

BERKHAMSTED TOWN COUNCIL

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31 August 2021

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that a meeting of **Berkhamsted Town Council** will be held on **Monday 6 September 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 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 6 September 2021**.

OPENING MATTERS AND GOVERNANCE

FC 105/21 To receive **Apologies for Absence**

FC 106/21 To receive **declarations of interest** regarding items on the agenda

FC 107/21 **Minutes of the last meeting**

To receive and approve the minutes of the meeting of Full Council held on the 14 June 2021.

FC 108/21 **Public Participation**

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

FC 109/21 **Open Door Grant Application**

Grant application from Open Door to support ongoing operational costs – **for review and decision (referred from F&P committee – 19 July 2021)**.

FC 110/21 **Swan Youth Project**

(i) To **receive** an update on the Swan Youth Project and progress to date.

FC 111/21 **Changes to the Town Council's Signing Rules for Payments**

(i) To **review and approve** changes to the number of Councillors required to authorise payments, as a result of the move to online payments. (Papers attached).

FC 112/21 **Allotment Management Team**

(i) To **receive, discuss and agree** the recommendation for an increase in allotment land rent charges effective the 29 September 2021. The proposal was previously recommended for approval at Finance and Policy on the 19 July 2021.

(ii) To **agree** the content of the draft letter to be sent to all allotment tenants with the annual invoices in September.

(iii) To **discuss** the effectiveness and current structure of the AMT (Note to follow).

FC 113/21 **Member Code of Conduct**

To **review** and, if considered appropriate, **adopt** the updated model version of the Local Government Association's (LGA) Member Code of Conduct. This new code has been recommended by the LGA for adoption following a consultation in June 2020 to gather views on the draft.

Details of the results can be found [here](#)

The aim of the new code is to promote consistency and a national standard of member conduct.

The Monitoring Officer at Dacorum is in the process of recommending adoption of the model to its Full Council and has recommended that Town and Parish Councils within the Borough also adopt the same version. The report about the code from the Monitoring Officer to Dacorum's Standards Committee can be found [here](#)

If adopted, the model code of conduct will replace the Town Council's existing version. Its supplementary planning code of conduct will remain as is.

STANDING COMMITTEES

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

FC 114/21 Finance and Policy Committee

Held on 19 July 2021*

FC 115/21 Town Planning Committee

Held on: 21 June 2021*
12 July 2021*
2 August 2021*
23 August 2021*

* Previously circulated

FC 116/21 Canal and Riverside Working Group

To **receive and adopt** the notes of the meeting held on 15 July 2021.

FC 117/21 Festival of Light Working Group

- (i) To **approve** the addition of Cllr J Jones and Cllr G Corry to the membership of the Festival of Light Working Group for 2021.
- (ii) To agree the type of FOL event for 2021 (as a result of recent information). The Town Clerk will give an update.

FC 118/21 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 119/21 Bus/Public Transport Consultancy ITT

- (i) To **review and approve** the proposal to go to the market for a consultancy to complete an investigation into potential bus operating models for Berkhamsted (paper attached).

FC 120/21 Maternity Cover Recruitment Ratification

- i) To **approve** Support Services recommendation of the maternity cover for Deputy Town Clerk. The chosen candidate will be on a fixed-term contract from the 1 September 2021 for 12 – 15 months.

FC 121/21 The Queen's Platinum Jubilee 2 – 5 June 2022

- (i) What should BTC initiate/commission to commemorate the Jubilee.
Discussion and agree next steps (referred from F&P).

31/08/2021