

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of the

FINANCE & POLICY COMMITTEE

Held in the Council Chamber, Civic Centre, Berkhamsted

on **Monday 20 June 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 and Cllr P Matthews

Others in attendance:

Officers: Mrs J Mason – Town Clerk

2 members of the public were present.

FP 47/16 Election of a chair of the committee for the council year 2016/17

Cllr Green proposed, Cllr Newton seconded and it was unanimously **RESOLVED** that Cllr D Collins be elected as chair for the forthcoming year.

FP 48/16 Election of a vice chair of the committee for the council year 2016/17.

Cllr D Collins proposed, Cllr E Collins seconded and it was unanimously **RESOLVED** that Cllr B Newton be elected as vice chair for the forthcoming year.

OPENING MATTERS

FP 49/16 Apologies for absence

Apologies for absence were received from Cllr S Bateman and Cllr T Ritchie.

FP 50/16 Declarations of interest regarding items on the agenda

Although attending in a non-voting capacity, Cllr Matthews declared a personal interest in the grant applications to be considered under agenda item 54/16 (i) – (vi).

FP 51/16 To approve the minutes of the previous meeting held on 11 April 2016

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

FP 52/16 Chair's Communications

- (i) Hertfordshire Association of Parish and Town Councils: 25 April 2016 e-mail regarding the publication of new "Guidance, Governance and Accountability for Smaller Authorities in England, A Practitioners' Guide" March 2016. This replaces the Practitioners' Guide 2014.
- (ii) 2016 - 2018 National Salary Award: May 2016 notification from NALC/SLCC.
- (iii) Open Spaces Society: Invitation to Annual General Meeting 7 July 2016.

FP 53/16 To suspend Standing Orders to allow public participation

It was agreed to suspend Standing Orders to invite public participation during the course of the meeting on items on the agenda.

FINANCIAL MATTERS

FP 54 /16 Grant Applications – to consider the following:

- (i) Berkofest Music Festival: Application for £1,000 towards the cost of cable protector mats between the main stage and the sound desk. The cables go through the seating area and are a health and safety requirement. Estimated total cost of project is £2,946.

It was **RESOLVED**:

To award a grant of £500 towards the costs detailed above.

- (ii) 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.

It was **RESOLVED**

To defer consideration of this item until the next meeting, scheduled for 12 September. In the meantime the Town Clerk would obtain more precise details of (i) what items any grant might be used for and (ii) the geographic location in which the grant would be applied. Additionally, she would suggest that BCC might also contact Potten End and Northchurch Parish Councils.

- (iii) Lions Club Berkhamsted: Application for £1,000 towards costs associated with the Berkhamsted annual summer fete 29 August 2016. Estimated total cost of project is £12,000. (Payment under s137 local Government Act 1972.)

The Chairman suspended standing orders. Hilary Hickey and Emma Pearce, Lions Club representatives, circulated a summary of the main points supporting their application. Ms Hickey explained that the summer event was extremely popular, any profits made went to local charities. However, they had struggled in recent years with finding adequate funding and volunteers. Poor weather in recent years had also been a problem. The aim this year was to “weatherproof” the event and replaced aged banners and signage. Thanking the representatives for their contribution to the meeting, the Chairman reinstated standing orders.

It was **RESOLVED**

To award a grant of £700 towards the cost of a marquee and signage.

- (iv) The Rectory Lane Cemetery Project Group: Application for £1,000 as a contribution towards funding required to complete the Development Phase costs of £89,816 (£73,600 has been secured from Heritage Lottery/ Big Lottery Fund - Parks).

It was **RESOLVED**

To award a grant of £500 towards this phase of the project.

- (v) Chiltern Open Air Museum: 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.

It was **RESOLVED**

To defer consideration of this item until the next meeting, scheduled for 12 September. In the meantime the Town Clerk would obtain more precise details of capital costs for specific items.

- (vi) Berkhamsted Local History and Museum Society: Application for £750 towards the cost of displaying the Alderney Bayeux tapestry in November 2016. Estimated total cost of project is £2,500.

It was **RESOLVED**

To award a grant of £500 towards these costs. In addition, Cllr D Collins would approach Dacorum Borough Council and enquire if the Society’s Civic Centre hire costs might be reduced.

FP 55 /16 Income and Expenditure including Receipts and Payments Schedule

- (i) The **Income and Expenditure and Variance Analysis** from 1 April 2016 to 31 May 2016 were noted and approved.
- (ii) The Receipts and Payments Schedule had previously been sent to Cllrs D Collins and G Stevens for scrutiny. Its accuracy was approved.

FP 56/16 Year End 2015/16

The Committee **received and noted** the following information:

- (i) The internal auditor inspected the Town Council's accounts and financial procedures on 12 June 2016 and signed section 4 of the Annual Return. The Annual Return will be presented to the Full Council meeting scheduled for 27 June 2016.
- (ii) Financial Statements for 2015/16 (also to be presented on 27 June 2016).

FP 57/16 2016 - 2018 National Salary Award

It as **RESOLVED**

To approve the implementation of the 2016 – 2018 National Salary Awards with effect from 1 April 2016, as previously notified to members of the Support Services Group. The backdated increase will be paid to staff with their June pay. The impact is to increase salaries by 1%. The agreement includes a further 1% increase with effect from 1 April 2017.

FP 58/16 QuDu – Management Services and Hosting Contract

Variations to the contract following the end of the initial three year term on 11 September 2016 were **noted**. The Clerk advised that these variations mean that after 11 September the Town Council will not have to enter a two year contract but a rolling contract with a ninety day notice period.

FP 59/16 MCPC Allotment System

It was **noted** that the actions resolved at the Annual Council Meeting held on 23 May 2016 had been completed.

POLICY MATTERS

FP 60 /16 Land at Lombardy Drive

It was **noted** that the Town Council's solicitor had returned the draft transfer document to Taylor Wimpey.

WORKING PARTY/GROUP REPORTS

FP 61 /16 Reports from other Working Parties and Groups since the meeting of the F & P Committee on 11 April 2016:

- (i) Communications Working Group: The meeting scheduled for 25 May 2016 had been cancelled.

YOUTH MATTERS

FP 62 /16 Youth Town Council

The minutes of the Youth Town Council meeting held on 25 May 2016 were **noted**.

FP 63/16 EXCLUSION OF PRESS & PUBLIC

TO RESOLVE:

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 64/16 Staffing Matters

It was **RESOLVED**

That the post of Town Warden be regraded from LC1 Points Below Substantive range to LC1 Substantive Benchmark range with effect from 1 January 2016. This would mean an increase from salary point 17 to salary point 18 and is because of additional duties and responsibilities. The Town Clerk will advise the Town Warden and confirm in writing together with a revised job description.

Signed

Date