

BERKHAMSTED TOWN COUNCIL

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14 June 2016

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 20 June **2016** 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 D Collins Mrs E Collins Mrs C Green B Newton G Stevens G Yearwood
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SUBSTITUTE MEMBERS:

Councillors	J Ashbourn G Corry I Reay
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Councillor	T Ritchie	Town Mayor
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MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

AGENDA

FP 47/16 To elect a chair of the committee for the council year 2016/17

FP 48/16 To elect a vice chair of the committee for the council year 2016/17

OPENING MATTERS

FP 49/16 To receive **apologies for absence**

FP 50/16 To receive **declarations of interest** regarding items on the agenda

FP 51/16 To approve the **minutes of the previous meeting** held on 11 April 2016

FP 52/16 **Chair's Communications**

- (i) Hertfordshire Association of Parish and Town Councils: 25 April 2016 e-mail regarding the publication of new "Guidance, Governance and Accountability for Smaller Authorities in England, A Practitioners' Guide" March 2016. This replaces the Practitioners' Guide 2014. (Attached.)
- (ii) 2016 - 2018 National Salary Award: May 2016 notification from NALC/SLCC. (Attached.)
- (iii) Open Spaces Society: Invitation to Annual General Meeting 7 July 2016. (Attached.)

FP 53/16 **To suspend Standing Orders to allow public participation**

FINANCIAL MATTERS

FP 54 /16 **Grant Applications – to consider the following:**

- (i) Berkofest Music Festival: Application for £1,000 towards the cost of cable protector mats between the main stage and the sound desk. The cables go through the seating area and are a health and safety requirement. Estimated total cost of project is £2,946.
- (ii) Berkhamsted Chamber of Commerce: Application for £1,000 towards the cost of a project to introduce the Young Enterprise Scheme into primary schools in Berkhamsted. The aim is to establish an understanding of work, finance and enterprise whilst developing numeracy, communication and teamwork. Estimated total cost of project is £8,000.
- (iii) Lions Club Berkhamsted: Application for £1,000 towards costs associated with the Berkhamsted annual summer fete 29 August 2016. Estimated total cost of project is £12,000.
- (iv) The Rectory Lane Cemetery Project Group: Application for £1,000 as a contribution towards funding required to complete the Development Phase costs of £89,816 (£73,600 has been secured from Heritage Lottery/ Big Lottery Fund - Parks).

- (v) Chiltern Open Air Museum: Application for £800 towards the cost of expanding the potential of the historic buildings and machinery on site to create new Science and Technology workshops for Key Stage 2 pupils from September 2016 and for family Terrific Tuesdays. Estimated total cost of project is £2,260.
- (vi) Berkhamsted Local History and Museum Society: Application for £750 towards the cost of displaying the Alderney Bayeux tapestry in November 2016. Estimated total cost of project is £2,500.

FP 55 /16 Income and Expenditure including Receipts and Payments Schedule

- (i) To **note and approve** the **Income and Expenditure and Variance Analysis** from 1 April 2016 to 31 May 2016. (Paper attached)
- (ii) Receipts and Payments Schedule has been sent to Cllrs D Collins and G Stevens for scrutiny and they will report back as appropriate at the meeting. (Papers attached.)

FP 56/16 Year End 2015/16

To **note** the following:

- (i) The internal auditor inspected the Town Council's accounts and financial procedures on 12 June 2016 and signed section 4 of the Annual Return (extracts for the Annual Return form are attached for information – to be approved at Full Council 27 June 2016).
- (ii) Financial Statements for 2015/16 also to be approved on 27 June 2016. (Attached.)

FP 57/16 2016 -2018 National Salary Award

TO RESOLVE

To approve the implementation of the 2016 – 2018 National Salary Awards with effect from 1 April 2016, as previously notified to members of the Support Services Group. The backdated increase will be paid to staff with their June pay. The impact is to increase salaries by 1%. The agreement includes a further 1% increase with effect from 1 April 2017.

FP 58/16 QuDu – Management Services and Hosting Contract

To **note** variations to the contract following the end of the initial term on 11 September 2016 (Clerk to report).

FP 59/16 MCPC Allotment System

To **note** that the actions resolved at the Annual Council Meeting held on 23 May 2016 have been completed.

POLICY MATTERS

FP 60 /16 Land at Lombardy Drive

To **note** that the Town Council's solicitor has now returned the draft transfer document to Taylor Wimpey.

WORKING PARTY/GROUP REPORTS

FP 61 /16 To receive any reports from other Working Parties and Groups since the meeting of the F & P Committee on 11 April 2016:

- (i) Communications Working Group: The meeting scheduled for 25 May 2016 was cancelled.

YOUTH MATTERS

FP 62 /16 Youth Town Council

To **note** that a meeting was held on 25 May 2016. Minutes to follow.

FP 63/16 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 64/16 Staffing Matters

To RESOLVE

That the post of Town Warden be regraded from LC1 Points Below Substantive range to LC1 Substantive Benchmark range with effect from 1 January 2016. This would mean an increase from salary point 17 to salary point 18 and is because of additional duties and responsibilities.

JEM 140616