

## **BERKHAMSTED TOWN COUNCIL**


01442 800146  
enquiries@berkhamstedtowncouncil.gov.uk  
www.berkhamstedtowncouncil.gov.uk

Civic Centre  
161 High Street  
Berkhamsted  
Herts  
HP4 3HD

15 September 2020

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

Notice is hereby given that an extraordinary meeting of **Berkhamsted Town Council** will be held on **Monday 21 September 2020** at **7.00 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. This meeting will be followed by the scheduled meeting of the Finance and Policy committee.



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](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 21 September 2020**.

## **OPENING MATTERS AND GOVERNANCE**

**FC 122/20** To receive **Apologies for Absence**

**FC 123/20** To **receive declarations of interest** regarding items on the agenda

**FC 124/20** **Minutes of the last meeting**

To receive and approve the minutes of the Berkhamsted Town Council held on 07 September 2020 (to follow).

**FC 125/20** **Public Participation**

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

**FC 126/20** **Town Mayor's Communications**

Deferred.

## **STANDING COMMITTEES**

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

**FC 127/20** **Transport and Environment Committee**

Deferred.

**FC 128/20** **Town Planning Committee**

Deferred.

**FC 129/20** **Finance & Policy Committee**

Deferred.

**FC 130/20** **Bank Account Authorised Signatory Mandates**

To **authorise** the Town Clerk to arrange for the Deputy Clerk and Finance Officer to be added as signatories on all Town Council Account Mandates (NatWest, Santander, Cambridge Building Society, Shawbrook Bank and Saffron Building Society). Note that the Deputy Clerk is already a signatory on the NatWest accounts.

**FC 131/20** **Online Banking set-up and change to Financial Regulations**

To **authorise** the Town Clerk to:

- i) Investigate a move of the current account to an online banking facility with NatWest so that payments can be authorised online by approved signatories, which will remain in line with current regulations (one officer and two councillors to approve each payment). It is anticipated that the move to online banking would be completed by the 31 December 2020.
- ii) Investigate online banking set-up for the other Town Council accounts (Santander, Cambridge Building Society, Shawbrook Bank and Saffron Building Society), for the purposes of viewing statements online and making transfers, if required.
- iii) To **resolve** that the Town Council's Financial Regulations and Internal Controls can be amended to reflect the move to online banking. The Financial Regulations will be updated in accordance with NALC's model guidance and the amended version of this and the Internal Controls will be on the agenda of the next Full Council meeting on the 23 November 2020 for adoption.

15 September 2020