

## **BERKHAMSTED TOWN COUNCIL**

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

## **BERKHAMSTED TOWN COUNCIL**

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

**Monday 6 June 2022 at 7.30 pm**

### **PRESENT:**

Councillors W Conian – (Town Mayor)  
N Taylor – (Deputy Town Mayor)  
A Armytage  
S Cloughton  
G Corry  
P de Hoest  
P Fisher  
R Freedman  
J Jones  
G Stevens

### **OTHERS PRESENT:**

Officers: T Noakes, Town Clerk (minutes)

One member of the public

### **NOT PRESENT:**

Councillors M Hardinge, A Peeler and T Porter

### **OPENING MATTERS AND GOVERNANCE**

**FC 78/22** Apologies for Absence were received from Cllrs A Foster and P White.

**FC 79/22** To receive **declarations of interest** regarding items on the agenda

- (i) Declarations of interest were received from Cllrs A Armytage and G Stevens. Mr Julian Ashbourn (Item 82/22) is known to both Cllrs. A declaration of interest was received from Cllr S Cloughton. Cllr S Cloughton had encouraged 1<sup>st</sup> Berkhamsted Scouts Group to make a grant application (Item 83/22).
- (ii) There were no written requests for dispensations for declarable interests.
- (iii) No requests for dispensation as appropriate were received.

**FC 80/22** **Minutes of the last meeting**

- (i) The minutes of the Annual Berkhamsted Town Council meeting held on 16 May 2022 were approved, subject to two amendments:
- Allotment Management Team was now the Allotment Working Group (64/22).
  - Review of Standing Orders to be presented to the FC on 5 September 2022 (61/22).

**FC 81/22 Public Participation**

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

**FC 82/22 Berkhamsted Society of Authors & Berkhamsted Audio Engineering and Composition Society**

- (i) Mr Julian Ashbourn introduced the two items and took questions from the Committee. It was agreed that further discussions on the matter and understanding more about the roadmaps, would take place with the Town Clerk.
- Action – Town Clerk**

**FC 83/22 Grant Application**

- (i) A grant application from 1st Berkhamsted Scout Group for £1000 was approved.
- Action – Town Clerk**

**FC 84/22 Internal audit report**

The Internal Audit Report 2021-22 arising from the auditor's visit made on 19 May 2022 was received and adopted.

The conclusion of the audit report was that the Council has maintained more than adequate and effective internal control arrangements during the financial year 2021-22.

Committee thanked the Town Council Finance Officer (Mrs D Beecroft) for ensuring that the management and oversight of the Town Councils finances, continues to be exemplary.

**FC 85/22 Annual Accounts for the Year Ended 31 March 2022**

The following are for **RESOLUTION**:

- (i) Committee **considered** and **approved** the Annual Governance and Accountability Return (AGAR), Section 1, Annual Governance Statement, for signature by the Town Mayor and Town Clerk. (In undertaking such consideration Council must also refer to the Statement of Internal Control which was reviewed and adopted at Full Council on 16<sup>th</sup> May 2022.)
- (ii) Committee approved that the Town Clerk, as RFO, certifies the AGAR Section 2, Accounting statements for 2021/22, by signing and dating it.
- Action – Town Clerk**

- (iii) Committee **considered** and **approved** the AGAR section 2, Accounting Statements for 2021/22 for signature and dating by the Town Mayor.

**Action – Town Clerk**

- (iv) Committee **agreed** that the period during which electors and interested persons may exercise rights relating to the annual accounts shall be Monday 13 June – Friday 22 July 2022. The relevant notice advising of such rights will therefore be displayed on the website and Town Council notice boards from Thursday 9 June 2022.

**Action – Finance Officer**

- (iv) Committee received and **approved** the unaudited Financial Statements for the year ended 31 March 2022 and for the Town Mayor and the Town Clerk, as Responsible Financial Officer, to sign and date the Balance Sheet.

**Action – Town Clerk**

## **FINANCE AND GOVERNANCE MATTERS**

### **FC 86/22 Support Services Membership**

- (i) Committee **approved** that Cllr W. Conian, as Town Mayor, be added to the membership of Support Services, as per the Terms of Reference for the group.

**FC 87/22** 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 88/22 Treasury Policy**

- (i) Committee **received** and **approved** for adoption a new Treasury Policy and the proposed actions therein.

**Action – Town Clerk & Finance Officer**

### **FC 89/22 Rural Community Energy Fund (RCEF) Grant Award**

- (i) The Town Clerk gave an update on the status of the RCEF Grant Agreement, Contractor engagement and schedule for commencement of works. Main points as follows:
- BTC had signed contracts with Scene (Feasibility Study Contactor) and The Energy Hub (Grant Provider).
  - The grant receipt schedule had been received from the Energy Hub. It should be noted that the phasing of grant receipts (to BTC) and contractor payments (to Scene) were not exactly the same.

### **FC 90/22 Berkhamsted Christmas Lights Procurement for 2022-2024**

- (i) Committee reviewed the Berkhamsted Christmas Lights tender process scoring matrix & approved the nominated preferred supplier.

**Action – Town Clerk**

**FC 91/22 Close of Meeting**

The meeting closed at 20.40 hrs.

**Signed**.....

**Date**.....

**Full Council Minutes Actions – 6 June 2022**

Reference	Action	Complete	Outstanding / Responsibility
82/22	Berkhamsted Society of Authors & Berkhamsted Audio Engineering and Composition Society proposals – further discussions to take place	No	Town Clerk
83/22	1 <sup>st</sup> Berkhamsted Scout Group grant approved (£1000)	Yes	Town Clerk
85/22	Annual Accounts for the Year Ended 31 March 2022 – Regularity process to be actioned	Yes	Town Clerk & Finance Officer
88/22	Treasury Policy approved and actioned	On - going	Town Clerk & Finance Officer
90/22	Berkhamsted Christmas Lights preferred supplier approved	Yes	Town Clerk

**Next Meeting – 5 September 2022**