

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of

BERKHAMSTED TOWN COUNCIL

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 28 January 2019 at 7.30 pm

PRESENT:

Councillors S Beardshaw (Town Mayor)
A Armytage
D Collins
E Collins
G Corry
F Earl
P B Matthews
B Newton (Deputy Mayor)
Dr I M Reay
T Ritchie
G Stevens

OTHERS PRESENT:

Mrs J Mason, Town Clerk

FC 01/19 Apologies for absence

Apologies for absence were received from Cllr Mrs C Green, Cllr J Jones and Cllr G Yearwood.

FC 02/19 Declarations of Interest

There were no declarations of interest.

FC 03/19 Minutes of Last Meeting

The **minutes of the Meeting of the Full Council** held on 17 December 2018 were received, approved as a correct record and duly signed as such by the Town Mayor.

FC 04/19 Town Mayor's Communications

- (i) NALC Spring Conference 2019
- (ii) HAPTC Bulletin 15 January 2019
- (iii) BDCC Upcoming Networking Breakfast - Wednesday 6th March 2019
- (v) New NALC publication shines a light on 150 local councils.

FC 05/19 Public Participation

There were no members of the public present.

STANDING COMMITTEES

To **receive and adopt** the minutes of the:

FC 06/18 Town Planning Committee

Held on: 7 January 2019
 21 January 2019

Cllr A Armytage, Chair, Town Planning Committee, reviewed the minutes of the above meetings and highlighted key points of interest arising. A number of significant applications, including phase II of the Bearroc Park development, had been considered. The minutes were **received and adopted**.

Cllr P Matthews then raised the matter of Town Planning Committee representations at Development Management Committee meetings. It was **agreed** that in future, if a Berkhamsted application was due to be discussed and it had been decided that a representative of the committee would not be making representations, then in such circumstances the appropriate planning officer would be advised in advance of the DMC meeting.

Action: Deputy Town Clerk

FC 07/19 Finance & Policy Committee

(i) Held on 14 January 2019

Cllr B Newton, Chair, Finance and Policy Committee, reviewed the minutes of the above meeting and highlighted key points of interest. In particular, she drew attention to discussion regarding the budget and precept. The F & P Committee had supported the proposals put forward which would be considered by Full Council under item FC 10/19 below.

(ii) NALC Employment Briefing E02-18 | 2018-2019 National Salary Award & December 2018. Minute FP 08/19 refers.

The authorisation set out in minute FP 08/19 (iii), enabling the Town Clerk to write to each staff member advising them of the 2% increase set out in the above document with effect from 1 April 2019, was **ratified**.

The minutes were then **received and adopted**.

SUB-COMMITTEES AND WORKING GROUPS

FC 08/19 Allotment Management Team

Held on 8 January 2019

Cllr B Newton, Chair of the AMT, reviewed the minutes of the above meeting which were **received and adopted**.

FC 9/19 Youth Town Council

It was **noted** that meetings had been held on 19 December 2018 and 16 January 2019.

It was further **noted** that the Town Mayor awaited a response from the BYTC Treasurer regarding the proposed visit to The Houses of Parliament. The Town Clerk undertook to progress matters. **Action Town Clerk**

FINANCIAL MATTERS

FC 10/19 Estimates of Income & Expenditure 2019 – 20 and Precept 2019 - 20

- (i) To **approve** the Budget for 2019 - 20

The extract from the 14 January F & P minutes circulated with the agenda (FP 10/19) was discussed in details. The proposal contained therein were **supported and endorsed**.

- (ii) To **set and approve** the Town Council **Precept for 2019 -20**

The paper circulated with the agenda was **supported and endorsed**.

- (iii) Arising from the above the Council **RESOLVED** the following:

- i. The grant figures set out in paragraph 1 were **noted**;
- ii. The precept figure proposed for 2019 – 20 was **approved**. Therefore the precept demand made to Dacorum Borough Council will be £197,164.47. This represents a 1.98% increase to a band D council tax payer and an actual increase to DBC of 2.8%
- iii. The budget for 2019 -20 was **approved**. Estimated total income is £265,498.05 and estimated total expenditure is £304,861.

In particular it was agreed that the proposed £12,000 towards PCSO funding should remain in the budget and that discussions should be initiated after May 2019 at a senior level within Hertfordshire Constabulary. As set out in FP 10/19, a condition of such funding was that the level of PCSO provision should be reflected proportionately in Berkhamsted.

Staffing and associated matters arising from the budget were discussed under item FC 14/19 below.

- iv. The Town Clerk was **authorised** to advise DBC's Group Manager (Financial Services) of the precept decision by returning the Parish Precept form;

- v. The Town Mayor, the Chair of F & P and Cllr G Stevens were **authorised** to sign the form at a time to be agreed with the Town Clerk.

MEMBERSHIP OF OUTSIDE ORGANISATIONS

FC 11/19 Berkhamsted Castle Trust (FC 110/18 22-10-18 also refers)

- (i) The Council was **reminded** that it is invited to nominate a trustee as a member of Berkhamsted Castle Trust;
- (ii) Cllr D Collins proposed and Cllr I Reay seconded that Cllr P Matthews be nominated as a trustee of Berkhamsted Castle Trust. The Town Clerk will advise the Trust. **Action Town Clerk**

FC 12/19 EXCLUSION OF PRESS & PUBLIC

As there were no members of the public present it was not necessary to take the above action under under Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

FC 13/19 Risk Register and Assessment January 2019

The updated Risk Register and Assessment was **reviewed, approved and adopted**.

At Cllr G Stevens suggestion it was **agreed** that on page 13 the date that the asbestos water tank was fenced off should be added. It was **noted** that the Deputy Town Clerk would be reviewing aspects of the risk register and the Town Council's maintenance regime. Any revisions arising would of course be reported to Full Council.

FC 14/19 Staffing Matters

Arising from discussions at F & P on 14 January and Support Services Group meetings on 17 December 2018 and 28 January 2019 the following actions were **agreed**:

(i) Interim arrangements arising form Finance and Allotment Officer Vacancy

- (a) The Town Clerk will undertake day to day finance duties in addition to her financial management duties. DCK Accounting Solutions will be engaged one day a month to input data into Sage, prepare reports, bank reconciliations and VAT returns etc on the basis set out in Mr D Kemps 9 January 2018 letter to the Town Clerk. The Town Clerk is also authorised to employ DCK's services for occasional additional days as required.

Action Town Clerk

- (b) The allotment software will be installed on all staff computers to enable day to day queries to be answered promptly. The Town Clerk is authorised to discuss temporary arrangements and salary for the undertaking of other

associated duties as necessary. Other options would be explored as necessary.

Action Town Clerk

(ii) Review of Computer Systems

(a) *Finance software* It was **RESOLVED** that the Town Clerk should progress discussions with Rialto Business Services on the basis of Ms Caroline Buckland's 1 January 2019 letter. The objective is to switch from Sage to the Omega Financial Director software package in the summer after completion of year end and submission of the Annual Governance and Accountability return. The Clerk will provide updates as matters progress including arrangements to access historic data.

Action Town Clerk

(b) *Allotment software* It was **RESOLVED** that for the time being the Town Council would continue to use MCPC's Colony software package. The modules that are currently unused would be reviewed to evaluate whether they could enhance reporting and general management of the sites.

Action Town Clerk

(iii) Staff Vacancy

Proposals and arrangements to advertise for a fourth member of staff will be brought forward by the Town Clerk in due course but well in advance of the transfer to the RBS system.

Action Town Clerk

(iv) Town Clerk Contract and Salary

Following a proposal put by Cllr D Collins it was **RESOLVED** that the Town Clerk's salary should be reviewed and increased. Her contract should also be reviewed and in particular the notice period addressed.

Action Support Services Group

FC 15/19 Close of Meeting

The meeting closed at 8.30 pm.

Signed.....

Date.....