

## **BERKHAMSTED TOWN COUNCIL**


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Civic Centre  
161 High Street  
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02 November 2021

### **SUMMONS TO ALL MEMBERS OF THE COUNCIL**

Notice is hereby given that a meeting of **Berkhamsted Town Council** will be held on **Monday 8 November 2021** at **7.30 pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend. The meeting will be conducted in the Main Hall, Ground Floor, Civic Centre, Berkhamsted.



Mr Tony Noakes  
Town Clerk

#### **MEMBERS:**

Councillors S Cloughton – Town Mayor  
W Conian – Deputy Town Mayor  
A Armytage  
G Corry  
P de Hoest  
P Fisher  
R Freedman  
M Hardinge  
J Jones  
A Peeler  
T Porter  
G Stevens  
N Taylor  
P White  
N Woolner

Members of the public are invited to attend all meetings of the Town Council.

Anyone wishing to attend this meeting should contact the Town Clerk to register attendance. Email [townclerk@berkhamstedtowncouncil.gov.uk](mailto:townclerk@berkhamstedtowncouncil.gov.uk) and confirm your name, your address in Berkhamsted and details of any items on the agenda you wish to speak about. The cut off point for requests to join the meeting is **midday on the 8 November 2021**.

## OPENING MATTERS AND GOVERNANCE

**FC 123/21** To receive **Apologies for Absence**

**FC 124/21** To receive **declarations of interest** regarding items on the agenda

**FC 125/21** **Minutes of the last meeting**

To receive and approve the minutes of the meeting of Full Council held on the 06 September 2021.

### Full Council Minutes Actions – 6 September 2021

Reference	Action	Complete	Outstanding / Responsibility
109/21	Open Door Grant Application approved.	Yes	
111/21	NatWest mandate to be updated to reflect the addition of Cllr Paul de Hoest as a signatory.	Yes	
119/21	Bus/Public Transport Consultancy ITT – response period extended. ITT has been sent out to 4 consultants.	Yes	

**FC 126/21** **Public Participation**

To **suspend standing orders** to allow any members of the public present to speak.

**FC 127/21** **Swan Youth Project**

An update on the Swan Youth Project will be delivered by a SYP Trustee and the centre manager at the meeting.

## STANDING COMMITTEES

To **receive and adopt** the minutes of the:

**FC 128/21** **Finance and Policy Committee**

Held on: 27 September 2021

**FC 129/21** **Transport and Environment Committee**

Held on: 11 October 2021

**FC 130/21** **Town Planning Committee**

Held on: 04 October 2021  
25 October 2021

## OTHER WORKING GROUPS & COMMITTEES

**FC 131/21 Allotment Management Team**

To **receive and adopt** the notes of the meeting held on the 18 October 2021.

**FC 132/21 Allotment Management Team to Allotment Working Group proposal**

- (i) To **discuss** and **agree** that the name of the Allotment Management Team should be changed to the Allotment Working Group.
- (ii) To **review, discuss** and **adopt** the Allotment Working Group Terms of Reference.
- (iii) To **nominate** a third councillor to join the membership of the Working Group, as per its Terms of Reference.
- (iv) To **authorise** the Town Clerk to proceed with a local search to look at increasing the size of the current BTC allotment estate.

**FC 133/21 Community Energy RCEF Invitation to Tender**

For **review and approval** (paper by Cllr P De Hoest).

**FINANCE & GOVERNANCE**

**FC 134/21 Budget Preparation & Precept 2022/23 – initial draft**

- (i) To **discuss** and **agree** the proposed projects to be included in the 2022/23 budget.
- (ii) To **note** the proposed timeframe for the budget approval for 2022/23, as follows:
  - a. Proposals will be put to Finance and Policy for further consideration on the 6 December 2021.
  - b. Consideration of final budget to be completed at Finance and Policy on the 04 January 2022.
  - c. Final budget and precept to be approved at Full Council on the 10 January 2022.

**FC 135/21 AGAR – Annual Accounts for the Year Ended 31 March 2021, Completion of Limited Assurance Review by PKF Littlejohn LLP (External Auditors)**

- (i) To **receive, approve** and **accept** the signed Annual Governance and Accountability Return received under cover of the External Auditor's 01 September 2021 letter. These were previously circulated but are included for ease of reference (papers included as a separate attachment).
- (ii) To **note** that the certificate, notice of conclusion of audit and full return with supporting documentation were published on the 06 September 2021 on the Town Council website. The notice of conclusion of audit was placed on all Town Council notice boards and all papers made available for public

inspection as set out on the notice of conclusion of audit. Public access to documents will be available for not less than five years.

- (iii) To **note** the auditor's opinion is that, on the basis of their review, the information in the annual return is in accordance with proper practices and there are no other matters that have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

#### **FC 136/21 Town Council Corporate Credit Card**

- (i) To **approve** the application for and use of a Town Council Corporate Credit Card. The Town Clerk will be the authorised cardholder and its usage is subject to the policy and procedures set out in the draft Corporate Credit Card Policy, the Council's Financial Regulations and Statement of Internal Control.
- (ii) To **review, approve and adopt** the draft Corporate Credit Card Policy.
- (iii) To **review and approve** the changes to the Council's Financial Regulations which have been updated to reflect the usage of a Corporate Credit Card.
- (iv) To **review and approve** the changes to the Council's Statement of Internal Control which has been updated to reflect the usage of a Corporate Credit Card.

#### **FC 137/21 Request to Amend the conditions of the Open Door Grant awarded by FC on the 6 September 2021**

For **review and approval**.

#### **FC 138/21 Festival of Light 2021**

To **receive** an update from the Festival of Light Working Group (2 November 2021) and **discuss and approve** the Go/No Go for a full Festival of Light event on 28 November 2021.

#### **FC 139/21 Ashlyns School Admission Requirements for 2023/24**

To **discuss and agree** the BTC response to the consultation taking place between 1 November 2021 – 12 December 2021.

- FC 140/21** 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.

## STAFFING MATTERS

### FC 141/21 Staff Incremental Progression

- i) In accordance with their terms and conditions of employment, to **resolve** that the Deputy Town Clerk should progress from salary point 31 to salary point 32 with effect from 01 January 2022, which is the anniversary of their appointment to pay scale LC2 (29-32).
- ii) In accordance with their terms and conditions of employment, to **resolve** that the Town Warden should progress from salary point 13 to salary point 14 with effect from 01 January 2022, which is the anniversary of their appointment to pay scale LC1 (13-17).
- iii) To **authorise** the Town Clerk to write to the staff members to confirm the details and notify payroll in time for the January 2022 payroll.

02/11/2021