

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of

BERKHAMSTED TOWN COUNCIL

Held at the Main Hall, Civic Centre on

Monday 14 June 2021 at 7.30 pm

PRESENT:

Councillors S Claughton – Town Mayor
A Armytage
G Corry
P de Hoest
P Fisher
R Freedman
J Jones
G Stevens
N Taylor
N Woolner

OTHERS PRESENT:

Officers: T Noakes, Town Clerk
4 Members of the public

NOT PRESENT:

Councillors A Peeler
M Hardinge
T Porter

OPENING MATTERS AND GOVERNANCE

FC 87/21 To receive **Apologies for Absence**

Apologies were received from Cllrs W Conian and P White.

FC 88/21 To **receive declarations of interest** regarding items on the agenda

There were no declarations of interest.

FC 89/21 **Minutes of the last meeting**

The minutes of the extraordinary meeting of Full Council held on the 07 June 2021 were approved.

FC 90/21 Public Participation

Standing orders were suspended to allow any members of the public present to speak.

Four members of the public were present and each spoke on the Broadwater Football Ground Asset of Community Value (ACV) application.

FC 91/21 Broadwater Football Ground

Full Council unanimously **approved** the draft application for the Broadwater football ground as an ACV, for submission to the Borough Council. It was also decided that BTC would be the sponsor of the application.

Action – Cllr G Stevens & Town Clerk

FC 92/21 Berkhamsted Town Council support for the Climate and Ecological Emergency Bill. Link to the Bill as follows - [The CEE Bill - Climate and Ecological Emergency Bill](#)

Full Council **approved** Berkhamsted Town Council support for the Climate & Ecological Emergency Bill.

Action – Town Clerk

FC 93/21 Internal audit report

To **receive** and **adopt** the Internal Audit Report arising from the auditor's visit made on 11 May 2021 (attached).

The conclusion is that the Council has maintained more than adequate and effective internal control arrangements during the financial year 2020-21.

(i) Full Council **adopted** the Internal Audit report.

FC 94/21 Annual Accounts for the Year Ended 31 March 2021

(i) Full Council **approved** the Annual Governance and Accountability Return (AGAR), Section 1, Annual Governance Statement, for signature by the Town Mayor and Clerk.

(ii) Town Clerk, as RFO, will certify the AGAR Section 2, Accounting statements for 2020/21, by signing and dating.

(iii) Full Council **approved** the AGAR section 2, Accounting Statements for 2020/21. The Town Mayor will sign and date to confirm such approval.

(iv) Full Council **agreed** that the period for the period during which electors and interested persons may exercise rights relating to the annual accounts will be Monday 21 June – Friday 30 July 2021. The relevant notice advising of such rights will therefore be displayed on the website and Town Council notice boards from Friday 18 June 2021.

(iv) Full Council **approved** the unaudited Financial Statements for the year ended 31 March 2021; the Town Mayor and the Town Clerk as Responsible Financial Officer to sign and date the balance sheet.

FC 95/21 Covid-19: Emergency Arrangements and Draft Scheme of Delegation

It was **RESOLVED** that:

- (i) In the event that physical or council or committee meetings are not possible, due to the risks posed by COVID-19, and if virtual meetings for council and committee meetings are not permitted by Government, all standing committees (Finance and Policy, Town Planning, Transport and Environment) shall be temporarily replaced by working groups with immediate effect. Memberships of these groups will be as per the standing committee membership. No decisions can be made at any of these meetings, only recommendations, and all recommendations must be either ratified by an officer in accordance with the Scheme of Delegation or at the next possible Full Council meeting if the matter falls outside of the Scheme and can only be decided by Full Council. These meetings will have agendas and minutes which record recommendations made and the Council will consider allowing public access to these meetings for the purposes of transparency.
- (ii) The draft Scheme of Delegation be **adopted** for immediate use in the event that physical or council or committee meetings are not possible, due to the risks posed by COVID-19, and if virtual meetings for council and committee meetings are not permitted. As detailed in the Scheme, decisions shall be delegated to the Town Clerk or to an officer delegated by the Town Clerk, who will make decisions in conjunction with the Town Mayor and Chair of the working group that recommended the decision. If the Mayor or Chair is unavailable, the decision will be made in conjunction with the Deputy Town Mayor or Vice Chair of the working group. This does not include matters which may only legally be resolved by Full Council and cannot be delegated to an Officer.

FC 96/21 Swan Youth Project

- (i) Cllr N Woolner gave a comprehensive update on the Swan Youth Project. The centre had opened as planned on the 14 April 2021. A new manager had started and introduced pre-booked sessions for up to 12 young people every evening the centre was open. A recent positive Covid-19 attendee had resulted in the centre being closed for 10 days. A new trustee had also been recruited.

STANDING COMMITTEES

The minutes of the following meetings were **adopted**:

FC 97/21 Finance and Policy Committee

Held on 24 May 2021

FC 98/21 Town Planning Committee

Held on:17 May 2021

1 June 2021

FC 99/21 Transport and Environment Committee

Minutes for the meeting held on 7 June 2021 would be carried forward to the next meeting.

FC 100/21 Support Services Membership

Full Council **agreed** that Cllr S Cloughton as Town Mayor is added to the membership of Support Services, as per the Terms of Reference for the group.

FC 101/21 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 102/21 Deputy Town Clerk – Maternity Cover

- i) The Maternity Package as recommended by Support Services was **approved**.
- ii) The job specification and vacancy details for maternity cover were **approved**.
- iii) The draft Maternity Policy was **approved** in its current form on the understanding that it would be further revised to include paternity pay/leave of 2 weeks, encompass parental as well as maternity leave; and possibly allow leave to be shared between parents.

Action – Town Clerk

FC 103/21 Changes to High Street Parking

- (i) The Town Clerk notified Full Council of a recent reply received from Cllr A Williams, Leader of DBC. Cllr Williams acknowledged BTC's decision to halt the Changes to High Street Parking project and stated he would be happy for there to be further discussion between BTC, HCC and DBC about opportunities to support the High Street as we continue to emerge from the restrictions of the past 15 months.

FC 104/21 Close of Meeting

The meeting closed at 20.34 hrs.

Signed.....

Date.....