

## **BERKHAMSTED TOWN COUNCIL**

Minutes of a Meeting of the

### **BERKHAMSTED TOWN COUNCIL**

Held in the Council Chamber, Civic Centre, Berkhamsted on

**Monday 26 June 2017 at 7.30 pm**

#### **PRESENT:**

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

#### **OTHERS PRESENT:**

Mrs J Mason, Town Clerk

2 member of the public

#### **FC 65/17 Apologies for absence**

Apologies for absence were received from Cllr P Matthews and Cllr G Yearwood.

#### **FC 66/17 Declarations of Interest**

None.

#### **FC 67/17 Minutes of Last Meeting held on 22 May 2017**

The minutes of the Annual Meeting of the Council held on 22 May 2017 were approved as a correct record and were duly signed as such by the Town Mayor.

#### **FC 68/17 Town Mayor's Communications**

(date in brackets is date circulated to Council)

- (i) NALC Newsletter - 7 June 2017  
(7 June 2017)

- (ii) The Hospice of St Francis News  
(12 June 2017)
- (iii) NALC Chief Executive's Bulletin 21 - 9 June 2017  
(12 June 2017)
- (iv) Invitation to County, Parish and Town Council Annual Partnership Meeting on Monday 3 July 2017 at 1.30pm - 4.30pm.  
(16 June 2017)

**FC 69/17 Public Participation**

No members of the public wished to speak.

**AUDIT and ACCOUNTS**

**FC 70/17 Internal Audit Inspection 2016/17:**

- (i) It was **noted** that the inspection had taken place on Thursday 1 June 2017 and that part 4 of the Annual Return form "Annual Internal Audit Report" had been completed and signed by the Internal Auditor. This confirmed that internal control objectives had been achieved during the year with the exception of c (risk assessments) although the internal auditor had explained this matter in his report. The Town Clerk will also include her letter to the internal auditor (see iii below) as an explanatory submission to Appendix 4 of the Annual Return when it is sent to the external auditors;
- (ii) The internal audit report dated 9 June 2017 was received and adopted together with associated recommendations.

The internal auditor's overall conclusion was that the Council continues to maintain adequate and effective internal control arrangements. The report was discussed in detail and action agreed as set out below:

The Annual Internal Audit Report in the year's Annual Return had been signed and concluded that with one exception relating to risk assessment, objectives set out in that report had been met. The internal auditor had cross referenced this exception to the section of his report entitled "Assessment and Management of Risk". Here he acknowledged that a number of actions had been undertaken during the year to mitigate risk and an exceptionally detailed risk assessment had been prepared by the Clerk over the course of the year. This had been approved by Full Council (as per the 2015/16 External Audit recommendation) at the 22 May 2017 meeting and not during the financial year under consideration. The Town Council **RESOLVED** to meet the appropriate time scales in future.

Regarding the asset register (see page 7 of the report), the appropriate sum for the capitalisation of assets was considered. This matter arose during a discussion with the internal auditor in the course of his visit. The Town Council **RESOLVED** that a guidance figure of £250 should be

introduced as the minimum limit to the value of items included on the asset register.

On petty cash, although no issues were raised, the internal auditor did wonder if the supplementary petty cash account might be closed. It has been decided not to close this account.

Finally, no issues regarding wages were raised. However, the internal auditor suggested that the Town Council should investigate why London Weighting is not paid to the Town Clerk. The Town Clerk will investigate this matter and report back in the first instance to the Support Services Group.

- (iii) The Town Clerk's proposed response to the internal auditor was received and approved. During the inspection the Town Clerk suggested to and agreed with the internal auditor that it would be appropriate to respond formally to his reports in future and this was the first such response. The letter will also form the Town Council's explanation to the external auditors regarding the Annual Internal Audit Report referred to in (i) above.

#### **FC 71/17 Annual Accounts for the Year Ended 31 March 2017:**

- (i) The Annual Governance statement for 2016/17 was received and given approval. The Town Mayor and Town Clerk signed the appropriate boxes on section 1 of the Annual Return document.
- (ii) The Town Clerk had certified the Accounting Statements for 2016/17 by signing and dating the appropriate boxes in section 2 of the Annual Return document. Following guidance provided by the External Auditor, certification had been undertaken on 23 June 2017.
- (iii) The Accounting Statements for 2016/17 were given approval. The Town Mayor signed the appropriate box to confirm such approval.
- (iv) The unaudited Financial Statements for the year ended 31 March 2017 were received and approved. The Town Mayor and the Town Clerk as Responsible Financial Officer signed and dated the balance sheet.

#### **STANDING COMMITTEES**

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

#### **FC 72/17 Town Planning Committee**

Held on: 5 June 2017\*

Cllr Armytage highlighted key points arising. He drew attention to recent applications for internally illuminated signage in the Conservation Area. A number had been granted permission by DBC. The Town Planning Committee had objected to such applications.

**FC 73/17 Transport & Environment Committee**

Held on: 12 June 2017

Cllr Beardshaw highlighted key points arising and advised that issues requiring Full Council consideration are dealt with under item FC76/17 below.

**FC 74/17 Finance & Policy Committee**

Held on 19 June 2017

Cllr Newton summarised key points arising.

**WORKING GROUPS**

**FC 75/17 CARP**

The notes of the meeting held on 7 June 2017 were received and adopted.

Cllr Armytage reviewed the notes and undertook to discuss the group's proposal that CARP have its own website with the Town Clerk.

**FC 76/17 ITEMS ARISING FROM T & E 12 JUNE 2017**

- i. The **Castle Site Working Group** terms of reference were adopted (TE 50/17 refers);
- ii. The revised **Parking Forum** terms of reference were adopted (TE 58/17 I refers);
- iii. The proposal made at the **Parking Forum** on 24 May 2017 that the Town Council should raise technical issues with DBC previously tabled by the Working Party, especially bay sizes, was endorsed and agreed.
- iv. The proposal regarding **DBC sports centres, athletic and community sports services contract** was endorsed and agreed (TE 57/17). The Town Clerk will write to DBC on this matter;
- v. **CIL Working Group** – The resolution set out in minute TE 52/17 ii a – e was approved. The suggestion that the Town Planning Committee should pursue issues associated with s106 obligations, particularly enforcement, was also agreed.
- vi. **Replacement of Mature Trees in High Street** – Following the meeting Cllr D Collins had raised the matter with the portfolio holder at DBC, Cllr J Marshall. Subsequently the Town Clerk had sent a chronology detailing efforts to have the trees replaced to Cllr Marshall. Cllr Marshall had already undertaken preliminary investigations and will give a full report back in the next three weeks.

**FC 77/17 Representation on outside bodies and Joint Committees**

- i. Berkhamsted Parochial Charities – It was **RESOLVED** that Mrs E Hodgson be appointed to fill the current vacancy amongst members of the public nominated by the Town Council;
- ii. Bourne’s Educational Foundation and Salter Education Foundation – the Town Council had been asked by the trustees to make proposals to fill current vacancies; one nominee from amongst members of the public on both charities.

It was **RESOLVED** that Councillors should pass any nominations to the Town Clerk and that Berkhamsted Citizens should also be asked to put forward nominations. The matter will be discussed again at the 25 September meeting of Full Council.

**FC 78/17 Grenfell Tower Fire**

- i. Town Councillors expressed their condolences to all affected by the fire;
- ii. Consideration was given to whether the Town Council might be able to contribute to various initiatives to help survivors. Following a discussion it was agreed not to take any action because events had moved on a pace in the course of the last ten days. Action plans were in place via the appropriate authorities and central government.

**FC 79/17** The meeting closed at 8.15 pm.

Signed.....

Date.....