

# **BERKHAMSTED TOWN COUNCIL**

Minutes of a meeting of the

## **FINANCE & POLICY COMMITTEE**

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 15 January 2018 7.30 pm

### **MEMBERS PRESENT:**

Councillors B Newton (Chair)  
S Bateman (who left the meeting due to illness)  
G Corry (as substitute)  
T Ritchie  
G Stevens  
G Yearwood

### **Others present:**

Councillor A Armytage

### **FP 01/18 To receive apologies for absence**

These were received from Cllrs E Collins, Mrs C Green and J Jones. The Town Clerk was also unable to attend.

### **FP 02/18 Declarations of interest** regarding items on the agenda

G Stevens and T Ritchie know the signing applicant for item 06/18 (i); G Stevens and T Ritchie know the signing applicant for item (ii); knowledge in both cases is on a personal social basis. Regarding item 11/18, B Newton and G Stevens declared that they had held a meeting with the Treasurer of the Swan Youth project; A Armytage stated that he is a Swan Youth Trustee.

### **FP 03/18 Minutes of the previous meeting** held on 4 December 2017

The minutes of the previous meeting held on 4 December 2017 were approved as a correct record and were duly signed as such by the Chair.

### **FP 04/18 Chair's Communications**

- (i) HAPTC Bulletin December 2017
- (ii) Local Government Finance Settlement – update from HAPTC 22 December 2017
- (iii) Upcoming BDCC Networking Breakfast - Wednesday 24th January

- (iv) BDCC - Business of the Year Award 2018 - Could it be you?
- (v) NALC - Chief Executive's Bulletin 1 - 5 January 2018

**FP 5/18 To suspend Standing Orders to allow public participation**

No members of the public were present.

**FINANCIAL MATTERS**

**FP 06/18 Grant Application – to consider the following application**

(i) To consider a grant application made by The Chairman of the 1066 Club for the Blind and Partially Sighted. £500 is requested to enable the Club to continue to rent the Court House for monthly meetings.

After discussion it was agreed that a sum of £500.00 should be paid to support hall rental and transport of participants. The Town Clerk was asked to write to the Club to suggest that they also make application for funds to Parishes where participants are based, given the comments, in the application, about attendees from other towns and villages.

(ii). To consider a grant application made on behalf of Event Berkhamsted. £1,000 is requested towards the organisation's set up costs.

The Committee welcomed the initiative and commented on previous discussions, noting the demise of the Town's Lions Club, who, for many years have organised various Community and fund-raising events. Cllr Ritchie stated that he understood one idea of the initiative was to follow the work done in Tring, by *Tring Together*; he said that, in a non-Council capacity, he had been nominated by Berkhamsted Rotary to be an observer at a future *Tring Together* meeting and he offered to share the experience with this Committee. Concern was raised that Councillors should need to know the Plans of the new organisation, as well as its Structure and Governance before fully committing financially. However, to support the initial work, it was agreed to provide a sum of £500.00 against this application.

**FP 07/18 Income and Expenditure including Receipts and Payments Schedule**

- (i) Following a discussion the Income and Expenditure and Variance Analysis at 31 December 2017 was **noted and approved**.
- (ii) The Receipts and Payments Schedule for the period 1 November – 31 December 2017 has been sent to Cllr B Newton and G Stevens for scrutiny and they reported that this was in order and had been signed by them both.

**FP 08/18 Budget Preparation 2018/19**

This discussion was led by G Stevens, in the absence of the Town Clerk, and considered the items in the briefing note, features of which were:

- a proposed income of £262,000
- a proposed expenditure of £247,000 with an additional £36,700 from reserves, giving a total of £284,000
- options for a precept increase
- the implication of increased funding for Swan Youth (see item 11/18)
- the uncertainty of the possible CIL income

**POLICY MATTERS**

**FP 09/18 General Data Protection Regulations**

In the absence of the Town Clerk, this item was deferred to the next Full Council meeting.

**FP 10/18 Youth Town Council**

It was noted that a meeting had been held on 13 December.

**FP 11/18 Swan Youth Project**

Councillors Newton, Stevens and Armytage reported on their meeting, held 8 January 2018. Particular focus and concern was on the funding issue for staffing and the Swan Youth activities; the forecast loss of any funding from either Dacorum Borough Council or Hertfordshire County Council was of most concern; also noted that other smaller fund sources in previous years were not being forecast.

This left Berkhamsted Town Council as the major funding source; after discussion, it was **RESOLVED** that BTC should increase their 2018/2019 support to £15,000 (from £12,500) with the possibility that much/all of this addition could come from underspend grant funds in the current year.

**FP 12/18 EXCLUSION OF PRESS AND PUBLIC**

**STAFF MATTERS**

**FP 13/18** It was **RESOLVED** that Mrs A McHugh, Administration Officer, should move from salary point 23 to salary point 24 with effect from 1 March 2018 which is the anniversary of her appointment to Points above Substantive Range.

**FP 14/18** The meeting ended at 20.16 pm

Signed.....

Date.....