

# **BERKHAMSTED TOWN COUNCIL**

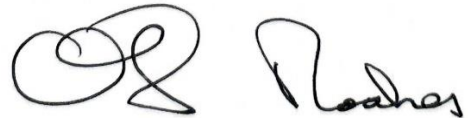
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HP4 3HD

15 September 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 21 September 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](mailto: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 21 September 2020.

## AGENDA

### OPENING MATTERS

- FP 31/20** To receive apologies for absence.
- FP 32/20** To receive **declarations of interest** regarding items on the agenda.
- FP 33/20** To approve the **minutes of the previous meeting** held on 27 July 2020.

### F&P Committee Minutes Actions – 27 July 2020

Reference	Action	Complete	Outstanding - Responsibility
25/20	£2,500 grant approved for CAD 'Shedders' project at Northchurch	✓	Town Clerk
27/20	Revised accounts/I&E report for F&P		Revised allotments financial reporting to AMT 5 October & revised I&E to F&P 19 October - Town Clerk
27/20	Review earmarked reserves for projects and deliver 2020/21 or continue to earmark for 2021/22 delivery	✓	Committee Chairs/Vice-Chairs and Town Clerk
27/20	Move current account to online and check FSCS adherence for savings reserves		Move current account to online by 31 December 2020 and savings reserves by 28 February 2021 -Town Clerk
28/20	Suggest revised financial authority limits for Committees/Groups	✓	Town Clerk
29/20	Festival of Light 2020 – plan for complete event (as delivered in 2019)	✓	Action changed to Lights/Tree only for 2020 - Town Clerk

### **FP34/20 Chairs Communications**

Thank you email received from CAD 'Shedders' project manager for the £2,500 grant approved 27 July 2020. The email included an offer for councillors to visit the project when conditions allow.

### **FP 35/20 To suspend Standing Orders to allow public participation**

### FINANCIAL MATTERS

### **FP 36/20 Grant Applications**

A grant application of £1,700 from SRT (attached) to support a community growing project at Sunnyside Old allotments. The project will engage with people on our allotment waiting lists and introduce them to outdoor green gym activities that are safe to run in the current crisis and future proof.

**FP 37/20      Income and Expenditure including Receipts and Payments Schedule**

- (i)      To **note and approve** the Income and Expenditure and Variance Analysis at 31 July (attached).
- (ii)     Payments and receipts schedules for the period 1 July 2020 – 31 July 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 July 2020** (attached).

**FP 38/20      Earmarked Reserves & Expected Expenditure for 2020/21**

A paper will be issued before the meeting.

**POLICY MATTERS**

**FP 39/20      Financial Levels of Delegated Authority**

A draft paper on revised financial levels of delegated authority will be issued before the meeting.

**FP 40/20      BTC Project Register**

The latest version is attached for review.

**FP 41/20      Festival of Light**

To **receive a verbal update** on the 2020 FOL.

15 September 2020