



Tel: 01442 800146
Email: townclerk@berkhamstedtowncouncil.gov.uk
Website: www.berkhamstedtowncouncil.gov.uk

2nd Floor, Civic Centre
161 High Street, Berkhamsted
Herts HP4 3HD

30th May 2023

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that there will be a meeting of **Berkhamsted Town Council Annual Meeting** in **The Hall, Civic Centre**, Berkhamsted on **Monday 5th June 2023** at **7.30 pm**.

The purpose of the meeting is to transact the business set out in the agenda below and you are hereby summoned to attend.

Sue Severn
Town Clerk

Councillors:

- W. Conian
- N. Taylor (Town Mayor)
- I. Bristow
- M. Bromberg
- K. Fielding
- P. Fisher
- A. Hawkswood
- P. Holditch
- S. Jordan (Deputy Town Mayor)
- R. Mackenzie
- N. Morrish
- T. Pedrick
- G. Stevens
- R. Stewart
- L. Tate

Members of the public are invited to attend all meetings of the Town Council and are very welcome



AGENDA

Berkhamsted Town Council Full Council Meeting Monday 5th June 2023 at 7.30 pm Council Chamber, Civic Centre, Berkhamsted

- FC 64/23** **To receive and approve** any apologies for absence.
- FC 65/23** **Declarations of Interest**
i. To **receive** declarations of interest from councillors on items on the agenda;
ii. To **receive** written requests for dispensations for declarable interests; and
iii. To **grant** any requests for dispensation as appropriate.
- FC 66/23** **Minutes**
To receive and approve the minutes of the Berkhamsted Annual Town Council meeting held on 15th May 2023.
- FC 67/23** **Open Forum**
Members of the public are invited to speak to the Council to raise issues or concerns, ask questions or make comments. (This session will last for a maximum of 20 minutes. Members of the public may indicate that they wish to speak during debate by raising their hand. The Chair may recognise them, but it is requested that comments are brief, relevant, and not repetitive).

To receive any updates from Hertfordshire County and Dacorum Borough Councils.
- FC 68/23** **Police & Neighbourhood Policing report**
To receive Police report, if any.
- FC 69/23** **Planning & Neighbourhood Planning**
To update on progress of the Neighbourhood Plan: Working Group meeting 26th June 6.30pm.
- FC 70/23** **Finance and Council Administration**

Finance
- To receive and approve BTC's unaudited Financial Statements to year ended 31st March 2023, the balance sheet for signature by the Town Mayor and Town Clerk (as RFO).
- To receive the Internal Auditor's report (if available).
- **To consider and approve** BTC's Annual Governance Statement.
- **To consider and approve** BTC's Annual Accountability Return.



To consider **applications for small grant funding**

Ashlyn's School Association – to contribute towards cost of marquees for Ashlyn's Comedy & Music Festival to be held in July 2023 providing entertainment for the whole town and beyond. It is hope to make this an annual event. Amount requested £1,000.

The Hospice of St Francis – to contribute to the cost of a bladder scanner to support dignity and comfort by provision of a bladder scanner, total cost £3,780. Amount requested £1,000.

FC 71/23

Administration

- To re-adopt the council's Code of Conduct and Code of Practice Planning (as circulated).
- To agree appointment of one further Councillor as member of Finance & Policy Committee.

Community and Events

- To receive update first *Dementia Friendly Town* meeting.
- *Free summer activities for children and young people:*
To confirm availability of Councillors to assist at these events.
- **To consider and agree** proposal seek access to land owned/managed by Dacorum, working with their Parks Officer to investigate suitable community areas for community gardening, wildflower areas and habitat improvement and to authorise the town clerk to proceed with the project.
(*Cllrs Conian & Tate*)
- **To consider and agree** proposal to hold a photographic competition: Subject Berkhamsted Landmarks with the aim of choosing winning entries for print and framing to decorate the newly refurbished Council Chamber. An exhibition of entries will be held. (*Cllr Jordan*)

FC 71/23

Committees and Working Groups

No reports.

FC 72/23

Communication

Berkhamsted Town Council News July edition

Any items for inclusion needed immediately to meet early July publication date. Councillor brief biographies and photos to be included in Berkhamsted Council News and website still required from some councillors.

Delivery to 7175 households in Berkhamsted plus businesses and a print run of 8000 is suggested.

To consider and agree quoted prices for graphic design, printing and distribution (Clerk's report).



FC 73/23 **Website & IT Security**
Any update.

FC 74/23 **Meetings & Matters of report**
To report on any meetings attended and matter of report for Councillors' attention.

FC 75/23 **Date of next meeting**
Monday 3rd July 2023.