

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of the

FINANCE & POLICY COMMITTEE

held in the Council Chamber, Civic Centre, Berkhamsted

on **Monday 11 April 2016 at 7.30 pm**

MEMBERS PRESENT:

Councillors D Collins Chair
 Mrs C Green Vice Chair
 E Collins
 I Reay (substituting for Cllr S Bateman)
 G Stevens

ALSO PRESENT Cllr P Matthews

OTHERS IN ATTENDANCE:

OFFICERS: Mrs J Mason – Town Clerk
 Mrs S Johnson

No members of the public were present.

FP 29/16 Apologies for absence

Apologies for absence were received from Cllr S Bateman.

FP 30/16 **Declarations of interest**

There were no declarations of interest regarding items on the agenda.

FP 31/16 **Minutes of the previous meeting**

The minutes of the meeting held on 18 March 2016 were approved as a correct record and were signed by the Chairman.

FP 32/16 **Suspension of Standing Orders to allow public participation**

There were no members of the public present.

FINANCIAL MATTERS

FP 33 /16 **Grant Applications – to consider the following**

The Committee discussed a proposal set out in a letter dated 9 March 2016 from the Berkhamsted, Tring and District Branch Treasurer of The Royal British Legion

requesting that the Town Council “accept the responsibility for providing a day of remembrance”. They suggested that The Legion would make the arrangements and the Town Council would fund the day’s events. The anticipated cost is £300.

It was **RESOLVED**:

To (i) make a payment of £300 to the Royal British Legion (Berkhamsted, Tring and District Branch) towards the band costs for the Remembrance Sunday parade and service on 13 November 2016 and (ii) in future years to include in budget proposals a sum of £300 to be paid to the Royal British Legion Branch to assist in funding the band.

It was noted that the Royal British Legion would continue to carry out the organisation of the Remembrance Sunday event.

Payment to be made under the Local Government Act 1972, Section 137

Action: Town Clerk

FP 34 /16 Income and Expenditure including Receipts and Payments Schedule

It was **RESOLVED**:

- (i) To note and approve the **Income and Expenditure and Variance Analysis** from 1 January 2016 to 29 February 2016.
- (ii) To note that the Receipts and Payments Schedule had been sent to Cllrs D Collins and G Stevens for scrutiny which they have agreed and signed.

FP 35 /16 Items of Expenditure over £500

It was **RESOLVED**:

To note individual items of expenditure over £500 and credits received from 1 January 2016 to 31 March 2016.

FP 36/16 Investments

It was **RESOLVED**:

- (i) To note the **investment position** as at 29 February 2016.

FP 37 /16 Online Banking

It was **RESOLVED** :

- (i) That on-line banking facilities be established for the current account with NatWest to enable transactions to be monitored. The facility would not be used for making online payments.
- (ii) To authorise the Clerk and Finance Officer to make the necessary arrangements.

FP 38/16 Signatories

It was **RESOLVED**

- (i) To add the Clerk to the list of signatories for all Council accounts.

FP 39/16 Payroll provider

The appointment of the new payroll provider David Lindon and Co (based in Apsley) with effect from 1 April 2016, was noted.

FP 40/16 Traffic Survey Funding

A **MOTION** standing in the name of Cllr Peter Matthews, Chair of T & E Committee (ref. TE10/16) that “the Town Council provides funding for a possible professional traffic survey to establish the size and frequency of heavy lorries/delivery vehicles using Berkhamsted High Street” was considered. There followed a discussion, supplemented by photographic evidence provided by Cllr Matthews, about the causes and nature of the problem. Cllr Reay proposed an amendment to the motion, seconded by Cllr Collins, to replace the words “Berkhamsted High Street” with “unsuitable roads in the town”.

It was **RESOLVED** that:

The Town Council provides funding for a possible professional traffic survey to establish the size and frequency of heavy lorries/delivery vehicles using unsuitable roads in the town. This would be subject to a consideration of the possible costs and as a first stage the Town Clerk was authorised to seek potential costs of such a survey and report back.

POLICY MATTERS

FP41 /16 Governance

It was **RESOLVED** to:

- i. Receive and adopt the notes of the Governance Working Group of 23 March 2016
- ii. Recommend to the Annual Council meeting to be held on 23 May 2016 the adoption of the recommendations contained therein

It was also noted that terms of reference of working groups and Council Standing Orders would also be reviewed and updated.

WORKING PARTY/GROUP REPORTS

FP 42 /16 Reports from other Working Parties and Groups

The following were received:

- A. Minutes of the BTC Communications Group meeting held on 26 January 2016.
- B. Notes of the BTC Festival of Light Working Group “wash-up” meeting held on 2 March 2016. Arising from these notes the Town Clerk will arrange a meeting in July with Louise Cecil (Community Action Dacorum) and Cllr B Newton.

YOUTH MATTERS

FP 43 /16 Youth Town Council

The minutes of the **Youth Town Council meeting** held on 10 February 2016 and 30 March 2016 were noted.

FP 44/16 EXCLUSION OF PRESS & PUBLIC

It was **RESOLVED:**

That under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded during the items in Part II of the agenda for this 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 45/16 mcpc Allotment System –

It was **RESOLVED:**

That the Clerk, in consultation with the Finance Officer, will review the background papers. She will then initiate discussions with the company and report back on progress.

FP 46/16 Close of Meeting

The meeting closed at 8.10 pm.