

BERKHAMSTED TOWN COUNCIL

Minutes of a meeting of the

FINANCE & POLICY COMMITTEE

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 10 December 2018 at 7.30 pm

MEMBERS PRESENT:

Councillors B Newton (Chair)
S Bateman
J Jones (Vice Chairman)
T Ritchie
G Stevens
G Yearwood

ALSO PRESENT

Councillor A Armytage
Officer Mrs J Mason, Town Clerk

OPENING MATTERS

FP 64/18 To receive **apologies for absence**

Apologies for absence were received from Cllr Mrs C Green.

FP 65/18 To receive **declarations of interest** regarding items on the agenda

There were no declarations of interest.

FP 66/18 To approve the **minutes of the previous meeting** held on 10 September 2018

The minutes of the meeting held on 10 September 2018 were approved as a correct record and were duly signed as such by the Chair.

FP 67/18 **Chair's Communications**

- (i) NALC Chief Executive's bulletin 9 November 2018
- (ii) HAPTC Bulletin 9 November 2018
- (iii) NALC Spring Conference Bulletin
- (iv) The Hospice of St Francis - December news
- (v) NALC Chief Executive's bulletin 30 November 2018.

FP 68/18 To suspend Standing Orders to allow public participation

No members of the public were present.

FINANCIAL MATTERS

FP 69/18 Grant Application

No applications had been received.

FP 70/18 Internal Audit interim report following visit on 16 November 2018

- (i) It was **noted** that the draft report concluded that, on the basis of the work undertaken, the Council has maintained more than adequate and effective systems of internal control arrangements;
- (ii) It was **recommended and agreed** that the final report should be referred to Full Council for adoption at the meeting scheduled for 17 December 2018.

FP 71/18 Income and Expenditure including Receipts and Payments Schedule

- (i) The Income and Expenditure and Variance Analysis at 31 October 2018 **was noted and approved.**
- (ii) The **Receipts and Payments Schedule for the period 1 October – 31 October 2018** had been sent to Cllrs B Newton and G Stevens for scrutiny and they reported to the meeting that they had no issues to raise other than to comment that a larger font size would be appreciated.

FP 72/18 Budget preparation 2019/20

It was **RESOLVED** that a small group of councillors should meet with the Town Clerk to discuss and assist with budget preparation for 2019/20 with a view to making a recommendation to Full Council in the New Year. Cllrs B Newton and G Stevens volunteered for this task. Cllr Stevens requested that the reintroduction of PCSO funding be considered. The Town Clerk will arrange a suitable date.

FP 73/18 To consider an issue raised at the 3 December 2018 meeting of the Town Planning Committee

It had originally been understood that the Citizens Association had requested that the Town Council should fund a leaflet drop to residents living in streets where an Article 4 Direction is in place reminding them of the planning obligations arising in such circumstances.

However, this was apparently not the case. Mrs S Johnson had now clarified, in an e-mail to the Town Clerk, that the Town Council's help was requested to encourage DBC to produce such a leaflet. The Berkhamsted Citizen's Association would be pleased to undertake delivery to save on postage.

Following a brief discussion it was agreed that the Town Clerk or Deputy Town Clerk should ask DBC if such a leaflet could be produced and then report back to

the Town Planning Committee to progress matters as appropriate. There would be no financial cost to the Town Council.

YOUTH MATTERS

FP 74/18 Youth Town Council

It was **noted** that the Youth Town Council had met on 24 October 2018 and that the November meeting had been cancelled. Cllr A Armytage also referred to the presentation made by BYTC members at T & E on 12 November. Their proposals to improve road safety adjacent to Ashlyns School had been supported by the Town Council and would be forwarded to HCC for consideration.

Councillors were also reminded about Berkhamsted School's Community Service initiative and it was hoped that more students from the school would join the Youth Town Council.

POLICY MATTERS.

FP 75/18 Festival of Light 25 November 2018

Cllr B Newton confirmed that this year's Festival had been very successful and thanked all involved for their hard work. Cllr G Stevens requested that in future years the running order be circulated to marshals as they were frequently asked for information about event timings whilst on duty. He also asked whether the light switch on and arrival of Santa could take place earlier. It was **agreed** that these points would be raised at the wash-up meeting on 12 February 2019.

FP 76/18 It was **RESOLVED** that the Town Clerk should review meeting dates in advance of the 17 December 2018 meeting of Full Council when the revised schedule would be agreed.

FP 77/18 Work station and display screen equipment assessments

- (i) It was **RESOLVED** that the above should be reviewed on at least an annual basis and be undertaken in accordance with HSE guidance;
- (ii) The purchase of new office chairs for the two work stations in the main office was approved. These are to be of suitable ergonomic design to suit the needs of members of staff. It was agreed that the Town Warden's chair should be replaced if required following assessment of his work station. It was noted that the Finance and Allotment Officer's chair had recently been replaced.

FP 78/18 Close of meeting

The meeting closed at 8.05 pm.

Signed.....

Date.....