

BERKHAMSTED TOWN COUNCIL

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08 March 2022

SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **Finance & Policy Committee** in the Main Hall, Ground Floor, Civic Centre, Berkhamsted on **Monday 14 March 2022** at **7.30 pm** 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
A Foster
P de Hoest
J Jones
N Taylor
P White

Substitutes: A Peeler
S Cloughton
T Porter

Members of the public are invited to attend all meetings of the Town Council.

Anyone wishing to attend this Finance & Policy committee meeting should contact the Town Clerk to register attendance. Email townclerk@berkhamstedtowncouncil.gov.uk and confirm your name, your address in Berkhamsted and details of any items on the agenda you wish to speak about. The cut off point for requests to join the meeting is **midday on the 14 March 2022**.

Alternatively, if you wish to comment on an item on this agenda by email, please do so by emailing townclerk@berkhamstedtowncouncil.gov.uk by **midday on the 14 March 2022**. Email comments will be passed to the Finance & Policy Committee ahead of the meeting and discussed during the meeting.

AGENDA

OPENING MATTERS

- FP 09/22** To receive apologies for absence
- FP 10/22** To receive **declarations of interest** regarding items on the agenda
- (i) To receive declarations of interest from Councillors on items on the agenda.
 - (ii) To receive written requests for dispensations for declarable interests.
 - (iii) To grant any requests for dispensation as appropriate.
- FP 11/22** To **approve the minutes of the previous meeting** held on 4 January 2022.

F&P Committee Minutes Actions – 4 January 2022

| Reference | Action | Complete | Outstanding - Responsibility |
|-----------|--|----------|------------------------------|
| 06/22 | 2022/23 Budget and Precept request to go to FC 10 January 2022 for Final Approval | YES | Finance Officer/ Town Clerk |
| 07/22 | RCEF application process approved and will be progressed in accordance with the paper presented at Committee | YES | Town Clerk/Project Officer |

- FP 12/22** To suspend **Standing Orders to allow public participation**

FINANCIAL MATTERS

- FP 13/22** **Grant Applications**
- (i) Grant application from Age UK Dacorum, support for the Easter Discovery Trail (£750) and support for a Dementia Seminar (£1000) – **for review and decision.**
 - (ii) Grant application (£750) from BerkoFest for a Childrens Authors Book Fair – **for review and decision.**
 - (iii) Grant application (£3000) from Friends of St Peter's, support for

establishing a wildflower meadow and planting a native hedge
- **for review and decision.**

FP 14/22 Income and Expenditure including Receipts and Payments Schedule

- (i) To **note and approve** the Income and Expenditure and Variance Analysis as at 28 February 2022.
- (ii) Payments and receipts schedules for the period up to the 28 February 2022 will be sent to the Chair of F&P for scrutiny.
- (iii) To **note** the balance sheet as at 28 February 2022.

FP 15/22 Detailed 2022/23 Budget Submission

- (i) Final Budget and Precept request for 2022/23 as approved by FC on 10th January 2022. – **for noting**

FP 16/22 Draft tender for Christmas Lights

- (i) To approve the draft Christmas Lights tender – **for approval**

FP 17/22 Berkhamsted Town Council Hanging Baskets 2022/23

- (i) The programme for Hanging Baskets and floral displays in Berkhamsted for 2022/23 - **for review and decision.**

FP 18/22 Community Asset Investment Reserve

- (i) To create a separate Community Asset Investment Reserve, separate from General Reserves. This will assist the Town Council when submitting applications for Assets of Community Value – **for review and decision.**

FP 19/22 FP 34/21 Redesignation of Fixed Asset Reserves Fund to Rolling Capital Fund

- (i) A discussion took place to approve the redesignation of Fixed Asset Reserves Fund to Rolling Capital Fund (DCK recommendation attached). Committee agreed with the redesignation and decided to delay this changeover until FY 2022/23. Action – Town Clerk & Finance Officer – **for noting**

FP 20/22 Project Evaluation and authorisation

- (ii) To approve the new process for project authorisation – **for review and decision.**

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