

BERKHAMSTED TOWN COUNCIL

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Civic Centre
161 High Street
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14 July 2020

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that a meeting of **Berkhamsted Town Council** will be held on **Monday 20 July 2020** 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 virtually via Zoom.



Mr Tony Noakes
Town Clerk

MEMBERS:

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

Members of the public are invited to attend all meetings of the Town Council and it has put in place procedures to facilitate this for virtual meetings.

Anyone wishing to attend this meeting of Full Council should contact the Town Clerk for the meeting log in details. Email 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 20 July 2020**.

OPENING MATTERS AND GOVERNANCE

FC 87/20 To receive **Apologies for Absence**

FC 88/20 To receive **declarations of interest** regarding items on the agenda

FC 89/20 **Minutes of the last meeting**

To receive and approve the minutes of the Annual Meeting of the Council held on 18 May 2020 (previously circulated).

Full Council Previous Minutes Actions – 18 May 2020

| Reference | Action | Complete | Outstanding - Responsibility |
|-----------|---|----------|--|
| 71/20 | Local business survey to monitor Covid-19 impact | | BDCC launched a pedestrianisation survey and it has provided useful feedback. Is a general local business survey still required? |
| 72/20 | Letter to go to HCC Highways (Rupert Thacker) to progress social distancing measures in Berkhamsted | Yes | |
| 76/20 | Review of the effectiveness of internal audit | | Final quarter 2020 - TN |
| 85/20 | Changes to Civic Centre layout to support social distancing | Yes | |

FC 90/20 **Public Participation**

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

FC 91/20 **Town Mayor's Communications**

- (i) MSCP Update – An update will be given by the Town Clerk.
- (ii) Rothschild Surgery use of Youth Centre parking spaces for patients at new Gossoms End surgery (letter attached).

FC 92/20 **Internal audit report**

- (i) To **receive and adopt the Internal Audit Report** dated 3 June 2020 arising from the auditor's remote inspection made during the last week in May and the first week in June (attached).
- (ii) The auditor's overall conclusion was that the Town Council had maintained more than adequate and effective internal control measures during the financial year 2019- 20. As a result, she had completed and signed the Annual Internal

Audit Report which forms part of the Annual Governance and Accountability Return (AGAR).

FC 93/20 Annual Accounts for the Year Ended 31 March 2020 (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 20 May 2020 - FC 77/20 refers).
- (ii) Town Clerk, as RFO, to certify the AGAR Section 2, Accounting statements for 2019/20, by signing and dating;
- (iii) Town Council to **consider and approve** the AGAR section 2, Accounting Statements for 2019/20. The Town Mayor will then sign and date to confirm such approval;
- (iv) To **agree** that the period during which electors and interested persons may exercise rights relating to the annual accounts will be Monday 27 July – Monday 7 September 2020 (30 working days given that Monday 31 August is a Bank Holiday). The relevant notice advising of such rights will therefore be displayed on the website and Town Council notice boards from Thursday 23 July 2020.
- (v) To **receive and approve** the unaudited Financial Statements for the year ended 31 March 2020; the Town Mayor and the Town Clerk as Responsible Financial Officer to sign and date the balance sheet.

STANDING COMMITTEES

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

FC 94/19 Transport and Environment Committee held on

- (i) Held on: * 15 June 2020

FC 95/20 Town Planning Committee

- Held on: * 1 June 2020
- * 22 June 2020
- ** 13 July 2020

- * Previously circulated
- ** To follow

SUB-COMMITTEES & WORKING GROUPS

FC 96/20 Allotment Management Team

- (i) To **receive and adopt** the minutes of the Allotment Management Team meeting held on 6 July 2020;
- (ii) To **note and endorse** the AMT recommendation that there should be no increase in allotment charges in September 2020. Changes to the charges would be considered for the allotment year commencing 29 September 2021.

FC 97/20 Canal and Riverside Working Group

To **receive and adopt** the notes of the meeting held on 9 June 2020.

To **receive and adopt** the CARP Terms of Reference (attached).

COVID-19

FC 98/20 Update on social distancing measures in Berkhamsted and discussions with HCC (Rupert Thacker).

REVIEW OF FACEBOOK

FC 99/20 To **consider and agree** a mechanism for reviewing and making recommendations regarding the Town Council's use of Facebook. (Cllr P White.)

FC 100/20 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 101/20 Incremental progression on successful completion of CiLCA

- (i) To **note** that Mrs J Harley has successfully completed the Certificate in Local Council Administration;
- (ii) In accordance with her terms and conditions of employment to **RESOLVE** that she should now advance one accelerated incremental point with effect from 1 July 2020. Therefore, with effect from that date she will move from salary point 29 of scale range LC2 (29-32) to salary point 30. Her next incremental date will be 1 January 2021.

- (iii) To authorise the Town Clerk to confirm these arrangements in writing to the Deputy Town Clerk and to advise the payroll providers.

FC 102/20 Appointment of Finance & Allotment Officer

To **ratify** the appointment of Mrs Dori Beecroft to the position of Finance & Allotment Officer with effect from 1 September 2020 has been appointed to salary 19 of pay scale LC2 (18 – 23) and will work 20 hours per week. The appointment is subject to receipt of satisfactory references and proof of the right to work in the United Kingdom (Paper attached).