

## **BERKHAMSTED TOWN COUNCIL**

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

### **BERKHAMSTED TOWN COUNCIL**

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

**Monday 6 September 2021 at 7.30 pm**

#### **PRESENT:**

Councillors S Claughton – Town Mayor  
W Conian – Deputy Town Mayor  
A Armytage  
G Corry  
P de Hoest  
P Fisher  
R Freedman  
M Hardinge  
J Jones  
A Peeler  
G Stevens  
N Taylor  
P White

#### **OTHERS PRESENT:**

Officers: T Noakes, Town Clerk (minutes)  
  
2 Members of the public & 2 Open Door representatives

#### **NOT PRESENT:**

Councillors T Porter  
N Woolner

#### **OPENING MATTERS AND GOVERNANCE**

**FC 105/21** To receive **Apologies for Absence**

None had been received.

**FC 106/21** To **receive declarations of interest** regarding items on the agenda

None had been received.

**FC 107/21** **Minutes of the last meeting**

The minutes of the meeting of Full Council held on the 14 June 2021 were approved.

## **FC 108/21 Public Participation**

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

## **FC 109/21 Open Door Grant Application**

The grant application from Open Door to support its operational costs was **approved and granted under the Power of General Competence**. It will be paid by the Council to Open Door quarterly for the next 12 months.

It was **agreed** that Open Door will send quarterly progress reports to the Town Clerk. The reports would then be presented at the next FC and this would trigger the next quarterly payment.

**Action: Town Clerk**

## **FC 110/21 Swan Youth Project**

The Council **received** an update from the Swan Youth Project, which will be an ongoing item at subsequent Full Council meetings.

It was also **agreed** that Cllr R Freedman will be the new Trustee of the Swan Youth Project.

## **FC 111/21 Changes to the Town Council's Signing Rules for Payments**

- (i) The amendments made to sections 4.4,5.6,5.7 and 5.8 of the council's Financial Regulations to reflect authorisation of payments by one member signatory and one officer, as opposed to two members signatories and one officer was **approved**.
- (ii) The changes made to the council's Internal Controls in order to reflect the change of signing rules and to detail the control measures in place which evidence that safe and efficient arrangements have been put in place to ensure the safeguarding of public money was **approved**. For example, officer and member signatories are rotated for each payment run and each signatory has their own individual secure log in for online banking.
- (iii) The changing of the signing rules of the NatWest bank mandate to authorise payments by one member signatory and one officer, [previously two members signatories and one officer] was **approved**.
- (iv) The addition of Cllr Paul de Hoest as a signatory on the NatWest account was **approved**.
- (v) The Town Clerk was **authorised** to arrange for the NatWest mandate to be updated to reflect the addition of Cllr Paul de Hoest as a signatory.

**Action: Town Clerk/Finance Officer/Deputy Town Clerk**

## **FC 112/21 Allotment Management Team**

- (i) The recommendation for an increase in allotment land rent charges effective the 29 September 2021 was **received, discussed and agreed**. The proposal was previously recommended for approval at Finance and Policy on the 19 July 2021.
- (ii) The content of the draft letter to be sent to all allotment tenants with the annual invoices in September was **agreed**.
- (iii) To **discuss** the effectiveness and current structure of the AMT.

This item was **deferred** and will be discussed at a future meeting.

## **FC 113/21 Member Code of Conduct**

The Council **reviewed** the updated model version of the Local Government Association's (LGA) Member Code of Conduct.

This new code has been recommended by the LGA for adoption following a consultation in June 2020 to gather views on the draft.

Details of the results can be found [here](#)

The aim of the new code is to promote consistency and a national standard of member conduct.

The Monitoring Officer at Dacorum is in the process of recommending adoption of the model to its Full Council and has recommended that Town and Parish Councils within the Borough also adopt the same version. The report about the code from the Monitoring Officer to Dacorum's Standards Committee can be found [here](#)

The new model version of the code of conduct was **adopted**. The model code of conduct and replaces the Town Council's existing version. Its supplementary planning code of conduct will remain as is.

## **STANDING COMMITTEES**

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

### **FC 114/21 Finance and Policy Committee**

Held on 19 July 2021

### **FC 115/21 Town Planning Committee**

Held on: 21 June 2021  
12 July 2021  
2 August 2021  
23 August 2021

**FC 116/21 Canal and Riverside Working Group**

The notes of the meeting held on 15 July 2021 were received and adopted.

**FC 117/21 Festival of Light Working Group**

- (i) The addition of Cllr J Jones and Cllr G Corry to the membership of the Festival of Light Working Group for 2021 was **approved**.
- (ii) It was **agreed** that the FOL event for 2021 should proceed as planned (as per previous years).

**FC 118/21** 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 119/21 Bus/Public Transport Consultancy ITT**

- (i) The proposal to go to the market for a consultancy to complete an investigation into potential bus operating models for Berkhamsted was **reviewed** and **approved** - subject to the time period for the consultancy response being extended. **Action: Town Clerk**

**FC 120/21 Maternity Cover Recruitment Ratification**

- i) The Support Services recommendation of the maternity cover for Deputy Town Clerk was **approved**. The chosen candidate will be on a fixed-term contract from the 1 September 2021 for 12 – 15 months.

**FC 121/21 The Queen’s Platinum Jubilee 2 – 5 June 2022**

- (i) What should BTC initiate/commission to commemorate the Jubilee.

It was **agreed** that the Town Council will coordinate with Dacorum, who are the event organisers for the Jubilee.

**FC 122/21 Close of Meeting**

The meeting closed at 21:21 hrs.

**Signed**.....

**Date**.....