

BERKHAMSTED TOWN COUNCIL

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8 December 2020

SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **Finance & Policy Committee** using 'Zoom' video conferencing, on **Monday 14 December 2020 at 7.30pm** for the purpose of transacting the business set out in the agenda below, and you are hereby summoned to attend.



Mr Tony Noakes
Town Clerk

MEMBERS:

Councillors: R Freedman (Chair)
G Stevens (Vice-Chair)
P de Hoest
J Jones
N Taylor
P White
N Woolner

Substitutes: A Peeler
S Cloughton
T Porter
M Hardinge

Members of the public are invited to attend all meetings of the Town Council and it has put in place procedures to facilitate this for virtual meetings.

Anyone wishing to speak at this meeting should contact the Town Clerk for the meeting log in details. Email townclerk@berkhamstedtowncouncil.gov.uk and confirm your name, your address in Berkhamsted and details of any items on the agenda you may wish to speak about. The cut off point for requests to join the meeting is midday on the 14 December 2020.

AGENDA

OPENING MATTERS

- FP 52/20** To receive apologies for absence.
- FP 53/20** To receive **declarations of interest** regarding items on the agenda.
- FP 54/20** To approve the **minutes of the previous meeting** held on 19 October 2020.

F&P Committee Minutes Actions – 19 October 2020

| Reference | Action | Complete | Outstanding - Responsibility |
|-----------|---|----------|------------------------------|
| 47/20 | A grant of £1000 for Open Door was approved, Open Door informed. | ✓ | Town Clerk |
| 50/20 | Greene Field Road planting and maintenance project – changes to HCC agreement | ✓ | Town Clerk |
| 49/20 | 2021/22 Budget Preparation – scenario planning for 23 November FC | ✓ | Town Clerk/ Finance Officer |

- FP 55/20** To suspend **Standing Orders to allow public participation**

FINANCIAL MATTERS

- FP 56/20** **Grant Applications**

A grant application for £1,978 from West Herts Healthy Hearts to support the health and wellbeing of the elderly of Berkhamsted through exercise sessions at the Civic Centre **For review and decision.**

- FP 57/20** **Income and Expenditure including Receipts and Payments Schedule**

- (i) To **note and approve** the Income and Expenditure and Variance Analysis at 31 October 2020 (attached).
- (ii) Payments and receipts schedules for the period 1 September 2020 – 31 October 2020 will be sent to Cllr R Freedman for scrutiny and he will report back as appropriate at the meeting.
- (iii) To **note** the balance sheet at **31 October 2020** (attached).

- FP 58/20** **2021/22 Budget and Precept Planning**

To review the latest version of the 2021/22 Budget after the recent review of projects for 2021/22 by Councillors. To **revise** as necessary and **agree** next stage.

FP 59/20 Bank reconciliations and bank statements:

It was noted that in accordance with Financial Regulation 2.3, a Councillor is required to verify the bank reconciliations and supporting statements for all accounts at the quarters ending 31 December 2019, 31 March 2020, 30 June 2020 and 30 September 2020. **Nominate** a Councillor to complete this activity.

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