

## **BERKHAMSTED TOWN COUNCIL**

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Civic Centre  
161 High Street  
Berkhamsted  
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HP4 3HD

08 June 2021

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

Notice is hereby given that an extraordinary meeting of **Berkhamsted Town Council** will be held on **Monday 14 June 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.  
**ALL ATTENDEES ARE REQUIRED TO WEAR A FACE MASK AND COMPLY WITH SOCIAL DISTANCING MEASURES.**

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 14 June 2021**

## OPENING MATTERS AND GOVERNANCE

**FC 87/21** To receive **Apologies for Absence**

**FC 88/21** To receive **declarations of interest** regarding items on the agenda

**FC 89/21** **Minutes of the last meeting**

To receive and approve the minutes of the extraordinary meeting of Full Council held on the 07 June 2021 (to follow).

**FC 90/21** **Public Participation**

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

**FC 91/21** **Broadwater Football Ground**

To **review** and **approve** the draft application for the Broadwater football ground as an Asset of Community Value (ACV) for submission to the Borough Council. A **decision** is required on who will be the nominated sponsor of the application, BTC or a representative of the supporters of the Berkhamsted Football Club.

**FC 92/21** **Berkhamsted Town Council support for the Climate and Ecological Emergency Bill. Link to the Bill as follows - [The CEE Bill - Climate and Ecological Emergency Bill](#)**

To **review** and **approve** Town Council support for the Climate & Ecological Emergency Bill.

**FC 93/21** **Internal audit report**

To **receive** and **adopt** the Internal Audit Report arising from the auditor's visit made on 11 May 2021 (attached).

The conclusion is that the Council has maintained more than adequate and effective internal control arrangements during the financial year 2020-21.

**FC 94/21** **Annual Accounts for the Year Ended 31 March 2021 (all papers attached)**

The following are for **RESOLUTION**:

- (i) To **consider** and **approve** the Annual Governance and Accountability Return (AGAR), Section 1, Annual Governance Statement, for signature by the Town Mayor and Clerk. (In undertaking such consideration Council must also refer to the Statement of Internal Control which was reviewed and adopted at Full Council on 04 May 2021.)
- (ii) Town Clerk, as RFO, to certify the AGAR Section 2, Accounting statements for 2020/21, by signing and dating;

- (iii) Town Council to **consider** and **approve** the AGAR section 2, Accounting Statements for 2020/21. The Town Mayor will then sign and date to confirm such approval;
- (iv) To **agree** that the period for the period during which electors and interested persons may exercise rights relating to the annual accounts will be Monday 21 June – Friday 30 July 2021. The relevant notice advising of such rights will therefore be displayed on the website and Town Council notice boards from Friday 18 June 2021.
- (iv) To **receive** and **approve** the unaudited Financial Statements for the year ended 31 March 2021; the Town Mayor and the Town Clerk as Responsible Financial Officer to sign and date the balance sheet.

#### **FC 95/21 Covid-19: Emergency Arrangements and Draft Scheme of Delegation**

To **RESOLVE** that:

- i) In the event that physical or council or committee meetings are not possible, due to the risks posed by COVID-19, and if virtual meetings for council and committee meetings are not permitted by Government, all standing committees (Finance and Policy, Town Planning, Transport and Environment) shall be temporarily replaced by working groups with immediate effect. Memberships of these groups will be as per the standing committee membership. No decisions can be made at any of these meetings, only recommendations, and all recommendations must be either ratified by an officer in accordance with the Scheme of Delegation or at the next possible Full Council meeting if the matter falls outside of the Scheme and can only be decided by Full Council. These meetings will have agendas and minutes which record recommendations made and the Council will consider allowing public access to these meetings for the purposes of transparency.
- ii) The draft Scheme of Delegation be adopted for immediate use in the event that physical or council or committee meetings are not possible, due to the risks posed by COVID-19, and if virtual meetings for council and committee meetings are not permitted. As detailed in the Scheme, decisions shall be delegated to the Town Clerk or to an officer delegated by the Town Clerk, who will make decisions in conjunction with the Town Mayor and Chair of the working group that recommended the decision. If the Mayor or Chair is unavailable, the decision will be made in conjunction with the Deputy Town Mayor or Vice Chair of the working group. This does not include matters which may only legally be resolved by Full Council and cannot be delegated to an Officer.

#### **FC 96/21 Swan Youth Project**

- (i) To **receive** an update on the reopening of the Swan Youth Project and progress to date – Cllr N Woolner

## STANDING COMMITTEES

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

### **FC 97/21 Finance and Policy Committee**

Held on 24 May 2021\*

### **FC 98/21 Town Planning Committee**

Held on: 17 May 2021\*  
1 June 2021\*

### **FC 99/21 Transport and Environment Committee**

Held on 7 June 2021\*\*

\* Previously circulated

\*\* To follow

### **FC 100/21 Support Services Membership**

To **agree** that Cllr S Cloughton as Town Mayor be added to the membership of Support Services, as per the Terms of Reference for the group.

### **FC 101/21 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.**

### **FC 102/21 Deputy Town Clerk – Maternity Cover**

- i) To **agree** the maternity package. A recommendation from Support Services is to follow.
- ii) To **approve** the job specification and vacancy details for maternity cover
- iii) To **approve** the draft Maternity Policy

### **FC 103/21 Changes to High Street Parking**

- (i) To discuss any response from DBC to BTC letter dated 8 June 2021.

08/06/2021