

BERKHAMSTED TOWN COUNCIL

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2nd Floor
Civic Centre
Berkhamsted
Hertfordshire
HP4 3HD

19 September 2017

SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **Full Council** in the Council Chamber, Civic Centre, Berkhamsted, on Monday 25 September 2017 at 7.30pm for the purpose of transacting the business set out in the agenda below, and you are hereby summoned to attend.



Mrs J Mason
Town Clerk

MEMBERS

Councillors Mrs C Green (Town Mayor)
S Beardshaw (Deputy Mayor)
A Armytage
S Bateman
D Collins
E Collins
G Corry
F Earl
J Jones
P Matthews
B Newton
Dr I M Reay
T Ritchie
G Stevens
G Yearwood

MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

FC 80/17 To receive **apologies for absence**

FC 81/17 To **receive declarations of interest** regarding items on the agenda.

FC 82/17 To approve the **minutes of the last meeting** held on 26 June 2017

FC 83/17 **Town Mayor's Communications**

(date in brackets is date circulated to Council)

- (i) Appointment of new Lord-Lieutenant for Hertfordshire with effect from 4 August 2017 (Mr Robert Voss CBD DL)
(7 August 2017)
- (ii) NALC Chief Executive Bulletin 4 August 2017
(7 August 2017)
- (iii) NALC Newsletter 5 September 2017
(13 September 2017)
- (iv) CDA Herts (Community Development Action) Invitation to AGM at 5.30 pm on 5 October 2017 at County Hall.
(12 September 2017)
- (v) NALC Annual Conference Notification, 30 -31 October 2017.
(15 September 2017)
- (vi) Dacorum Highways Liaison Meeting 11 October 2017 18:30-20:30
(15 September 2017)

FC 84/17 **Public Participation**

To suspend Standing Orders to **allow any member of the public present to speak.**

FC 85/17 **Funding and Grant Applications**

1. Berkhamsted Heritage Hub

- (i) To receive a short presentation from James Moir* and Norman Groves** entitled "A Heritage Hub for Berkhamsted?: Exploring the Options by Applying for a Heritage Lottery Fund Grant". (Background paper attached.)

*Representing the Heritage Hub Project Group. **Representing Berkhamsted Local History and Museum Society.

- (ii) To consider the request made during the presentation that the Town Council provides £3,500 in partnership funding for a Heritage Lottery Fund resilience bid.

2. Upstairs Gallery/ Way Inn – Open Door Berkhamsted

To consider a request for a grant of £900 towards a project being organised in collaboration with the Hospice of St Francis exploring how

art can help the bereaved to develop new relationships in their local community.

STANDING COMMITTEES

The following minutes were **received and adopted**:

FC 86/17 Town Planning Committee

Held on: 26 June 2017*
 17 July 2017*
 7 August 2017*
 29 August 2017*
 18 September 2017**

FC 87/17 Transport & Environment Committee

Held on: 21 August 2017*

NB As advised an additional meeting of T & E will be held on 16 October 2017.

FC 88/17 Finance & Policy Committee

- (i) Held on 11 September 2017**
- (ii) HCC Highways Projects: Parking in Bridgewater Road (FP 70/17 refers) and the introduction of a new 20mph zone (FP 71/17 refers)

To **approve** the associated budgetary provision in the current financial year, to include the creation of new expenditure account codes and the virement of funds from general reserves to cover the expenditure. The projects will result in additional expenditure in the current year of £2,350 and £6,440 respectively (total £8,790).

*Previously circulated

**To follow

WORKING GROUPS

FC 89/17 CARP

To receive and adopt the notes of the meeting held on 13 September 2017 (to follow).

FC 90/17 Allotment Management Team

- (i) To receive and adopt the minutes of the meeting held on 22 August 2017 (previously circulated);
- (ii) To note that the AMT has recommended that there be no increase in rent or water rates.

FC 91/17 CIL Working Group

To note that a meeting has been arranged for 18 October 2017 to consider projects to be funded by the Town Council's CIL monies;

FC 92/17 Representation on outside bodies and Joint Committees

Bourne's Educational Foundation and Salter Education Foundation

To **RESOLVE** that Mrs S Johnson be nominated as Trustee (FC 77/17 (ii) refers).

FC 93/17 Alan Dickman Bequest

- (i) To note that the first award has now been made to a student from Ashlyns School who, following success in her A levels, has just started studying pharmacology at the University of Manchester. The Town Mayor attended the school's award ceremony on 15 September and presented the award;
- (ii) Revised guidance notes and application form (FP 50/17 (i) refers) will be circulated within the next two weeks.

FC 94/17 Councillor Allowances/Expenses Policy

Following discussions at the Full Council on 19 December 2016 to receive and approve the Policy on Councillor Allowances/Expenses. (Attached.)

JEM 190917

+Full Council Meeting: 25 September 2017**Briefing Paper**

A Heritage Hub for Berkhamsted? : Exploring the Options by Applying for a Heritage Lottery Fund Grant

Giles Clark and Norman Groves spoke at the Town Meeting on 30 March. Since then the Heritage Hub Project Group, which first met in summer 2016, has moved from strength to strength and we now have an opportunity to make a real leap forward.

This is by way of an update on why we need a Hub, what form it might take, and requesting £3500 from the Town Council to provide partnership funding to release a Heritage Resilience Grant of £65,000 from the Heritage Lottery fund.

ASSETS*Berkhamsted: An Attractive and Nationally Significant History*

This is a great town with pre-Christian and Roman roots, a national link to the Conquest, historic schools, places of worship, industrial legacies from the canal, rail and woodworking industries, and a beautiful, fought for countryside. The town has been the home of famous kings, queens and princes, of soldiers (the Black Prince and the longbow men, the Inns of Court Regiment) and literary heroes from Chaucer to William Cowper to Graham Greene. Many key heritage places, such as the Castle, St Peters Church, Town Hall, Court House, Baptist Chapel, Rectory Lane Cemetery, Berkhamsted School and Ashlyns, the Rex, and listed buildings such as 173 High Street, the Crown and the Swan survive as well as many ancillary structures and landscape legacies, such as the WWI trenches on the Common.

There are so many stories to tell and moments to envisage:

- a Bronze age family splashing in the River Bulbourne
- a Roman legionnaire surveying their newly taken land
- a small group of Augustinian brethren arriving at the Ashridge monastery
- the first day the archers practicing on Butts Meadow heard they were going to Agincourt
- a carriage clapping along the freshly surfaced turnpike
- newly born birds at Dwights pheasantry
- a barge taking a load of rags out from London, through the new locks
- the first train hauling excited locals faster than they had ever moved before
- the first schoolgirls arriving at the newly built Bourne school

Large but hidden collections.

Thousands of documents, images and artefacts are held by the Dacorum Heritage Trust (DHT) in its professionally run store behind the Civic Centre. This has Accredited Museum status and is funded by DBC. DHT provides valued resources for schools, an archive of articles, an enquiry service, and mounts displays and exhibitions around the borough. There are also many local items held by County and national museums, local arts and leisure societies, and other bodies in town (e.g Berkhamsted School), quite apart from many local collections in private hands.

Nucleus of committed people.

The Heritage Hub Project Group is gathering momentum with representatives from the following organisations:

The Local History Society, founded in 1950, operates the Visitor room in the Castle. It runs a talks programme, Heritage Open Days, its own facebook site, annual Chronicle, special exhibitions such as the Alderney Tapestry, an education programme with local schools, and publishes research.

Berkhamsted and District Archaeological Society mounts its popular talks programme, and runs professional standard site excavations.

Both societies own large collections - some 40,000 items - of potential exhibits, housed in the DHT Store.

The Friends of St Peters have recently secured £907,000 of Parks for People Lottery Funding to transform Rectory Lane Cemetery into a beautiful new open space.

Berkhamsted Town Hall Trust has overseen the restoration over the last 30 yrs of the building which is now a vibrant and heavily used community facility.

Each of these groups engages with their membership (collectively totalling around 500) and visitors/users.

BUT

- information on heritage is very disjointed with many gaps
- blue plaques give little information, and many more places show the town's fascinating past
- access to many sites is poor
- The Castle used to be a central attraction with regular fetes, pageants, events, and we know the Town Council have been spearheading efforts to make it connect with the Town again
- public access to the DHT store is severely restricted.
- audience research has revealed that local understanding of the town's heritage, especially among the increasing number of new arrivals and the young, is poor. For most people, finding out about the town's heritage appears impenetrable.
- tourists get off at the station to see the Norman Castle, with its tiny visitor room. They may well ask what other heritage experiences the town has to offer but disappointed, get back on the train.

OPPORTUNITIES

- Castle - possible acquisition of field and the commissioning of a full management plan
- Town Hall - possible new central exhibition space
- enormous and varied collections held by BLHMS and others
- transformation of the cemetery into a beautiful and informative public space.
- places with a role to play: the Bourne School, Court House, Civic Centre, the Rex, Ashridge
- organisations with a role to play: The Northchurch Society, the Library, Friends of St Peters and St Marys, Berkhamsted Citizens Association, WEA, Berkhamsted School, clubs and societies, businesses... and of course the Town Council.
- people with a role to play: many talented people with a huge skill bank drawn in the town including private collectors who research, collect and investigate.
- three varied focus groups have given outstanding insight and support for the concept.
- schools' history providers have been interviewed and are enthusiastic;
- interest in a website and other social media to signpost, interlink and inform, providing access to collections and research.
- immense market in London and Midlands who can easily access town by rail, to be drawn by a coherent set of attractions and activities.
- co-ordinated publicity embracing audiences already targeted by organisations and businesses (eg English Heritage, Canal and River Trust, the Rex, Ashridge)
- scope for much better heritage trails around town, provision of 'at-site' information and staging powerful events and activities.

VISION

The vision of the Heritage Hub Project Group is to open up the heritage of the town to a much wider audience, including children and visitors, by developing a well-managed, active, cohesive and sustainable network, linking heritage places, organisations and people and supported by a central hub, part digital, part physical space, all co-ordinated under a new governing trust.

Network activities would invigorate a greater understanding of the town's heritage; boost local pride and engagement and promote the town as a meaningful tourist destination. Significantly, it would expand the numbers and demographic range of people interested and engaged in heritage, including their own family and personal histories, and to further their knowledge and skills.

Larger places in the network would be venues for heritage events; smaller places might have heritage panels or displays. Many places might be trail stops or performance areas - Butts Meadow, an inn yard, the towpath.

The Hub itself would act as the focal point for heritage-related information, would tell the story of the town's development, and mount changing themed exhibitions drawn from the collections held in store. It would be a venue for activities, the starting point for trails, and a sign-post to the network. Its virtual arm would give improved online access to information and to the hidden collections.

OUTCOMES

The Heritage Lottery Fund crucially wants to see quantified outcomes for three separate categories - outcomes for heritage, outcomes for people, and outcomes for communities. Through the Resilience Fund bid, we will assemble the evidence to show that the Network and Hub would:

- ensure that the heritage of Berkhamsted will be better managed, in better condition, better identified and recorded.
- introduce a wider range of people, including families, young adults and children, to participate in conserving, interpreting and enjoying the town's rich heritage.
- enhance the resilience of our heritage organisations by developing new skills and engaging more volunteers.
- position Berkhamsted as a heritage destination for tourists, improving spend per head.
- co-ordinate research into local histories and act as a gateway for sharing information.

HOW?

We are applying under the Heritage Lottery Fund's Resilient Heritage Fund to undertake a Feasibility Study to arrive at the best model for delivering the Network and Hub. This would provide the information required to make a significant capital bid to the HLF in 2019.

We visited the Heritage Lottery in Cambridge in April to discuss these ideas and received a favourable green light to submit an application.

The work undertaken during the grant would enable us, with the aid of appropriate expertise, to build the vision, thorough consultations with a very wide variety of local people, and other organisations as well as investigations.

The Resilient Heritage Fund work would:

- map existing heritage provision in the Town
- bring together work on audiences and opportunities for attracting new ones
- test the concept of the Network and Hub as a holistic model for enhancing interpretation
- explore the spatial options for both the Hub and Network
- assess collections and needs
- advise on, and help deliver, governance and skills training
- deliver a draft business plan to illustrate sustainability

BLHMS as the lead body is now preparing a bid, which if approved in 2018 would pay for the consultants to carry out the above. During this one-year period all relevant local organisations would be engaged with the scheme. If the final report after 12 months was successful, and showed good feasibility and support by the town, then a larger grant application to HLF would be made to pay for the implementation in say 2019/20.

PROPOSAL

We are asking the Town Council to support this opportunity to lever HLF investment of £65,000 by contributing £3500 towards the feasibility study.

Townclerk

From: UK Local Councils <admin@2commune.com>
Sent: 15 September 2017 21:09
To: Enquiries
Subject: formResults : Grant Application Form
Attachments: Audited or independently examined accounts.xlsx; Bank statement.jpg; Bank reconciliation as at the last balance sheet date.docx

UK Local Councils - Grant Application Form

Message Sent From : <http://www.berkhamstedtowncouncil.gov.uk/grant-application-form.html> by 193.173.217.198 @ 2017-09-15 21:09:13

Name of Organisation :
Upstairs Gallery/Way Inn-Open Door Berkhamsted

Name :
Joan Fisher, Upstairs Gallery, Annalie Ashwell, The Hospice of St Francis, Dr Stacey Pitsillides, Greenwich University

Address :
360, High Street Berkhamsted

Postcode :
HP4 1HU

What is the nature of your organisation's activity? :

The Open Door is a new venture by the Way-Inn Upstairs Gallery. At 360-364 High Street, HP4 1HU just five minutes walk from the Upstairs Gallery it is a creative centre for the community to use. The large downstairs area is a gallery project area for artists, community groups and charities. In addition there are a number of smaller rooms suitable for a variety of uses, such as education sessions community groups and engagement projects and workshops for both children and adults as well as local organisations.

The Spring Centre at the Hospice of St Francis helps adults with life limiting illnesses, we work with individuals from across Hertfordshire and Buckinghamshire to meet their needs and assist achieving personal goals helping maintain their quality of life and remain as independent for as long as possible. The Spring Centre also provides a comprehensive range of services to support family members including children and carers.

Greenwich University

The University of Greenwich is a British, United Kingdom - based university.

Is your organisation a registered charity? Yes/No number :

Yes

Other: 1002449

Is your organisation part of, or affiliated to, any national organisation? If yes please give details :

No

What is the catchment area covered by your organisation? :

The Chilterns plus North West London although the gallery attracts visitors from around UK and overseas

Briefly describe the project or purpose for which you require a grant :

The project is an extension of a five -year research collaboration between the Hospice of St Francis and bereaved stakeholders that explores how art and making can help the bereaved to develop new relationships with their own local community to allow them to reconfigure and develop their feelings of identity within a compassionate community. The exhibition of work by 3 local berkhamsted 'artists' and the workshops which will be held alongside the exhibition are presented as a result of this research and it is hoped that they will help to break the taboos associated with discussion of death and dying and encourage openness and awareness within a compassionate and inclusive community.

The grant is needed to pay for the hire and installation of the exhibition in the Open Door, outside of the normal hospice/ medical environment to encourage participation by the whole community.

How will the project benefit the community or residents of Berkhamsted? :

The exhibition subjects touch upon feelings of loss sadness,grief ,joy, fear and identity and has the power to resonate with a large number of people.

A significant proportion of the local community, population 18,000 in 2013 particularly those who have experienced loss and bereavement could benefit from the exhibition.

The Exhibition and workshops are designed to promote openness and awareness within the local community involving intergenerational work with all age groups and all sectors of the community including schools, local groups for the elderly, church groups and local organisations involved in caring for and helping the bereaved e.g. Cruse and local Counselling services, bringing them into contact with the general public

The workshops will also provide an opportunity for local and allied health professionals to reflect on the exhibition and findings and their impact on future service provisions.

Is your organisation VAT registered? Yes/No number :

Yes

When do you intend to start the project? :

Exhibition Hanging 20th-22nd November - Exhibition 22nd-8th Dec 2017

Estimated Cost of Project (Please provide a breakdown of the total cost of your project) :

1865

Upstairs Gallery

Hire of Gallery space X 3 weeks	600
Workshop Space x 3 days	450
Materials for installation (Plinths Track, flooring)	325
Printing and advertising	125
Total	1500

Hospice of St Francis	
Tutors x 3 days	240
Materials for workshops	50
Refreshments for workshops etc	75
Total	365
Total Hospice +Upstairs Gallery	1865

VAT (if applicable) :

Total estimated cost of project :
1865

Funds immediately available from your organisation :
400

Funds that you intend to raise yourself from events :
unknown as yet

Grants or loans applied for / confirmed from other organisations :
University of Greenwich- loans of technical equipment and security locks confirmed

Grants requested from Berkhamsted Town Council :
900

Total funding of project :
1865

Please give details of any reserves or savings held by your organisation :
None

Who should cheque be made payable to? :
Upstairs Gallery

--
UK Local Councils

INCOME AND EXPENDITURE ACCOUNTS YEAR ENDED 30th JUNE 20

DRAFT ACCOUNTS

	Net	VAT	Gross
Income			
Commission Plus Rental	11,185.38	1,409.21	12,594.59
Prior acc year exhibition payments	(1,760.88)		(1,760.88)
Donations to Gallery/Open Door	500.00	-	500.00
Open Door Income	1,029.50	-	1,029.50
	<u>10,954.00</u>	<u>1,409.21</u>	<u>12,363.21</u>

	Net	VAT	Gross
Expenditure			
Prior Year Expenses	5,345.00		5,345.00
Gallery Operating Expenses inc Advertising & Bank Charges	3,980.94	-	3,980.94
Rent to Way Inn	4,404.00	-	4,404.00
New Premises	3,796.94	-	3,796.94
Salaries	2,400.00		2,400.00
	<u>19,926.88</u>	<u>-</u>	<u>19,926.88</u>
Surplus/Deficit	(8,972.88)		

FC85/17 2

(4)

BALANCE SHEET YEAR ENDED 30th JUNE 2017

Cash at Bank 30th June 2017	5,490.84
<i>Less Creditors</i>	
<i>artist payments</i>	1,335.37
	<u>4,155.47</u>

Bank Reconciliation

Bank Reconciliation

	£
Opening Balance as at 1st July 2016	13128.46
Net Income	(7,637.51)
Closing Balance @ 30th June 2017	5490.95
Less Creditors (artists payments from exhibition June 17)	-1335.37
Adjusted Balance	4155.58

FC 85/17 2 (7)

The **co-operative** bank

co-operativebank.co.uk/business

phone 03457 213 213

MRS S OSBORNE

Upstairs Gallery

The Way Inn

268 High Street

Berkhamsted Hertfordshire

HP4 1BL

092441081367000

22800

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title UPSTAIRS GALLERY	28 JUL 17	OPENING BALANCE			3,836.20
	31 JUL 17	N GIRO000000280717		230.00	
Sort code 089299	31 JUL 17	N GIRO000000280717		665.00	4,731.20
Account number 65611162 00	2 AUG 17	JEAN LANGDON OPEN DOOR June 17	155.00		
	2 AUG 17	MV-80450703-2907 80450703		5.00	
	2 AUG 17	MV-80450703-2907 80450703		19.00	4,600.20
Statement date 16 August 2017	4 AUG 17	MV-80450703-0108 80450703		354.00	4,954.20
	7 AUG 17	MV-80450703-0208 80450703		33.75	
Statement number 113	7 AUG 17	S Martini Flower washes		45.00	
	7 AUG 17	MACKIE CONSU MACKIE		90.00	
Page number 1 of 1	7 AUG 17	DEEGAN C J Chris Deegan		550.00	5,672.95
	9 AUG 17	JENNY HOOLE Inv 22723	200.00		
Statement opening balance 3,836.20	9 AUG 17	WAY INN BERKHAMSTE for JH for JUNE	200.00		
	9 AUG 17	MV-80450703-0408 80450703		94.49	
Money out 1,114.00	9 AUG 17	MR ANDREW HOLDER VICTORS PETROSPECT		250.00	
	9 AUG 17	MV-80450703-0508 80450703		355.00	5,972.44
Money in 2,991.24	10 AUG 17	DD VLS RE PAY PAY03502906593	22.74		
	10 AUG 17	HERTS VISUAL ARTS 0517 Ad Upstairs	320.00		
Statement closing balance 5,713.44 S	10 AUG 17	N GIRO000000090817		100.00	5,729.70
	11 AUG 17	300102	45.00		
	11 AUG 17	WAY INN (BERKHAMST ERROR SO JH June		200.00	5,884.70
International Bank Account Number	16 AUG 17	CRAFTS COUNCIL 19750	23.46		
0545 0183 0342 9685 8111 62	16 AUG 17	STRONG PRINTING SE 28959	24.00		
Bank Identification Code	16 AUG 17	ELEANOR SIDAWAY Kids Have a Go	25.00		
01 91 13822	16 AUG 17	STRONG PRINTING SE 28925	28.80		
	16 AUG 17	JENNY LESLIE IndigoWorkshop jul	70.00		5,713.44 S
Statement closing balance					5,713.44 S

© Co-operative Bank Limited. All rights reserved. OD Overdraft Balance ODS Overdraft Available Balance NSTFI In Payment Transaction Fee. Details of our other products and services are available at www.co-operativebank.co.uk. Details of our terms and conditions of interest charged are available on request.

Important updates regarding Post Office banking

A number of important updates have now been implemented which will impact some Post Office banking services. These are detailed briefly below:

Depositing cash and cheques - transactions will show as credits on your account sooner
Cheque encashments - you will no longer be able to set up an encashment facility

If you require more information on any of the changes please contact customer services or for information on the wider Post Office services please visit co-operativebank.co.uk/business/postofficeguide

Please be aware that from 30 September 2017 Santander branded stationery will no longer be accepted by the Post Office.

Deposits* into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

*For more information on eligible deposits please refer to www.FSCS.org.uk

Berkhamsted Town Council
Councillor Allowances/ Expenses Policy
Agreed at Full Council
25 September 2017

1. Background

Towards the end of 2016 there were a number of informal discussions within the Town Council about what councillors could claim in connection with their Town Council duties. At the 19 December 2016 meeting of the Full Council the following was noted and resolved:

FC 119/16 Councillor Allowances, Travel and Subsistence

- i. To **note** that following recent informal discussions within the Town Council, the Town Clerk has confirmed through NALC that Parish and Town Councillors may be paid allowances in respect of travelling and subsistence. This power is not constrained by parish boundary considerations.
- ii. It was **RESOLVED** that the Town Clerk should prepare guidance specific to the Town Council for adoption at a future meeting. This guidance should also include the procedure regarding the provision of stationery and other office supplies for council business use.

2. Sources of Advice

All district and borough councils have an Independent Remuneration Panel that regularly reviews allowances for councillors. Most also make recommendations regarding allowances for Town and Parish Councillors. This option would appear to be a power rather than a duty and in the case of Dacorum Borough Council. Mark Brookes, Solicitor to the Council and Monitoring Officer, has confirmed that "...the IRP only considers allowances for Borough Councillors and does not look at Town or Parish allowances..".

This means that the Town Council's point of reference for determining its policy is the *NALC Legal Topic Note LTN 22 November 2007: Councillors' Allowances*. This reflects The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021).

3. What can be paid under the Regulations

- I. Defrayment of expenses incurred in the reception and entertainment by way of official courtesy of distinguished persons visiting the authority;

- II. Travel and subsistence within the parish as well as outside the parish;
- III. Parish Basic Allowance – can be paid each year to the chairman/mayor only or to each elected member;
- IV. Where an allowance is agreed the amounts agreed and to whom it is paid must be published “in a conspicuous place” within 14 days.
- V. Elected and co-opted members can be paid travel and subsistence in respect of:
 - a) Attendance at a meeting of the council or of any other committee or sub committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub committee of such a body;
 - b) The attendance at a meeting or any association of authorities of which the council is a member;
 - c) The performance of duties in connection with a tender process;
 - d) The performance of duties which require the inspection of any premises;
 - e) The carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the function of the authority or of any of its committees or sub committees.

4. Dependants’ Carers’ Allowance

Parish and town councillors are not entitled to claim this allowance under the regulations.

5. Tax implications

When paying participation allowances local council are obliged by law to deduct income tax.

6. POLICY TO BE FOLLOWED BY BERKHAMSTED TOWN COUNCIL

- i. *Councillors Basic Allowance* – not paid
- ii. *Town Mayors allowance* – not paid but see v below.
- iii. *Travel* - may be paid in accordance with 3 II above using the rates set out overleaf for which there should generally be no tax liability:

HM Revenue and customs – Mileage and Fuel Allowances

Approved mileage rate (introduced 2011)	First 10,000 miles per tax year
Cars and vans	45p
Motor cycles	24p
Bicycles	20p

When councillors use public transport in connection with an approved duty, they are entitled to claim the standard class fare in respect of such journeys.

If HMRC revise the above rates (last revised in 2011) the policy will be revised to reflect such a change.

It is the responsibility of each Town Councillor to ensure that their motor insurance policy covers them for journeys undertaken in their capacity as a Town Councillor.

The form at attachment 1 should be used and submitted to the Town Clerk for approval and payment of travel expense claims.

- iv. *Subsistence* – although it would be unusual for a Town Councillor to be involved in approved duties that would require a subsistence claim, any meals necessarily purchased during an approved activity may be reimbursed using the rates set out in attachment 2 (these rates are those used by HAPTC elected members and staff).

The form at attachment 3 should be used and submitted to the Town Clerk for approval and payment of such expenses.

- v. *Mayoral Expenses* – It is proposed that the existing arrangements for the Town Mayor to reclaim expenses incurred in fulfilling the duties of office be continued. Each year a budget for nominal expenditure code 7350 should be agreed during the normal budgetary process. The budget for 2017/18 is £600.

On a monthly basis the Town Mayor should submit to the Town Clerk an expense claim for items associated with his/her official duties including any mileage claims or subsistence (see 6 iii, iv and vi). Receipts should, when ever possible, be provided in support of such claims together with details of any journey claimed and its purpose.

This arrangement has worked well in Berkhamsted for many years and represents good value to the tax payer compared to paying the Mayoral Allowance made by other Town Council's in the locale. The budget will not be reduced if a Mayor's claims do not use up each year's budget. This is an acknowledgement that some Mayors do not

always claim every expense incurred and ensures that the budget is not reduced as a result in future years. This could be an impediment to the acceptance of the office of Town Mayor.

The form at attachment 4 should be used by Town Mayors and submitted to the Town Clerk for approval and payment.

vi. Incidental Expenses

Town Councillors may claim incidental expenses that are incurred wholly, exclusively and necessarily in the performance of a Town Councillor's duties. This might include a contribution to stationery or computing peripherals. *Any purchases should be discussed and agreed with the Town Clerk in advance* and claimed for on the form at attachment 5 with supporting receipts if necessary.*

*This is in case the item needed is already available in the office or could be ordered by the office staff at better value.

7. Date of next Review

September 2020 or as required by changes in legislation or associated regulations.

Attachment 1

Berkhamsted Town Council
Councillor Allowances/Expenses
Members Expenses Claim Form – Travel
Agreed 25 September 2017 at Full Council

Name.....

Date of Journey.....

Purpose of Journey.....

.....

From.....

To.....

Mode of Transport.....

(attach receipts if public transport used)

Registration Number.....

Engine Capacity.....

Number of miles(car only).....

Total Claimed (45p per mile - car).....

I certify that the above expense was necessarily incurred on approved Town Council business.

Signed

Date

This Section for Office Use (for Finance Stamp)

Attachment 2

**Berkhamsted Town Council Policy
Councillor Allowances/Expenses
Subsistence Rates
Agreed 25 September 2017 at Full Council**

SUBSISTENCE

No alcoholic drinks will be payable as part of subsistence expenses. The maximum subsistence expenses that will be reimbursed are the lower of actual cost or the following:

Breakfast allowance (more than 4 hours away from normal place of residence when the journey commences before 7.30 am)

£4.92

Lunch allowance (more than 4 hours away from normal place of residence including lunchtime between 12 and 2pm)

£6.77

Tea allowance (more than 4 hours away from normal place of residence including period 3pm to 6pm)

£2.67

Evening meal allowance (more than 4 hours away from normal place of residence ending after 7pm)

£8.38

HOTEL ACCOMMODATION**Overnight outside London**

£79.82 per person per night (inclusive of breakfast)

Overnight in London

Due to Hertfordshire's close proximity to London, overnight accommodation in a hotel in London will not be paid without the agreement of the Town Clerk who will advise on the appropriate allowance at the time of giving their agreement to the overnight stay.

Attachment 3

**Berkhamsted Town Council
Councillor Allowances/Expenses
Members Expenses Claim Form – Subsistence
Agreed 25 September 2017 at Full Council**

Name.....

Date.....

Event Details.....

.....

.....

.....

Breakfast..... **Lunch**.....
Max £4.92 Max £6.77

Tea..... **Dinner**.....
Max £2.67 Max £8.38

(Indicate number of meals purchased and attach receipts)

I certify that the above expense was necessarily incurred on approved Town Council business.

Signed _____ Date _____

This Section for Office Use (for Finance Stamp)

Berkhamsted Town Council – Councillor Allowances/ Expenses – Agreed at Full Council 25 September 2017

Mayoral Expenses Claim Form

Date	Description of event or item claimed. When mileage is being claimed describe journey (to and from) and total miles (45p per mile for cars)	Net	Vat (if applicable)	Total	Receipt attached (yes or no)
Total Claim					

Berkhamsted Town Council – Councillor Allowances/ Expenses – Agreed at Full Council 25 September 2017
 Councillors' Incidental Expenses

Date	Description of item claimed.	Net	Vat (if applicable)	Total	Receipt attached (yes or no)
Total Claim					

Keep clear below for Finance Officer Stamp: