

## **BERKHAMSTED TOWN COUNCIL**

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

## **BERKHAMSTED TOWN COUNCIL**

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

**Monday 8 November 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  
G Stevens  
N Taylor  
P White

### **OTHERS PRESENT:**

Officers: T Noakes, Town Clerk (minutes)

One member of the public & Two Swan Youth Project representatives

### **NOT PRESENT:**

Councillors M Hardinge  
A Peeler  
T Porter

### **OPENING MATTERS AND GOVERNANCE**

**FC 123/21** To receive **Apologies for Absence**

Apologies for absence were received from Cllr J Jones.

**FC 124/21** To **receive declarations of interest** regarding items on the agenda

None had been received.

**FC 125/21** **Minutes of the last meeting**

The minutes of the meeting of Full Council held on the 6 September 2021 were approved.

**FC 126/21 Public Participation**

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

**FC 127/21 Swan Youth Project**

An update on the Swan Youth Project was delivered by a SYP Trustee and the centre manager at the meeting. Main points raised were:

- Centre refurbished during Lockdown.
- Two new Trustees recruited.
- Centre Manager started March 2021.
- Continuing close working relationship with Ashlyns School.
- Numerous activities centring on Wellbeing of young people.
- Strong centre liaison with Northchurch and Sunnyside Church youth clubs.
- Three areas of focus for the remainder of 2021 and into 2022 – mental health, parents' involvement and fund raising.

**STANDING COMMITTEES**

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

**FC 128/21 Finance and Policy Committee**

Held on: 27 September 2021

**FC 129/21 Transport and Environment Committee**

Held on: 11 October 2021

**FC 130/21 Town Planning Committee**

Held on: 04 October 2021  
25 October 2021

**OTHER WORKING GROUPS & COMMITTEES**

**FC 131/21 Allotment Management Team**

The notes of the meeting held on the 18 October 2021 were **received and adopted**.

**FC 132/21 Allotment Management Team to Allotment Working Group proposal**

- (i) The change of the name of the Allotment Management Team to the Allotment Working Group was **discussed and agreed**.

- (ii) The Allotment Working Group Terms of Reference were **reviewed, discussed and adopted.**
- (iii) A search for a third councillor to join the membership of the Working Group will continue. **Action – Town Clerk**
- (iv) The Town Clerk was **authorised** to proceed with a local search to look at increasing the size of the current BTC allotment estate. **Action – Town Clerk**

**FC 133/21 Community Energy RCEF Invitation to Tender**

The Town Clerk was **authorised** to proceed with the ITT process making sure that the responses from consultants are considered by F&P when it reviews the final application for RCEF to be made to the Energy Hub.

**Action – Town Clerk**

**FINANCE & GOVERNANCE**

**FC 134/21 Budget Preparation & Precept 2022/23 – initial draft**

- (i) It was agreed that a WG would be set up to discuss and agree in detail the projects to be included in the 2022/23 budget. The WG would include Cllrs', W Conian, P de Hoest, N Taylor, J Jones, G Stevens and R Freedman. **Action – Town Clerk**
- (ii) The proposed timeframe for the budget approval for 2022/23 was noted as follows:
  - a. Proposals will be put to Finance and Policy for further consideration on the 6 December 2021.
  - b. Consideration of final budget to be completed at Finance and Policy on the 04 January 2022.
  - c. Final budget and precept to be approved at Full Council on the 10 January 2022.

**FC 135/21 AGAR – Annual Accounts for the Year Ended 31 March 2021, Completion of Limited Assurance Review by PKF Littlejohn LLP (External Auditors)**

- (i) The signed Annual Governance and Accountability Return received under cover of the External Auditor's 01 September 2021 letter was **approved and accepted.**
- (ii) The certificate, notice of conclusion of audit and full return with supporting documentation published on the 06 September 2021 on the Town Council website was **noted.**
- (iii) The auditor's opinion in that, on the basis of their review, the information in the annual return is in accordance with proper practices and there are no other matters that have come to their attention giving cause for concern that

relevant legislation and regulatory requirements have not been met was **noted**.

**FC 136/21 Town Council Corporate Credit Card**

- (i) The application for and use of a Town Council Corporate Credit Card was **approved**. The Town Clerk will be the authorised cardholder and its usage is subject to the policy and procedures set out in the draft Corporate Credit Card Policy, the Council's Financial Regulations and Statement of Internal Control.
- (ii) The draft Corporate Credit Card Policy was **reviewed, approved and adopted**.
- (iii) The changes to the Council's Financial Regulations which have been updated to reflect the usage of a Corporate Credit Card were **reviewed and approved**.
- (iv) The changes to the Council's Statement of Internal Control which has been updated to reflect the usage of a Corporate Credit Card were **reviewed and approved**.

**FC 137/21 Request to Amend the conditions of the Open Door Grant awarded by FC on the 6 September 2021**

The request was **reviewed and approved**.

**Action – Town Clerk**

**FC 138/21 Festival of Light 2021**

Full Council agreed to proceed with a full FOL event on 28 November 2021.

**Action – Town Clerk**

**FC 139/21 Ashlyns School Admission Requirements for 2023/24**

F&P on 6 December 2021 will approve the BTC response to the consultation taking place between 1 November 2021 – 12 December 2021. The Town Clerk is to prepare a draft response.

**Action – Town Clerk**

**FC 140/21** 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.

## STAFFING MATTERS

### FC 141/21 Staff Incremental Progression

- i) In accordance with their terms and conditions of employment, it was agreed that the Deputy Town Clerk should progress from salary point 31 to salary point 32 with effect from 01 January 2022, which is the anniversary of their appointment to pay scale LC2 (29-32).
- ii) In accordance with their terms and conditions of employment, it was agreed that the Town Warden should progress from salary point 13 to salary point 14 with effect from 01 January 2022, which is the anniversary of their appointment to pay scale LC1 (13-17).
- iii) The Town Clerk was authorised to write to the staff members to confirm the details and notify payroll in time for the January 2022 payroll.

### FC 142/21 Close of Meeting

The meeting closed at 21:25 hrs.

Signed.....

Date.....

### Full Council Minutes Actions – 8 November 2021

Reference	Action	Complete	Outstanding / Responsibility
132/21	Nominate a 3 <sup>rd</sup> Councillor for membership of the Allotment Working Group	No	Town Clerk
132/21	Proceed with a local search to increase the size of the allotment estate.	No	Town Clerk
133/21	Proceed with the RCEF ITT process	No	Town Clerk
134/21	Set up a WG to discuss and agree the projects to be included in the 2022/23 budget	Yes	Town Clerk
137/21	Amendment to the Open Door Grant (awarded at FC on 6 September 2021) was approved	Yes	Town Clerk
138/21	FC agreed to proceed with a full FOL event on 28 November 2021	Yes	Town Clerk
139/21	F&P on 6 December 2021 will approve the BTC response to the consultation taking place between 1 November 2021 – 12 December 2021.	No	Deputy Town Clerk