

BERKHAMSTED TOWN COUNCIL

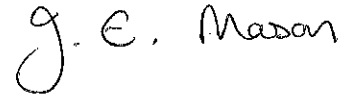
01442 800146
[enquiries @berkhamstedtowncouncil.gov.uk](mailto:enquiries@berkhamstedtowncouncil.gov.uk)
www.berkhamstedtowncouncil.gov.uk

2nd Floor
Civic Centre
Berkhamsted
Hertfordshire
HP4 3HD

13 June 2017

SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **Finance & Policy Committee** in the Council Chamber, Civic Centre, Berkhamsted, on Monday 19 June 2017 at 7.30pm for the purpose of transacting the business set out in the agenda below, and you are hereby summoned to attend.



Mrs J Mason
Town Clerk

MEMBERS:

Councillors	S Bateman E. Collins J Jones B Newton T Ritchie G. Stevens G. Yearwood
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SUBSTITUTE MEMBERS:

Councillors	P Matthews G Corry I Reay
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EX OFFICIO

Councillor	C Green (Mrs)	Town Mayor
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MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

AGENDA

- FP 33/17** To **elect a chair** of the committee for the council year 2017/18
- FP 34/17** To **receive apologies** for absence
- FP 35/16** To **elect a vice chair** of the committee for the council year 2017/18
- FP 36/17** To receive **declarations of interest** regarding items on the agenda
- FP 37/17** To approve the **minutes of the previous meeting** held on 10 April 2017

FP 38/17 **Chair's Communications**

- (i) HAPTC bulletin 11 May 2017
(120517*)
- (ii) HAPTC bulletin 23 May 2017
(230517*)
- (iii) NALC Chief Executive's Bulletin 20 – 26 May 2017
(300517*)
- (iv) NALC Newsletter 30 May 2017
(300517*)
- (v) HAPTC invitation to afternoon tea with the Chairman 13 July 2017
(020617*)

*Date circulated to Town Councillors

- FP 39/17** To **suspend Standing Orders to allow public participation**

FINANCIAL MATTERS

- FP 40 /17** **Grant Application(s) – to consider the following application**

Berkofest Music Festival: Application for £1,000 towards the cost of portaloos for this year's festival which is on 9 September 2017. (Papers attached.)

- FP 41/17** To **receive and consider** information from the Berkofest organisers about their sponsorship package (already circulated).

FP42/17 **Year End 2016/17**

To **note** the following:

- i. DCK Accounting Solutions visited the Town Council offices on 23 May 2017 to prepare the Financial Statements for 2016/17 and carry out the year end closedown. Copies of the Financial Statements (to follow) should be approved at Full Council on 26 June 2017;

- ii. To discuss issues arising from the above visit;

- iii. The internal auditor visited on 1 June 2017 and signed section 4 of the Annual Return. (Extracts from the Annual Return to follow.) The Governance Statement and Annual Return will be approved at Full Council on 26 June 2017 when the internal auditors report will also be received.

FP 43/17 Income and Expenditure including Receipts and Payments Schedule

Current year input has not yet been concluded following the auditor's visit and will be presented to Full Council on 26 June 2017 or a special meeting on issues arising from 42/17ii above if necessary.

FP44/17 VAT reclaiming Lagley Meadow

To **note** that following an enquiry by the Town Clerk DCK Accounting Solutions has confirmed that VAT can be reclaimed in respect of Youth Centre and astro-turf area expenditure. Three previous years' VAT can now be reclaimed.

FP 45/17 Bank Reconciliations

To **nominate** a member of the committee to verify quarter end bank reconciliations in accordance with Financial Regulation 2.2. (The nominee cannot be the Mayor or chair of F & P.)

FP 46/17 To **resolve** that the chair of F & P should become a signatory to the Town Council's accounts with NatWest Bank (Current Account and Business Reserve Account.)

POLICY MATTERS

FP 47/17 Defibrillator outside Civic Centre

- i. To **receive** an update on discussions;
- ii. To **resolve** that, as suggested by Berkhamsted Lions Club, the funds to purchase, install and provide maintenance for a period of 10 years should be donated to the Town Council. Training costs will also be included.

FP 48 /17 Festival of Light (this year 26 November 2017)

To **receive** the notes of the "wash up" meeting held on 14 February 2017 (previously circulated.)

FP 49/17 EXCLUSION OF PRESS & PUBLIC

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.

FP 50/17 Alan Dickman Fund/Bequest

- i. To **review** and **approve** documentation (previously circulated);

- ii. To **note** that one application has been received;
- iii. To **resolve** that on receipt of the applicant's confirmation of the relevant university place the Town Clerk should notify Town Councillors and authorise payment of the funds applied for. Such action would then be reported to the next meeting of either F & P committee or Full Council.

FP 51/17 Staffing matters – training

To discuss a recommendation from the Town Clerk regarding training in the Colony computer programme for allotments.

JEM 130617

BERKHAMSTED TOWN COUNCIL
 MINOR GRANTS (up to £1,000)
 APPLICATION FORM

Name of Organisation:

BERKOFEST

Correspondence Address:

Name CHARLES HUSSEY

Address 46 ELLBSMERE ROAD
 BERKHAMSTED

Postcode HP4 2EV

Contact details charlie@berkofest.com

1. What is the nature of your organisation's activity?
 BERKOFEST is an annual family friendly music festival, held at Berkhamsted Cricket club in September

2. Is your organisation a registered charity? YES/NO* number

3. Is your organisation part of, or affiliated to, any national organisation?
 YES/NO*

If yes please give details:

.....

4. What is the catchment area covered by your organisation?

PRIMARILY HP4 Postcode, although it also attracts visitors from further away areas to both the event and the town.

5. Briefly describe the project or purpose for which you require a grant
 To let hire. Obviously Portaloos are an absolute necessity for an outdoor event of this size. The exact number of Portaloos required for Berko fest, is in accordance with S.A.G. & Health & Safety guidelines to Concordia next page.

6. How will the project benefit the community or residents of Berkhamsted?
 Berko fest is a positive & vibrant event for our community, both in terms of providing entertainment & enjoyment for families. But Berko fest also helps provide a platform (stage) for the best of local music talent, like Swan Youth Centre, which has its own music tent.

7. Is your organisation VAT registered? Y/N Vat number... No

8. When do you intend to start the project? Now
 Completion date? Sept 9th

9. FINANCIAL ASSESSMENT

9i. Estimated Cost of Project (Please provide a breakdown of the total cost of your project)

See enclosed estimate

Continue on separate sheet if necessary

VAT (if applicable) £ 1182 —

Total estimated cost of project £ 1182 —

9ii. Funding of project (Please indicate how your organisation plans to fund the project)

5. contd.

and recommendation. Hence we require
a hire of 15 portaloos including a
specially adapted Portaloos for disabled
people and 2 x blocks of urnals.

6 contd.

More, Berko Fest, allows, an opportunity for
local business, not only to have an actual
presence at the event, but also to have their own
logos, on posters, flyers, & banners, distributed
throughout HP4 area, and they can have their
own logo on the Berko fest website, which will
lead to their own respective websites.

To date the following have their logo on our
various marketing materials & website.

- Bj M core, sublime marketing design, Porters
- Kingard motors, Amanda Mitchell Property,
- Re Bull, Re George, Re Old Mill
- Rayden Solicitors,

Along with the following organisations

- D.B.C. (looking further) Berko living magazine
- Berkhamsted cricket club, Rotary club
- Berkhamsted Town hall, Berkhamsted Chamber and
Commerce.

Funds immediately available from your organisation £ NIL

Funds that you intend to raise yourself from events: £ 200

Grants or loans applied for / confirmed from other organisations: £ NIL

Grant requested from Berkhamsted Town Council £ 1000

TOTAL FUNDING OF PROJECT £ 1182

10. Please give details of any reserves or savings held by your organisation
£3700 SET ASIDE FOR THE SET UP COST OF 2017 event

11. Who should cheque be made payable to? Berkhamsted

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name Charles Hussey

Signed C. Hussey

Position FOUNDER & ORGANISER Date 25/5/17

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents **MUST** be submitted with your application:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.
2. UP-TO-DATE statements of any investment accounts.

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.

When completed, this form together with supporting documents should be sent to:

The Town Clerk
161 High Street,
Berkhamsted, HP4 3HD



MT Loos Ltd
 Nut Hazel Cross Farm, The Vale, Hawridge,
 Chesham, Bucks HP5 3NU

Tel: 01494 783240 Fax: 01494 785332 Email: info@mtloos.co.uk
 Website: www.mtloos.co.uk Company Reg No: 6489658



ACCOUNT HIRE CONTRACT

Contract No: 1522491

Customer: BPERQUEST

Start Date: 08/09/2017

Address: c/o Greg Selie
 21 Upper Ashlyn Road
 Berkhamsted
 HP4 1BW

Site: Berkhamsted Cricket Club
 off Castle Hill
 Berkhamsted
 HP4 1HL

Order No: E Mail Greg

Acc No: BERK01

Delivery: CALL PRIOR TO DELIVERY 07836 221613

Equipment	Stock No	Serial No	Qty	Hire Rate per
Flushing Toilet with Wash Hand Basin	FTB		11	1600.00 Set Charge
Disabled Toilet Chair	DIS	m195	1	595.00 Set Charge
Urinal Station	URINAL		2	1200.00 Set Charge

Notes / Other Charges	Stock No	Qty	Price per	Amount
Delivery - Friday 8th September 2017			£15.00	£15.00
Collection - Monday 11th September 2017			£15.00	£15.00

- Terms & Conditions
- I/We have read and agree the conditions of hire
 - I/We agree to hire the above listed equipment in accordance with such conditions
 - The above equipment has been supplied on hire to me/us in good order

PLEASE NOTE THAT INSURANCE IS THE RESPONSIBILITY OF THE HIRER
PRICES SUBJECT TO VAT AT 20%

Controlled Waste Transfer Note

Section A
 Description of waste transferred - effluent in tanks on route to
 re-treated treatment works
 Carrier: MT Loos Ltd - Registered Waste Carrier
 Reg. No. CE/115052/EL - issued by ENVIRONMENT AGENCY

Section C & D
 Details of Transfer:
 Weekly transfer of waste as described from
 contractor's/customer's address above for a period of
 twelve months from contract commencement date

Insurance value £2,100.00

✕ TOTAL COST 985.00 NET
 PLUS VAT 197.00
 TOTAL TO PAY 1182.00

THIS IS A HIRE AGREEMENT REGULATED BY THE CONSUMER CREDIT ACT 1974. SIGN ONLY IF YOU WANT TO BE LEGALLY BOUND BY ITS TERMS.

Signature:

Staff: Pauline

Date: 21/09/2017

Print Name:

G. SELIE

PAYMENT TERMS: ON OR PRIOR TO DELIVERY Prices subject to VAT at 20%

Berkhamsted Music and Comedy Festival

Income and Expenditure Statement

For the year ended 31st December 2015

	2015	
	£	
Income		
Ticket Sales	14,678	
Magic Ticket Sales	114	
Unreconciled Income (Accounting Adj)	662	
2015 Grant	500	
Pitch Fees	1,575	
Donations	2,130	
Sponsorship	<u>2,675</u>	
		22,334
Expenditure		
Artist Fees	9,250	
Workshop (Umbanda - Drumming)	300	
Natural Business Register	242	
Event Insurance	705	
Security (Land Pro)	1,880	
Equipment Hire	3,381	
IT Expenses	1,248	
Toilet Hire	1,380	
Videographer	125	
Photographer	50	
St John's Ambulance	356	
Professional Fees	400	
Rotary Club	200	
Miscellaneous Expenses	<u>517</u>	
		20,034
Other Expenditure		
Donation - Swan Youth		1,000
Gross Profit/(Loss)		<u>1,300</u>

Berkhamsted Music and Comedy Festival

Balance Sheet

as at 31st December 2015

	2015 £
Current Assets	
Cash at bank and in hand	10,147
Current Liabilities	0
Net Assets	<u>10,147</u>
Capital Account	
Reserves	<u>10,147</u>

In accordance with the engagement letter, I approve the financial information which comprises the Income and Expenditure Statement and the Balance Sheet. I acknowledge responsibility for the financial information, and for providing all information and explanations necessary for their compilation.

Greg Selfe

7th April 2016

Berkhamsted Music and Comedy Festival

Report to the Committee

On the Unaudited Accounts of Berkhamsted Music and Comedy Festival

Further to our engagement, we have compiled the financial information of Berkhamsted Music and Comedy Festival which comprises the Income and Expenditure Statement and the Balance Sheet. These have been prepared using the accounting records, information and explanations you have provided. The financial information is not intended to achieve full compliance with UKGAAP.

This report is made to you, in accordance with the terms of our engagement. Our work has been undertaken to prepare the financial information requested by you, for you, and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Committee, for our work, or for this report.

You have approved the financial information for the year ended 31st December 2015 and have acknowledged your responsibility for it, along with the appropriateness of the accounting basis.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have provided, and we do not therefore, express any opinion on the financial information.

Tax Matters
2nd Floor
Tring House
77-81 High Street
Tring
Hertfordshire
HP23 4AB



Your account statement
 Statement sheet number: **71**
 Issue date: **28 April 2017**
 Page: **1 of 2**

BERKOFEST
 21 UPPER ASHLYNS ROAD
 BERKHAMSTED
 HERTFORDSHIRE
 HP4 3BW



J3174T01D08MAA0000006550001002368000

TREASURERS ACCOUNT
 BERKOFEST

Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0345 072 5555** (from UK)
+44 1733 347338 (from Overseas)
 Visit us online: **www.lloydsbank.com**

Your branch: **BERKHAMSTED**
 Sort code: **30-90-73**
 Account number: **17794060**
 BIC: **LOYDGB21253**
 IBAN: **GB64 LOYD 3090 7317 7940 60**

Account Summary

Balance On 31 March 2017	£3,572.56
Total Paid In	£275.00
Total Paid Out	£94.00
Balance On 26 April 2017	£3,753.56

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
31 Mar 17		BALANCE BROUGHT FORWARD			3,572.56
26 Apr 17	Faster Payment	29PRLTD 600000000269505318 BERKOFEST90742 208513 10 26APR17 10:44	94.00		3,478.56
26 Apr 17	Faster Payment	RAYDENS LTD SW RAYDEN/INV 1705 RP4679969839150800 207409 10 26APR17 16:57		275.00	3,753.56
26 Apr 17		BALANCE CARRIED FORWARD			3,753.56

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.
 For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

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