

# **BERKHAMSTED TOWN COUNCIL**

Minutes of a meeting of the

## **FINANCE & POLICY COMMITTEE**

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 8 May 2018 at 7.30 pm

### **MEMBERS PRESENT:**

Councillors B Newton (Chair)  
S Bateman  
E Collins  
J Jones  
T Ritchie  
G Stevens  
G Yearwood

### **ALSO PRESENT**

Councillors Cllr G Corry  
Officer Mrs J Mason, Town Clerk

### **OPENING MATTERS**

#### **FP 27/18 Apologies for absence**

There were no apologies for absence.

#### **FP 28/18 Declarations of interest regarding items on the agenda**

None.

#### **FP 29/18 Approval of the minutes of the previous meeting held on 12 March 2018.**

The minutes of the meeting held on 12 March 2018 were approved as a correct record

#### **FP 30/18 Chair's Communications**

- (i) NALC Newsletter – 24 April 2018
- (ii) BCA April 2018 newsletter

#### **FP 31/18 Suspension of Standing Orders to allow public participation**

No members of the public were present.

## FINANCIAL MATTERS

### FP 32/18 Grant Applications

- (i) A grant application made on 23 April 2018 by Keely Siddiqui Charlick on behalf of Sunnyside Rural Trust was considered. £1,060 had been requested to purchase a cabinet and signage together with installation costs of a defibrillator cabinet. SRT has already raised the funds for a defibrillator which is only accessible during SRT's office hours. The installation of an outdoor cabinet would enable the device to be installed on the exterior of the building, making it available for allotment holders at Sunnyside Old and New and people attending services and community events at Sunnyside Church.

It was **RESOLVED** that the sum requested should be paid to SRT for the purchase of the outdoor cabinet for the defibrillator.

It was **noted** that access to the code to open the cabinet would be via named contacts. The Town Clerk would discuss this and the issue of familiarisation training arrangements in more detail with SRT.

### FP 33/18 Income and Expenditure including Receipts and Payments Schedule

31 March 2018 figures were not yet available in view of the year end processes currently being undertaken.

### FP 34/18 Year End 2017/18 Update

- (i) It was **noted** that the preparation of accounting statements by DCK Accounting Solutions had taken place that day, Monday 8 May 2018.

The Town Clerk circulated the figures that would comprise Section 2 of the Annual Governance and Accountability Return (see iii below). As councillors were aware, variances over 15% year on year had to be supported by an explanation submitted to the External Auditors. Total Receipts and Total Other payments would require such an explanation. The former had been distorted by CIL receipts which can only be spent on specific purposes.

The Town Clerk was now of the view that the proposals originally suggested by DCK Accounting Solutions in 2016 for the accounting of such receipts would be more appropriate despite NALC's JPAG committee having decided not to support this approach. It was **RESOLVED** that she should write to NALC proposing a change to the treatment of CIL monies in Local Council accounts.

In the meantime Town Council accounts should contain footnotes where appropriate explaining the impact of CIL receipts on income.

- (ii) Internal Audit Visit by John Watson of Auditing Solutions – Friday 11 May 2018.

(It was **noted** that the Council Chamber would be required from 8 am and throughout the day and early evening on the above dates. Additionally, the Town Clerk and Finance Officer will be heavily involved in the work throughout.)

- (iii) Completion of Annual Governance and Accountability Return – This has to have been received by the External Auditors, PKF Littlejohn LLP, by Tuesday 12 June 2018. The Full Council meeting to approve the Return and associated paperwork will be on Monday 4 June 2018.

#### **FP 35/18 National Salary Award 2018-2020**

- (i) It was **noted** that following recent discussions at National level, HAPTC's Council Development Officer, in an e-mail dated 22 April, forwarded the agreed pay scales for 2018 -19. (Circulated to councillors on 25 April 2018.)
- (ii) It was **noted** that this agreement results in a 2% pay increase for all Town Council staff with effect from 1 April 2018. The increase will be paid in May, backdated to 1 April 2018. Further information regarding 2019 – 20 is awaited
- (iii) The Town Clerk's actions in advising staff members and making appropriate arrangements with the Town Council's payroll provider were noted and approved.

### **POLICY MATTERS**

#### **FP 36/18 Festival of Light**

The notes of the "wash up" meeting held on 27 February 2018 were received.

#### **FP 37/18 General Data Protection Regulations**

It was **noted** that The Government has recently tabled an amendment to the Data Protection Bill to exempt all parish, town and community councils and parish meetings from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport have confirmed that all other measures will still apply, but that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary and may be regarded as good practice. HAPTC will give a further update as soon as more information becomes available.

It was **noted** that the Town Council had already committed to using The DPO's services to fulfill the role of Data Protection Officer for year one.

The Town Council's preparations for GDPR were discussed. Three days have been set aside for preparation with The DPO when Town Council representatives will be joined by staff from Elstree and Borehamwood Town Council. The Finance and Allotment Officer and Cllr B Newton will attend on the first day, Tuesday 22 May 2018.

**FP 38/18      Close of Meeting**

The meeting closed at 8 pm.

**Signed** .....

**Date** .....