

BERKHAMSTED TOWN COUNCIL

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www.berkhamsted.gov.uk

Civic Centre
Berkhamsted
Herts
HP4 3HD

20 June 2013

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that there will be a meeting of **Berkhamsted Town Council** in the Council Chamber, Civic Centre, Berkhamsted, on **Thursday 27 June 2013 at 6.00 pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.



Bob Price
Assistant to the Town Clerk

MEMBERS:

Councillors	Dr. I. M. Reay	Town Mayor
	P.B. Matthews	Deputy Mayor
	A. Armytage	
	S.A. Bateman	
	D Bonnett	
	D.J. Collins	
	E.R. Collins	
	R. M. Cowie	
	Mrs C. Green	
	Dr. L Handy	
	Julie Laws	
	Fiona Macdonald	
	T. Ritchie	
	G. Stevens	
	P.C. Warren	

MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

AGENDA

Opening Matters

FC 63/13 Apologies for absence.

Apologies have been received from Councillor Handy.

FC 64/13 To receive declarations of interest regarding items on the agenda.

FC 65/13 To receive and adopt the minutes of the Annual Meeting of Council held on 20 May 2013.

FC 66/13 Town Mayor's Communications

To note:

- i The launch of the **Police and Crime Commissioner's £250,000 Community Fund**, to support local schemes which aim to make communities safer. (Paper attached)
- ii That Dacorum is inviting nominations for the **Community Champion Award for 2013**, of individuals and community groups who work on a volunteer basis to make their community cleaner, safer and greener. The closing date for entries is Friday 9 August 2013. (Paper attached)

The Town Council is invited to consider making nominations and notify the Town Clerk.

- iii That Councillor Reay has accepted **an invitation from Berkhamsted School to become a member of their new Advisory Board**. (Letter attached)

FC 67/13 Public Participation

To suspend Standing Orders to allow any member of the public to speak.

It would be helpful, though not essential, if questions could be put in writing to the Town Clerk in advance of the meeting.

FC 68/13 Annual Town Meeting

To note the **actions being taken forward from the Annual Town Meeting**. (Paper attached)

FC 69/13 Appointment of New Councillor to Standing Committees

To resolve:

To **appoint the newly elected Councillor to vacancies on Standing Committees**. (Paper attached)

FC 70/13 Finance Committee Meeting

To agree **that the minutes of the Finance Committee meeting on 29 April 2013, already adopted by Full Council, be agreed and signed**, to provide a signed record for external audit of the annual review of effectiveness of the Town Council's internal audit arrangements (see FP65/13).

FC 71/13 Annual Accounts for year ended 31st March 2013

To resolve:

- i To approve **the Accounting Statements for 2012/13**, for signature by the Mayor and the Responsible Finance Officer (Papers attached)
- ii To approve and make **the Annual Governance Statement for 2012/13**, for signature by the Mayor and the Responsible Finance Officer (Papers attached)
- iii To approve **the Income and Expenditure Account for 2012/13**, for signature by the Mayor and the Responsible Finance Officer (Papers attached)
- iv To approve the **Balance Sheet as at 31 March 2013**, for signature by the Mayor and the Responsible Finance Officer (Papers attached)

FC 69/13 (i)

**Police and Crime
Commissioner**
for Hertfordshire

Dear partners and residents

Launching the Commissioner's Community Fund

I am pleased to announce the launch of the Commissioner's Community Fund – a new initiative that will provide support to innovative local schemes which aim to make our communities safer. As I said in my Police and Crime Plan, 'Everybody's Business' I want to help individuals, communities and businesses to get together and generate ideas. This could range from small-scale purchases that will improve communities to capacity building work, or big ideas needing match funding.

I am keen to support projects that show a strong partnership ethos. For example, where a local community proposes a project requiring manual labour to achieve their objectives offenders on Community Payback could be drafted in to support via the local Community Safety Partnership. I will be working with partner organisations to ensure that support is targeted to work that complements, rather than duplicates, existing activity.

I have allocated £250,000 to the Commissioner's Community Fund for 2013. Bids are welcomed from any partnerships, community groups or organisations whose projects, services or activities contribute towards the priority areas set out in the Police and Crime Plan for Hertfordshire. These priorities include focusing on the needs of the public, particularly victims of crime, ensuring that offenders make amends and pay back for the cost of crime and developing plans to apply greater business sense.

Bids should be submitted to thefund@herts.pnn.police.uk and will be considered on a quarterly basis, with first allocations being made this summer. Further details on the process are below. Please feel free to contact my office with any queries. In addition to this support, each council area has a Community Safety Partnership, with whom you may also wish to discuss your proposals.

Best wishes



David Lloyd

Police and Crime Commissioner

Frequently Asked Questions

The below is intended to help answer some of the questions you may have about the Commissioner's Communities Fund. If you can't find the answer you are looking for, please [click here](#) to contact us directly.

What is the aim of the Commissioner's Communities Fund?

The aim of the Fund is to support a broad range of projects and activities in which communities, partner organisations and the business community work together to keep Hertfordshire Safe.

Who is eligible to apply?

The programme is open any organisation that can contribute to keeping Hertfordshire safe. Public sector, voluntary sector, community groups and businesses can apply. Bids reflecting a partnership ethos across these categories are particularly welcomed. Grants can only be paid to an organisation – either a limited company, a registered charity, an organisation with a recognised legal status or an unincorporated association with its own bank account. Individuals can request a grant, but payments must be made through an organisation.

What sort of proposals can we put forward?

Proposals can cover a range of activities as long as they support the Police and Crime Commissioner's priorities, as laid out in the Police and Crime Plan. These activities could include but are not limited to practical work, research projects, equipment and materials, awareness raising, or training.

The Community Fund cannot be used for any purposes prohibited by law. Applicants will be required to sign a declaration to confirm that they have disclosed any matters in relation to this project, or the individuals delivering it that may bring the project, or those funding it into disrepute.

How much funding is available?

For 2013/14 the Commissioner has allocated £250,000 to the Communities Fund. The aim is to support a broad range of projects and activities. Funding levels will vary based upon the nature of each application.

My project is already running – can I request funding?

Yes, if the project is being expanded to include additional activities which have not been funded by other bodies. We will not fund projects retrospectively.

Will the Community Safety and Criminal Justice Partners be involved?

The Commissioner will be consulting the local Community Safety Partnerships which exist in each council area on applications relevant to their area. Criminal Justice Partners will also be consulted via the Hertfordshire Criminal Justice Board. The intention is to augment and build on the success of existing partnership work.

How do you apply?

Although bureaucracy will be kept to a minimum, you will need to complete a short application form.

There will be a rolling programme of bids and assessments through the year. Applications received by **the end of June 2013**, will be reviewed and decisions will be made by over the summer. There will be a further round of grants made this Winter.

Police and Crime Commissioner

for Hertfordshire

Before you submit an application, please feel free to contact us for any assistance in relation to the application process. In addition, each council area has a Community Safety Partnership who you may find it useful to discuss your application with.

Please return your completed application form by email to thefund@herts.pnn.police.uk or by post to the the Police & Crime Commissioner for Hertfordshire, Leahoe House, Pegs Lane, Hertford, SG13 8DE.

How will applications be assessed?

Funding is limited and not all applications will be successful. Funding bids will be assessed against the Police and Crime Commissioner's priorities as laid out in the Police and Crime Plan. Other criteria which will be used will look at the extent to which the proposal:

- contributes toward keeping the community safe
- is innovative
- has clearly defined outputs
- makes a real difference to the community
- is supported by and has the involvement of the community
- has contributions from other sources including funding and 'in kind' support
- delivers sustainable benefits that will continue beyond the life of the funding
- is realistic, deliverable and financially viable

The decision whether to award a grant is made by the Police and Crime Commissioner and all decisions will be published on the Police and Crime Commissioner website. For large bids, you may be asked to deliver a presentation in order to facilitate the decision making process.

What are the priorities for the Police and Crime Commissioner?

The Police and Crime Plan details the Commissioner's priorities. A proposal will need to identify which priorities it is aiming to meet to qualify for funding. The priorities within the Police and Crime Plan are structured under 4 big themes:

1. Building on Success
2. Public Focus
3. Offender Pays
4. Business Sense

What are the monitoring and evaluation requirements likely to be?

If you are successful and funding is made available, the Office of the PCC will advise with regard to the monitoring and evaluation arrangements. This may involve visits or request for information. The intention is to keep the bureaucracy around grants to a minimum in order to maximise the amount of funding that can have in impact in Hertfordshire's communities.

Organisations will need to obtain and retain evidence of expenditure for audit purposes (for three years). If it becomes apparent that funding is misused, or is used for purposes other than those outlined in the initial funding bid, then we will seek clarification and may ask for the money to be returned.

Police and Crime Commissioner

for Hertfordshire

Communities Fund Application Form - May 2013

PART ONE – ABOUT YOU

1. Name and address

Name:	
Address:	
	Postcode:
Main contact:	Role (if applicable):
Email address:	Telephone:
Website (if any):	

2. How would you best describe your organisation? i.e. Registered Charity, Local Authority, Community Safety Partnership, Voluntary or Community Organisation/Group, Neighbourhood Group, Other.

Please describe:

PART TWO – ABOUT YOUR PROPOSAL

3. Description of your proposal - What do you plan to do and how?

--

4. What evidence do you have that this is needed and/or will have the desired impact?

--

Police and Crime Commissioner

for Hertfordshire

5. Which geographical area(s) does your proposal relate to? (tick all that apply)

Across Hertfordshire

Broxbourne

Dacorum

Hertsmere

Three Rivers

Watford

North Herts

Stevenage

East Herts

Welwyn/Hatfield

St Albans

6. Who is your target group, who will you expect to benefit?

7. Which of the following Police & Crime Plan priority areas will your proposal contribute towards?
Please tick all that apply.

- Building on Success
- Offender Pays
- Public Focus
- Business Sense

8. How will your proposal contribute towards the above priority areas

9. How will you know that you have succeeded? How will you evaluate your project?

10. What risks to you consider your initiative might face that would prevent it being successfully delivered? What can you do to minimise this risk?

Risk	Managing the Risk

Police and Crime Commissioner

for Hertfordshire

PART THREE – FINANCIAL INFORMATION

11. Detail all the costs required including detailing any matched funding or other funding streams you will be receiving from elsewhere and the status of this funding, (i.e. secured or currently bidding for.)

--

12. Do you plan to continue with this initiative after the funding ends? If yes, how will this be achieved?

--

13. Please provide details of the bank account to which any funding would be paid.

Bank Name:	
Bank Branch:	
Address:	
Sort Code:	
Account Number:	
Account Holder:	

PART FOUR - DECLARATION

I confirm that all the information contained within this application is accurate to the best of my knowledge and that I am authorised to apply for funding on behalf of my organisation. By signing this form, I am confirming that I have disclosed all matters in relation to this project, or the individuals delivering it that may bring the project, or those funding it into disrepute.

PRINT NAME			
SIGNATURE		DATE	

Gary Cox

From: Sheila Chauhan
Sent: 05 June 2013 11:56
Subject: Help us find our Community Champion 2013
Attachments: CSG Award nomination form 2013.doc

Hello,

The search for a Community Champion will be running for the fifth year to recognise the spirit of individuals and community groups who work on a voluntary basis to make their community cleaner, safer and greener.

We need your help in spreading the word and/or nominating an individual or a group yourself. The reasons for entering are endless and they might include litter picking in your area, helping an elderly neighbour to recycle, creating a community green space by planting trees/flower beds or setting up a neighbourhood watch scheme. The award scheme is open to all ages and no activity is too big or too small

The winner will receive a 'Clean Safe and Green Community Award 2013' engraved trophy and will have their profile included in the next edition of Dacorum Digest.

If you know someone that deserves recognition then the time to enter is now. It's so easy to enter - you can enter using the nomination form attached or online at www.dacorum.gov.uk/csgawards Postal entries can be sent to Sheila Chauhan, Dacorum Borough Council, Cupid Green Depot, Redbourn Road, Hemel Hempstead. Herts. HP2 7BA

The closing date for entries is **5.00pm, Friday 9 August 2013.**

The Community Champion Award is sponsored by Arco - the UK's leading supplier of personal protective equipment, work-wear and workplace safety products.

Community Champion Award 2013



Your time to shine is right now

Nominate yourself, an individual or a group

Complete a nomination form at
www.dacorum.gov.uk/csgawards or call
01442 228000 and ask for Clean Safe and Green

Closing date for entries 9 August 2013

Sponsored by
arco
Experts in Safety

FC 66/13 (iii)



**B E R K H A M S T E D
S C H O O L**

Principal: Mark S Steed MA (Cantab), MA (Nottingham)

**BERKHAMSTED
TOWN COUNCIL**

- 3 JUN 2013

REFERENCE.....

Copy Clerk

30 May 2013

Councillor Ian Reay
Berkhamsted Town Council
The Civic Centre
161 High Street
Berkhamsted
Herts
HP4 3HD

Dear Councillor Reay

This year we celebrate the 150th Anniversary of the founding of our Girls' School and more than 470 years of the Boys'. Our School has grown over the years to become one that educates and inspires over 1,750 young people to achieve their maximum potential.

I became Chair of Governors in September last year and have now started to implement some governance changes that were recommended by a working group set up by my predecessor. As our School has become larger and more complex, it is clear that the Governors and Principal would benefit from access to a wider range of skills and experiences so that we continue to be one of the leading independent schools in the country. Whilst our Governors are drawn from many different fields of expertise, we feel that the creation of an Advisory Board would be beneficial to our long-term future.

The membership of this Board would consist of people who either have a strong connection to the School, or could complement the skills and experiences of the Governors. The Board would not have any of the legal responsibilities of Governors, but would be asked to give us two evenings a year to hear the strategy of the School and contribute to the debate on how we further improve the experiences we offer to our young people.

Our School has had close links with the local and borough councils and, going forward, I am very keen to build on these relationships. I would be honoured if you would accept an invitation from the Governors to become one of the founding members of the Advisory Board. Your experiences and knowledge of the local area would be invaluable to the School and I do hope that you would be interested enough to allow me some time to talk to you in more detail about the role.

I can be contacted by letter through the school or via my email address which is glaws@berkhamstedschool.org. I look forward to hearing from you.

Yours sincerely

Gavin Laws

The Chairman of Governors, 6 Chesham Road, Berkhamsted, Herts. HP4 3AA
Phone: 01442 358005 Email: glaws@berkhamstedschool.org
www.berkhamstedschool.org.uk



ACTIONS ARISING FROM THE ANNUAL TOWN MEETING ON 16 MAY 2013

Full Council is invited to note the following actions arising from the Annual Town Meeting and the proposed way forward.

1. **Canal Footpath Repair.** Mr Crossland of Upper Hall Park asked why the canal footpath had not been repaired with a sealed surface?

Councillor Collins responded that the Canal and Riverside Trust had approved a compacted surface finish, which enabled the surface to be laid quicker – and at lower cost. The £8,000 saved from the overall project will be used for other canal works. The Canal and Riverside Trust had advised that they are content with the work on the footpath which they have guaranteed would last for 10 to 15 years, depending on usage.

Cleared.

2. **Gravel Path Speed Limit.** Mr Parsons of Gravel Path welcomed proposals in the Urban Transport Plan for a 20mph speed limit along Gravel Path. The Safer Gravel Path Action Group has been campaigning for this limit for many years.

Mr Parsons advised that a flashing speed sign would not be effective and asked that the speed limit be effectively policed.

The issue of reducing and policing the speed limit would be raised at the next meeting on the Urban Transport Plan.

The Urban Transport Plan now contains further proposals for traffic calming measures to reduce speeding on Gravel Path. The responsibility for enforcing speed limits rests with the police. Clerk to write to the police for advice on their policy on enforcement.

3. **Multi-Storey Car Park:** Mr Parsons also raised concerns about a proposed multi-story car park off Lower Kings Road. Such a car park would be in the centre of the Conservation Area, would add to existing traffic congestion and reduce road safety above that already encountered by traffic and pedestrians using Waitrose and the existing car park.

Mr Parsons suggested an alternative and more appropriate site for the multi-storey car park would be to develop the existing Water Lane car park, which would be less visible in the Conservation Area and perhaps be developed in conjunction with Tesco's?

Dacorum Borough Council had not yet completed deliberations on a multi-storey car park. The Town Council would pass on Mr Parson's suggestions for an alternative site to the Borough Council.

The site of the potential multi-storey was raised with Cllr Tiley at the Parking Forum meeting on 11 June 2013: Cllr Tiley advised that an initial feasibility study considered a number of DBC-owned sites for their potential for a multi-story car park at Canal Fields, St John's Well Lane, Water Lane and Lower Kings Road. DBC had also approached some retailers to consider a partnership approach in building a car park in the town, but these had not been successful. The feasibility study recognised that some sites were unsuitable: some had physical constraints; some would require a number of trees to be removed; and some would have an impact on nearby housing and residents. The assessment identified the Lower Kings Road site as the most suitable for a potential multi-storey car park, but recognised that there would need to be substantial landscaping for the development in the Conservation Area.

Consultants are currently producing a viability and sustainability report on a potential multi-storey car park on the Lower Kings Road site. It is important not to raise expectations or concerns at this stage, as further

work on a multi-storey car park is wholly dependent on that report and any proposals taken forward will include substantial local engagement and consultation. **Cleared.**

4. **Fairtrade.** Mr Talbot-Ponsonby of Shrublands Avenue thanked the Town Council for providing refreshments at the meeting. However, Mr Talbot-Ponsonby noted that the Town Council had not used Fairtrade coffee, despite a commitment to do so.

The Clerk would ensure that the Town Council would always use Fairtrade goods in future. Cleared.

5. **Traffic Calming.** Mrs Helm of Bank Mill Lane asked what the proposals for traffic calming at Ivy House Lane in the Urban Transport Plan response referred to?

Councillor Reay advised that these related to improving access onto London Road from the new development underway at New Lodge. Cleared

6. **HGV Traffic on Kings Road.** Lucy Carmody of Kingsdale raised an issue about substantially increased HGV using Kings Road as the route into Berkhamsted and the impact that had in further increasing pedestrian crossing problems at the junction of Kingshill Way and Shootersway.

Two reasons were suggested for this increase:

The brown tourist sign for Berkhamsted on the A41, which might be moved towards the next junction south, to encourage traffic to use the A41 London Road exit into the town, which was better equipped to deal with heavy vehicles.

The Town Council undertook to look into the possibility of moving the tourist sign.

Clerk to write to HCC on moving the tourist signs and report back to T&E

Satellite navigation systems seem to direct all traffic for or through Berkhamsted via Kings Road. Might the Town Council contact sat nav companies to see if there was any way of changing travel guidance, again to direct vehicles to use the A41 London Road?

Councillor D Collins responded that he recently acquired a satellite navigation system and noted the preferred Berkhamsted route was always Kings Road and had written to the Company asking if that might be changed.

Clerk to write to sat nav providers and report back to T&E

Wendy Conian of Bridgewater Road suggested that the Urban Transport Plan might include a proposal to restrict HGVs in the town centre at certain times.

Clerk to write to AECOM and HCC for inclusion in the Urban Transport Plan and report back to T&E

7. **Unsafe wall.** Susan Johnson of Shrublands Road expressed concern that the wall at Lincoln Court, Charles Street had been cordoned off with security fencing for at least 6 months. The fencing covered the pavement and meant that children and mothers with buggies had to walk in the road to pass.

Councillor Reay advised that Herts County Council was aware of the problem and was raising the issue with the Lincoln Court Management Company, who were responsible for repairing the wall.

Clerk to write to Mrs Johnson on progress following discussions with HCC, DBC and the Management Company and to report back to T&E.

8. **Parking on Hilltop Road.** Kevin Gladwell of Hilltop Road expressed a concern that Hilltop Road was always busy with traffic and traffic flow and road safety was made more difficult by customers of the Rex matinee performances parking on the road.

The Town Council would raise this with the Rex, but as cars were legally parked, there was little that could be done to reduce such parking.

Clerk to write to The Rex and DBC expressing concerns at parking by patrons.

STANDING COMMITTEE LIST 2013-14

The Town Mayor and the Deputy Town Mayor are Ex-Officio Members of all committees. The Town Mayor has the vote as an ex-officio member but the Deputy Town Mayor does not.

FINANCE & POLICY COMMITTEE:

Councillors: D Collins
R Cowie
Mrs C Green
G Stevens
P Matthews
T Ritchie

Substitutes: S Bateman
L Handy
Vacancy

TOWN PLANNING COMMITTEE:

Councillors: A Armytage
Dr L Handy
J Laws
T Ritchie
G Stevens
P Warren
Vacancy

Substitutes: D Collins
R Cowie
P Matthews

TRANSPORT & ENVIRONMENT COMMITTEE:

Councillors: E Collins
R Cowie
S Bateman
F Macdonald
P Matthews
G Stevens

Substitutes: D Collins
T Ritchie
Vacancy

Section 1 – Accounting statements 2012/13 for

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2012 A	31 March 2013 B	
	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.		
1 Balances brought forward	333,431	323,156	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	160,226	160,500	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	70,980	62,608	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	101,160	96,718	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	140,321	125,896	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	323,156	323,650	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	327,936	309,508	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	169,031	188,055	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 (If Applicable) Trust funds (including charitable) disclosure note	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

	Agreed		Yes means that the council:
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – In our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and , if required, independent examination or audit.	YES	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

BERKHAMSTED TOWN COUNCIL

Accounts
(Current)
Year
Ended
31st March 2012

INCOME & EXPENDITURE ACCOUNT for the period 01/04/2012 to 31/03/2013

Accounts
(Current)
Year
Ended
31st March 2013

RECEIPTS**BUDGETED TRANSACTIONS**

£ 160,226.00	2.3.1.1.	PRECEPT	£ 160,500.00
£ 14,337.00	2.3.1.2.	OFFICE STAFF & TOWN WARDEN	£ 14,337.00
£ 7,135.00	2.3.1.3.	PROJECTS (FESTIVAL OF LIGHTS)	£ 6,400.00
£ 15,000.00	2.3.1.4.	COUNCIL GRANTS	£ 3,000.00
£ 4,259.70	2.3.1.5.	INTEREST	£ 5,049.73
£ 8,932.56	2.3.1.6.	ALLOTMENTS	£ 8,380.40
£ 3,135.00	2.3.1.7.	DBC DELEGATED MATTERS	£ 3,135.00
£ 8,068.00	2.3.1.8.	YOUTH CENTRE INCOME	£ 8,146.14
£ 221,093.26		TOTAL FOR BUDGETED TRANSACTIONS	£ 208,948.27

OTHER TRANSACTIONS

£ 5.00	2.3.2.1.	MILLENNIUM BOOK TRUST FUND	£ 30.00
£ 130.00	2.3.2.2.	ALLOTMENT WATER TANK KEY DEPOSIT FUND	£ 11,860.00
£ 7,491.00	2.3.2.3.	AUTHORISED TRANSACTIONS	£ 970.00
£ 986.80	2.3.2.4.	PARISH PATHS GRANT	£ 1,300.00
£ 1,500.00	2.3.2.5.	FAIRGROUND RENT	£ 14,160.00
£ 10,112.80		TOTAL FOR OTHER TRANSACTIONS	£ 14,160.00

TOTAL INCOME

£221,093.26	Budgeted Transactions	£208,948.27
£10,112.80	Other Transactions	£14,160.00
£231,206.06		£223,108.27

The above statement represents fairly the income of the authority during the year ending 31st March 2013

Approved by the Council on the following date:

Signed:

Gary Cox, Responsible Financial Officer

Signed:

Ian Reay, Town Mayor

BERKHAMSTED TOWN COUNCIL

Accounts
(Current)
Year
Ended
31st March 2012

INCOME & EXPENDITURE ACCOUNT for the period 01/04/2012 to 31/03/2013

Accounts
(Current)
Year
Ended
31st March 2013

PAYMENTS

£		£
	BUDGETED TRANSACTIONS	
£ 101,159.70	2.4.1.1. OFFICE STAFF & TOWN WARDEN	£ 96,717.80
£ 30,153.93	2.4.1.2. OFFICE ADMINISTRATION	£ 19,093.14
£ 361.30	2.4.1.3. COUNCILLOR COSTS	£ 210.53
£ 2,394.96	2.4.1.4. FINANCIAL & LEGAL	£ 2,807.90
£ 2,569.00	2.4.1.5. DBC DELEGATED MATTERS	£ 1,891.50
£ 6,756.00	2.4.1.6. GRANTS	£ 6,665.00
£ 5,145.29	2.4.1.7. ALLOTMENTS	£ 3,169.00
£ 2,784.44	2.4.1.8. CIVIC ACTIVITIES	£ 1,357.12
£ 259.00	2.4.1.9. COMMITTEES	£ 160.00
£ 872.34	2.4.1.10. TOWN PUBLICITY & PROMOTION	£ 4,259.15
£ 26,220.03	2.4.1.11. PROJECTS	£ 39,289.71
£ 27,598.27	2.4.1.12. YOUTH CENTRE EXPENDITURE	£ 7,802.53
£ 14,250.00	2.4.1.13. POLICE COMMUNITY SUPPORT OFFICER	£ 14,250.00
£ 220,524.26	TOTAL FOR BUDGETED TRANSACTIONS	£ 197,673.38
	OTHER TRANSACTIONS	
£210.00	2.4.2.1. TRANSACTIONS FOR PRIOR YEARS	
£20,722.78	2.4.2.2. AUTHORISED TRANSACTIONS	£23,793.59
	2.4.2.3. CONTRA-CHARGES	£970.00
£20.00	2.4.2.4. ALLOTMENT WATER TANK KEY DEPOSIT FUND REFUNDS	£38.00
£2.72	2.4.2.5. MILLENNIUM BOOK COST OF SALES	£149.60
£1.65	2.4.2.6. RECONCILIATION ADJUSTMENTS	-£10.22
£20,957.15	TOTAL FOR OTHER TRANSACTIONS	£24,940.97
	TOTAL EXPENDITURE	
£220,524.26	Budgeted Transactions	£197,673.38
£20,957.15	Other Transactions	£24,940.97
£241,481.41		£222,614.35
	NET SURPLUS OR DEFICIT FOR THE YEAR	
£231,206.06	Total Income for the year	£223,108.27
-£241,481.41	Total Expenditure for the year	-£222,614.35
-£10,275.35	NET SURPLUS OR DEFICIT FOR THE YEAR	£493.92

The above statement represents fairly the expenditure of the authority during the year ending 31st March 2013

Approved by the Council on the following date:

Signed:

Gary Cox, Responsible Financial Officer

Signed:

Ian Reay, Town Mayor

BERKHAMSTED TOWN COUNCILAccounts
(Current) Year
Ended 31st
March 2012Balance
Sheet
Report**BALANCE SHEET
As at 31st March 2013**Accounts
(Current) Year
Ended 31st
March 2013

<u>LONG TERM ASSETS</u>		
£252,735.72	3.3.1.1. Investments	£129,000.00
<u>£252,735.72</u>		<u>£129,000.00</u>
<u>CURRENT ASSETS</u>		
£244.80	3.3.1.2. Stock of Millennium Books	£95.20
£68.14	3.3.1.3. Stock of Allotment Polythene	£68.14
£1,162.00	3.3.1.4. Debtors (Net of provision for doubtful debts)	£3,480.64
£3,018.16	3.3.1.5. Prepayments	£14,361.22
-£698.74	3.3.1.6. Recoverable VAT	£88.12
£74,997.98	3.3.1.7. Bank	£180,396.54
£384.29	3.3.1.8. Stock of Postage Stamps	£390.88
£202.71	3.3.1.9. Cash in hand	£190.97
<u>£79,379.34</u>		<u>£199,071.71</u>
<u>CURRENT LIABILITIES</u>		
£9,717.95	3.3.2.1. Creditors	£6,057.74
-£758.97	3.3.2.2. Accruals	£370.78
	3.3.2.3. VAT liability	-£2,006.81
<u>£8,958.98</u>		<u>£4,421.71</u>
<u>£70,420.36</u>	Working Capital	<u>£194,650.00</u>
£252,735.72	Long term assets	£129,000.00
£70,420.36	Working Capital	£194,650.00
<u>£323,156.08</u>	NET ASSETS AT YEAR END	<u>£323,650.00</u>

The above statement represents fairly the net assets of the authority as at 31st March 2013

Approved by the Council on the following date:

Signed:

Gary Cox, Responsible Financial Officer

Signed:

Ian Reay, Town Mayor

BERKHAMSTED TOWN COUNCILAccounts
(Current) Year
Ended 31st
March 2012Balance
Sheet
Report**BALANCE SHEET
As at 31st March 2013**Accounts
(Current) Year
Ended 31st
March 2013**ACCUMULATED FUND****Earmarked Reserves:**

Reserve Funds		Period transfers	
£0.00	3.3.3.1. Capital Reserves Fund		£0.00
£2,652.24	3.3.3.2. Election Expenses Reserve Fund	£2,000.00	£4,652.24
£102,288.79	3.3.3.3. Fixed Asset Renewals Fund	£7,720.88	£110,009.67
£2,014.78	3.3.3.4. Allotment Reserves Fund	£3,271.31	£5,286.09
£7,253.30	3.3.3.5. Parking Improvements Reserve Fund	-£7,253.30	£0.00
Trust Funds			
£397.62	3.3.3.6. Millennium Book Trust Fund	£0.00	£397.62
£0.00	3.3.3.7. Canal Festival Trust Fund	£0.00	£0.00
£1,128.50	3.3.3.8. Allotment Water Tank Key Trust Fund	-£10.00	£1,118.50
£62.00	3.3.3.9. Allotment Gate Key Hire Trust Fund	£0.00	£62.00
£11,250.00	3.3.3.10 Youth Centre Kick Boards & Astro turf Reserve Fund	-£11,250.00	£0.00
£0.00	3.3.3.11 Alan Dickman Trust Fund	£10,000.00	£10,000.00
£127,047.23		£4,478.89	£131,526.12

General Fund:

£216,978.85	General Fund at the beginning of the year	£196,108.85
-£10,594.65	Net Period transfers to Earmarked Reserves specified above	-£4,478.89
£206,384.20	3.3.4. General Fund at year end before I & E adjustment	£191,629.96
-£10,275.35	Income & Expenditure Account Surplus/Deficit for year	£493.92
£196,108.85	I & E adjusted General Fund balance at year end	£192,123.88
£127,047.23	Total Earmarked Reserves at year end	£131,526.12
£196,108.85	Total I & E adjusted General Fund at year end	£192,123.88
£323,156.08	TOTAL ACCUMULATED FUND AT YEAR END	£323,650.00

The above statement represents fairly the accumulated fund of the authority as at 31st March 2013

Approved by the Council on the following date:

Signed:

Gary Cox, Responsible Financial Officer

Signed:

Ian Reay, Town Mayor