

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of the

FINANCE & POLICY COMMITTEE

Held in the Council Chamber, Civic Centre, Berkhamsted

on **Monday 12 September 2016 at 7.30 pm**

MEMBERS PRESENT:

Councillors D Collins
 E Collins
 Mrs C Green
 B Newton
 G Stevens
 G Yearwood

Also present Cllr G Corry

Officers: Mrs J Mason – Town Clerk

OPENING MATTERS

FP 65/16 Apologies for absence

These were received from Cllr S Bateman.

FP 66/16 Declarations of interest regarding items on the agenda

None.

FP 67/16 Approval of the minutes of the previous meeting held on 20 June 2016

These were approved as a correct record and were duly signed as such by the Chairman.

FP 68/16 Chair's Communications

- (i) Notification has been received from Mark Brookes at DBC that he has taken over from Steve Baker as Monitoring Officer following the latter's retirement;
- (ii) NALC – 1 July bulletin of national developments (e-mailed to Council 4 July 2016);
- (iii) NALC - newsletter 5 July 2016 (e-mailed to Council 5 July 2016);
- (iv) Thank you letter dated 7 July 2016 from Berkhamsted Historical and Museum Society following receipt of the Town Council's 20 June award of a £500 grant towards the cost of displaying the Alderney Bayeux Finale Tapestry;
- (v) Herts Sports Partnership Monthly Funding Matters Newsletter July 2016;

- (vi) David Barlow's 15 July e-mail advertising the County Council's locality budget scheme and inviting applications (e-mailed to Council 31 August 2016);
- (vii) DBC Town and Parish Council Conference is on Friday 25 November 2016. Sharon Collins would like the Town Council to let her know if there are any items it would wish to raise (see e-mail sent to Councillors on 31 August 2016);
- (viii) BCC Newsletter Berkhamsted District Chamber of Commerce Newsletter July/August 2016 (e-mailed to Council 22 July 2016);
- (ix) HCC Press Officer's 1 August e-mail announcing the release of the annual report;
- (x) Gossoms End community in-patients beds: It was noted that the issues raised in the Town Clerk's 9 September letter to David Law and Cameron Ward would be discussed further at the Full Council meeting on 26 September 2016.

FP 69/16 Suspension Standing Orders to allow public participation

Not applicable because no members of the public were present.

FINANCIAL MATTERS

FP 70 /16 Grant Applications – to consider the following:

- (i) 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.

Committee members will recall that the papers for this application were circulated for consideration at the 20 June 2016 meeting (minute FP 54/16 (ii) refers. Additional information submitted by the Chamber of Commerce had been received.

Cllr Green proposed, Cllr D Collins seconded and it was unanimously

RESOLVED

that a grant of £500 should be paid towards the costs outlined above. This payment is made under s137 of the Local Government Act 1972.

- (ii) Chiltern Open Air Museum (COAM): 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.

Committee members recalled that the papers for this application were circulated for consideration at the 20 June 2016 meeting (minute FP 54/16 (v) refers). Additional information submitted by COAM is attached.

It was

RESOLVED

That a grant of £300 should be paid towards the costs outlined in the application. This payment is made under s137 of the Local Government Act 1972.

- (iii) Sunnyside Rural Trust: Application for £1,000 towards the cost of a new greenhouse to propagate seeds and grow small fruit, vegetable, herb and salad plants. These will be planted out in the allotments by trainees and turned into meals for vulnerable young people and adults. Application attached.

It was proposed by Cllr D Collins, seconded by Cllr C Green and unanimously

RESOLVED

That a grant of £500 be paid towards the costs outlined above. (This payment is made under s137 of the Local Government Act 1972.)

- (iv) Northchurch United Charities: Application for £450 towards the cost of enabling community groups to provide support to those disabled or disadvantaged due to age, health or difficult circumstances. Application attached.

It was

RESOLVED

That a grant of £450 should be paid towards the costs of the groups and clubs outlined in the application.

FP 71/16 Funding for the repainting of signs by the Canal – proposal arising from the Canal and Riverside Partnership meeting held on 17 August 2016

It had been proposed by CARP that £250 each should be donated by Berkhamsted Town Council and Berkhamsted Citizens Association together with a funding application for £250 to be made by BTC to the Berkhamsted Community Partnership, giving a total of £750.

It was

RESOLVED

to support a joint funding initiative to undertake sign repainting work by submitting the application and contributing £250. BCP and BCA have already agreed to donate their respective contributions.

FP72/16 Procurement of a digital projector for use in the Council Chamber

- (i) The Town Clerk reported that following a number of occasions recently when a projector had been required, she had been investigating the various models available and was also awaiting a response from DBC about possible suppliers. It was also suggested she consult HAPTC and the Suffolk Association of Local Councils.
- (ii) Following a discussion it was **RESOLVED** that a projector should be purchased once the Town Clerk had completed her investigations and reported back to the next meeting with a recommendation on make and model.

FP 73 /16 Income and Expenditure including Receipts and Payments Schedule

- (i) The Income and Expenditure and Variance Analysis at 31 July 2016 were noted and approved.
- (ii) The Receipts and Payments Schedule for the period 1 June 2016 – 31 July 2016 has been sent to Cllrs D Collins and G Stevens for scrutiny. The accuracy of the schedule was approved.

FP 74/16 Appointment of accountant to help with Year End and Annual Return

It was **noted** that Beverley Porter of Freelance Business Services is no longer able to assist with this work. It was **RESOLVED** that the Town Clerk will investigate other options and report back to the next meeting with a recommendation.

FP 75/16 Appointment of Auditors for the current financial year

It was **RESOLVED** that the following organisations be confirmed as the Town Council's appointed auditors:

- (i) Internal Auditor: Auditing Solutions Ltd, Clackerbrook Farm, 46 The Common, Bromham SN15 2JJ.
- (ii) External Auditor: BDO LLP, Arcadia House, Maritime Walk - Ocean Village, Southampton SO14 3TL

POLICY MATTERS

FP 76 /16 Land at Lombardy Drive

It was **noted** that the Town Council representatives have signed the transfer documents and the solicitor has now returned these documents to Taylor Wimpey to sign.

FP 77 /16 Revised Standing Orders

The revised Standing Orders dated September 2016 were received and adopted subject to minor amendments and the inclusion of the Allotment Management Team Constitution. The Town Clerk will make these amendments, issue a

revised copy to each councillor and post the document on the website. Standing Orders will be reviewed annually or as required by legislation or changes at the Town Council.

WORKING PARTY/GROUP REPORTS

FP 78 /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 - *To review and agree the membership of this group*: It was **agreed** that the meeting previously scheduled by the group for Wednesday 21 September 2016 at 7.30 pm should go ahead. Membership will be Cllrs Beardshaw, Stevens and D Collins although all Councillors are invited to attend should they wish.
- (ii) Festival of Light Working Party - *To receive a verbal report by the Clerk on progress with this year's arrangements with particular reference to issues with Christmas lighting and the premises licence*: A meeting had been held on 26 July and the next was scheduled for 13 September. In the interim, problems had emerged with the lighting configuration in that HCC had stated that they would not licence festoons supplied via catenary cables from lighting columns. A meeting had taken place with the Ringways officer in charge and the Clerk was meeting with the portfolio holder later in the week. If the issue cannot be resolved the lighting contractor will propose alternative solutions which would come at an additional cost. Turning to the premises licence, the Town Clerk reported that it had been agreed with the working group and CAD that the licence should be in the name of Berkhamsted Town Council and she had recently submitted an application to DBC licensing department and Herts Constabulary to change the name(s) on the licence. Finally, volunteers were needed to serve refreshments to the various volunteers. Cllrs Green, Cllr D Collins and Cllr E Collins agreed to help on the day (Sunday 27 November 2016).

YOUTH MATTERS

FP 79 /16 **Youth Town Council**

It was **noted** that meetings had been held on 6 July 2016 and 7 September 2016. The minutes, which had been previously circulated, were received and adopted. Cllr Stevens advised that there were two issues arising to be raised with Dacorum Borough Council. First, the YTC had suggested that a competition should be held to turn unsightly graffiti at the skate park into art work. Secondly, and also at the skate park, a new bin was requested adjacent to the lighting column. Cllr D Collins agreed to raise both these issues with the appropriate colleagues at DBC.

MEETING DATES

FP 80/16 The revised schedule of meeting dates showing the new Annual Town Meeting date (now 30 March 2017) was circulated, received and adopted.

FP 81/16 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 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 82/16 Staffing Matters

- i. It was

RESOLVED

that the Finance Officer’s upgrading agreed at the 18 March 2016 meeting which took effect from 1 April 2016 should be backdated to 1 November 2015. The Town Clerk will advise the Finance Officer in writing and instruct the payroll provider.

- ii. *To receive a recommendation from the Support Services Group regarding the Town Clerk’s contract of employment.* On the recommendation of the Group it was

RESOLVED

that the Town Clerk should be appointed to her position on a permanent basis with immediate effect. A permanent contract of employment will be issued to her.

FP 83/16 Land ownership

An update was received on recent communications with DBC regarding land adjacent to Dellfield allotment site and Normandy Close. Following a discussion it was

RESOLVED

That the Town Council would not be averse to acknowledging its ownership of the site, subject to due process and consideration. The Town Clerk will advise the officer at DBC with whom she has been in correspondence.

FP 84/16 The meeting closed at 8.35 pm.

Signed

Date.....