

BERKHAMSTED TOWN COUNCIL

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Civic Centre
161 High Street
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1 September 2020

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that a meeting of **Berkhamsted Town Council** will be held on **Monday 7 September 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 7 September 2020**.

OPENING MATTERS AND GOVERNANCE

FC 104/20 To receive **Apologies for Absence**

FC 105/20 To receive **declarations of interest** regarding items on the agenda

FC 106/20 **Minutes of the last meeting**

To receive and approve the minutes of the Berkhamsted Town Council held on 20 July 2020 (previously circulated).

Full Council Minutes Actions – 20 July 2020

Reference	Action	Complete	Outstanding - Responsibility
76/20	Review of the effectiveness of internal audit		Agenda Item – 7 September 2020
91/20	Rothschild Surgery Car Parking Agreement - MoU	✓	Formal agreement outstanding until notification of what changes they would like to make.
93/20	Publish AGAR and Annual Accounts on website & Notice Boards	✓	
97/20	Interview Cllrs to canvass views on CARP and ToR		Cllr N Taylor
99/20	Facebook (FB) Development and External Communication Strategy		Some FB changes have been made, Town Clerk & Cllr P de Hoest to follow up with comms strategy

FC 107/20 **Public Participation**

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

FC 108/20 **Town Mayor's Communications**

- (i) Berkhamsted Town Council's response to HCC's proposals for Unitary Council. Draft paper to follow.
- (ii) Rothschild surgery/BTC parking agreement at Youth Club/ Gossoms Ryde – Update by Town Clerk.

STANDING COMMITTEES

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

FC 109/20 **Transport and Environment Committee**

Held on: ** 17 August 2020

FC 110/20 Town Planning Committee

Held on: * 13 July 2020
* 3 August 2020
* 24 August 2020

* Previously circulated
** To follow

FC 111/20 Finance & Policy Committee

Held on: * 27 July 2020
Receive updates on MSCP, the 'Moor' & FOL.

POLICY MATTERS

FC 112/20 Meeting Process & Minutes

A draft 'good practice' document (attached), covering aspects of Town Council meeting procedures and minutes to be discussed and **approved** by Full Council. Subject to approval, it will be for use across meetings of the council (including committees and sub-committees).

FC 113/20 National Planning Reform Consultation Working Group ToR

To **endorse** the National Planning Reform Consultation Working Group ToR's agreed at the Town Planning committee on 24 August 2020 (copy attached).

FINANCIAL MATTERS

FC 114/20 Internal Audit review

To **review** the attached paper and **nominate** 2 Councillors to complete an internal audit review of the process and auditor.

FC 115/20 Financial Regulations & Internal Controls

To **Approve** revisions to the Financial Regulations & Internal Controls to reflect the appointment of the Finance & Allotments Officer.

FC 116/20 BTC Bank Mandates

To authorise the removal of the previous Town Clerk as a signatory from the NatWest Bank mandate and all Berkhamsted Town Council Account Mandates (Santander, Cambridge Building Society, Shawbrook Bank & Saffron Building Society).

COVID & Environment

FC 117/20 High Street Parking

To review possible changes to the High Street parking to enhance 'social distancing' and increase footfall for local businesses. Paper to follow.

- FC 118/20** 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 119/20 Local Government Services Pay Agreement 2020-21

- (i) To **receive** details of the nationally agreed Local Government Services Pay Agreement for 2020-21.
- (ii) To **authorise** the Town Clerk to write to each staff member advising them of the above and to make the necessary arrangements with payroll at David Lindon's.

FC 120/20 BTC Project Management Role

- (i) To **review** the attached paper and **approve** the recruitment of a project management resource for BTC.

TN - 1 September 2020