

## **BERKHAMSTED TOWN COUNCIL**

### **Minutes of a Meeting of**

## **BERKHAMSTED TOWN COUNCIL**

**Held in the Main Hall, Civic Centre on**

**Monday 28 March 2022 at 7.30 pm**

### **PRESENT:**

Councillors W Conian – (Deputy Town Mayor)  
A Armytage  
G Corry  
P de Hoest  
P Fisher  
A Foster  
R Freedman  
M Hardinge  
A Peeler  
N Taylor  
P White

### **OTHERS PRESENT:**

Officers: T Noakes, Town Clerk (minutes)

### **NOT PRESENT:**

Councillor T Porter

## **OPENING MATTERS AND GOVERNANCE**

### **FC 33/22 To receive **Apologies for Absence****

Apologies for absence were received and accepted from Cllrs S Claughton, J Jones and G Stevens.

### **FC 34/22 To receive **declarations of interest** regarding items on the agenda**

- (i) Declarations of interest were received from Cllr R Freedman (Trustee for Northchurch United Charities) and Cllr W Conian (member of Transition Town Berkhamsted).
- (ii) No written requests for dispensations for declarable interests were received.
- (iii) No requests for dispensation were received.

### **FC 35/22 **Minutes of the last meeting****

- (i) Minutes of the Extraordinary Berkhamsted Town Council meeting held on 28 February 2022 were approved.

**FC 36/22 Town Mayor's Communications**

- (i) Government consultation on the Glover Landscapes Review – an opportunity to stop 'off-roading' in the Areas of Outstanding Natural Beauty (AONBs) – Cllrs agreed to forward any comments to the Deputy Town Clerk by 6 April 2022. **Action – Cllrs & Deputy Town Clerk**

**FC 37/22 Public Participation**

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

Two members of the public were present.

**FC 45/22 Berkhamsted Museum**

- (i) The Town Clerk gave an update on recent discussions with Dacorum Heritage Trust about the possibility of locating a 'local' museum in Berkhamsted. Full Council agreed that discussions should continue and the involvement of local groups, including 'B-Hive' and the 'History Society', should take place at the appropriate time.

**Action – Town Clerk**

**STANDING COMMITTEES**

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

**FC 38/22 Transport and Environment Committee**

Held on: 14 February 2022

**FC 39/22 Town Planning Committee**

Held on: 20 December 2021  
17 January 2022  
7 & 28 February 2022

**FC 40/22 Finance & Policy Committee**

Held on: 4 January 2022  
14 March 2022

**FC 41/22 Councillor Nomination to Berkhamsted Castle Trust**

- (i) Full Council **approved the nomination** of Mr P Matthews as the Berkhamsted Town Council representative to the Berkhamsted Castle Trust for 2022/23. Mr Matthews was also thanked for his continued support in this role during, 2021/22. **Action – Town Clerk**

**FC 42/22 Berkhamsted Place Strategy Working Group (WG)**

- (i) Full Council **approved the nominations** of Cllrs W Conian, A Foster and G Stevens to the Berkhamsted Place Strategy WG. The Deputy Town Clerk will liaise with DBC to agree the terms of reference for the WG.  
**Action – Deputy Town Clerk**

**FINANCE & GOVERNANCE**

**FC 43/22 Grant Applications**

- (i) The grant application from Northchurch United Charities for £600 was **reviewed and approved**.
- (ii) The grant application from Transition Town Berkhamsted for £1000 was **reviewed and approved**.
- (iii) The Open Door quarterly update report was **noted**.  
**Action – Town Clerk**

**FC 44/22 Rural Community Energy Fund (RCEF) Grant Award**

- (i) Full Council received an update on the RCEF Grant award. Full Council thanked Cllr P de Hoest, Jemima French (Project Officer) and members of the BTC Energy working group for leading and delivering the successful application process. The Town Clerk will ensure Full Council is fully informed as the project progresses.  
**Action – Town Clerk**

**POLICY MATTERS**

**FC 46/22 Berkhamsted Town Council - Ambitions & Vision**

- (i) Full Council **received and adopted** the Berkhamsted Town Council Ambitions and Vision paper.

**FC 47/22 Hybrid Meeting Model Motion**

- (i) Full Council **considered** the motion. On a recorded vote, there were 10 votes in favour and 1 against. In favour were Cllrs W Conian, A Armytage, P de Hoest, P Fisher, A Foster, R Freedman, M Hardinge, A Peeler, N Taylor and P White. Against was Cllr G Corry.
- (ii) It was therefore **resolved** that this Council supports the petition launched by ADSO and LLG on 5 January 2022 with regard to remote and hybrid meetings.  
**Action – Town Clerk**

- FC 48/22 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 49/22 Risk Register and Assessment March 2022**

It was **noted** that the Town Council's Risk Register and Assessment has been prepared by the Deputy Town Clerk in accordance with guidance set out in section 5 of the Joint Panel on Accountability and Governance's (JPAG) document entitled "Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practice".

- (i) Full Council **reviewed and approved** the amendments to the updated Risk Register and Assessment previously sent under separate cover to Cllrs. It was noted that further work would be undertaken to update and make additional changes as discussed. The amended Risk Register will return to FC for approval and adoption. **Action – Town Clerk**

**FC 50/22 Staff Salary Grades and Increments**

- (i) Full Council **resolved** that the Finance Officer, should progress one point on the scale range LC2 (24-28), with effect from the 1 March 2022.
- (ii) Full Council resolved that the Town Clerk should progress one point on pay scale LC3 (33-36) below substantive range with effect from 1 April 2021.

**FC 51/22 National Joint Council Local Government Services Pay Agreement 2021-22**

- (i) Full Council **noted** details of the nationally agreed Local Government Services Pay Agreement for 2021-22.
- (ii) Full Council **authorised** the Town Clerk to write to each staff member advising them of the above and to make the necessary arrangements with payroll at David Lindon's.

**FC 52/22 Close of Meeting**

The meeting closed at 20.52 hrs.

**Signed**.....

**Date**.....

**Full Council Minutes Actions – 28 March 2022**

Reference	Action	Complete	Outstanding / Responsibility
36/22	Cllrs to forward any comments on the Glover Landscapes Review to the Deputy Town Clerk by 6 April 2022.	No	Cllrs/Deputy Town Clerk
45/22	Continue discussions with Dacorum Heritage Trust to site a local museum in Berkhamsted.	On going	Town Clerk

41/22	Mr P Matthews was nominated as the Berkhamsted Town Council representative to the Castle Trust for 2022/23.	Yes	Town Clerk
42/22	Cllrs W Conian, A Foster & G Stevens nominated as members to the Berkhamsted Place Strategy WG	No	Deputy Town Clerk
43/22	Grant Applications from Northchurch United Charities (£600) & Transition Town Berkhamsted (£1000) were approved.	Yes	Town Clerk
47/22	Hybrid Meeting Model Motion approved	No	Town Clerk