNCIL

Minutes of an Extraordinary Meeting of the

BERKHAMSTED TOWN COUNCIL

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 13 November 2017 at 7.15 pm

PRESENT:

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

OTHERS PRESENT:

Mrs J Mason, Town Clerk

1 member of the public

FC 95/17 To receive **apologies for absence**

These were received from Cllr G Corry.

FC 96/17 To **receive declarations of interest** regarding items on the agenda

None.

FC 97/17 To approve the **minutes of the last meeting** held on 25 September 2017

The minutes of the meeting held on 25 September 2017 were approved as a correct record and were duly signed as such by the Chair.

FC 98/17 **Town Mayor's Communications**

None – deferred to the next meeting on 18 December 2017

FC 99/17 Public Participation

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

There were no members of the public wishing to speak.

FC 100/17 Annual Accounts for the Year Ended 31 March 2017

- i. The Annual Return (dated 28 September 2017) and the External Auditors' opinion were received, approved and accepted;
- ii. It was noted that the Return was received on 2 October 2017 so it was impossible to publish the certificate and notice of conclusion of audit before 30 September;
- iii. It was noted that the certificate, notice of conclusion of audit and full return with supporting documentation were published on 2 October 2017 on the website for a period of at least 14 days. The notice of conclusion of audit was placed on all Town Council notice boards and all papers made available for public inspection as set out on the notice of conclusion of audit. Public access to documents will be available for not less than five years;
- iv. The auditors opinion was received and noted. On the basis of their review the information in the Annual Return is in accordance with proper practice except for the point previously raised by the internal auditor and set out in the opinion. Namely, the review of risk assessment must take place once a year before the end of the financial year. The Town Council reviewed risk assessment throughout the year but did not formally review and minute these actions until after the end of the year;
- v. It was **RESOLVED** that in future the review of risk assessment by Full Council will be reviewed and minuted once a year and before the end of each financial year. The Town Clerk will include this as an agenda item at the 22 January 2018 meeting of the Full Council. (This will mean that two reviews will have taken place in 2017/18.)

FC 101/17 Re-appointment of Internal Auditor for 2017/18

- i. It was **RESOLVED** that Auditing Solutions Ltd, Clackerbrook Farm, 46 The Common, Bromham, SN15 2JJ be re-appointed as the Town Council's internal auditors. John Watson of Auditing Solutions will be visiting the offices for the interim audit on Tuesday 21 November 2017;
- ii. The letter of re-appointment which includes the scope of the audit had been previously circulated and was approved.

FC 102/17 Arrangements for External Audit with effect from 2017/18

- i. It was **noted** that the contract with BDO has now terminated and the new External Auditors for Hertfordshire are PKF Accounts and Business Advisers;

- ii. The Town Clerk reported that she had attended a seminar with PKF staff, arranged by HAPTC, on 1 November 2017. This had given an extremely useful overview by two PKF staff regarding their approach to audit and the timetable for the audit of the 2017/18 accounts. It was **noted** that completed returns should be submitted by 12 June 2018, a few weeks earlier than required in the past by BDO.

FC 103/17 AGM Berkhamsted Town Hall Trust Thursday 30 November 2017

It was **RESOLVED** unanimously that Mr M Hillier be appointed by the Town Council as a trustee. The Town Clerk will advise the secretary of the Trust in advance of its AGM on 30 November 2017.

**FC 104/17 Public Meeting Wednesday 22 November 2017 at 7.30 pm
Local Plan Issues and Options consultation**

- (i) It was **RESOLVED** that the Town Council will hold a public meeting on Wednesday 22 November 2017 at 7.30 pm to discuss the above;
- (ii) To consider a proposal from members that a planning consultant be appointed to assist the Group in preparing detailed responses to the consultation, for final approval by Full Council;

Proposal withdrawn
- (iii) To review the associated costs and **approve** any necessary expenditure budget as appropriate:

In view of (ii) above, there will now be no planning consultant costs. It was agreed however that the Town Council should pay BRAG's leaflet reprinting costs following the clash of meeting dates (total £189).

FC105/17 The meeting closed at 7.30 pm.

Signed.....

Date.....