

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of

BERKHAMSTED TOWN COUNCIL

Held via 'Zoom' video conferencing on

Monday 7 September 2020 at 7.30 pm

PRESENT:

Councillors G Stevens – Town Mayor
A Armytage
S Cloughton
W Conian
P de Hoest
P Fisher
R Freedman
J Jones
T Porter
N Taylor
P White
N Woolner

OTHERS PRESENT:

Mr Tony Noakes, Town Clerk
Mrs J Harley, Deputy Town Clerk

NOT PRESENT:

A Peeler
M Hardinge

OPENING MATTERS AND GOVERNANCE

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

Apologies for absence were received from Cllr G Corry.

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

None.

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

The minutes of the Annual Meeting of the Council held on 20 July 2020 were **received and approved.**

FC 107/20 Public Participation

Suspension of standing orders to allow any members of the public present to speak.

No members of public were present.

FC 108/20 Town Mayor's Communications

The Town Clerk gave an update on the Rothschild surgery/BTC parking agreement. Rothschild surgery were advised it would be preferable to use the parking spaces for doctor/staff parking and any remedial/upgrade work must be agreed by BTC, before work was carried out.

STANDING COMMITTEES

To receive and adopt the following minutes:

FC 109/20 Transport & Environment Committee held on:

17 August 2020.

The minutes were **received and adopted**.

Cllr R Freedman requested an update on the proposed redevelopment of the Sports Centre
Action – Town Clerk

FC 110/20 Town Planning Committee

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

The minutes were **received and adopted**.

FC 111/20 Finance & Policy Committee

Held on: 27 July 2020

The minutes were **received and adopted**

- (i) Cllr A Armytage requested that the Swan Youth Project update was a standing item at FC
Action – Town Clerk
- (ii) The Town Council approved 50% funding for an extra PCSO for Berkhamsted as part of the 2020/21 budget. The Town Clerk will progress with Hertfordshire Police
Action – Town Clerk

POLICY MATTERS

FC 112/20 Berkhamsted Town Council's response to HCC's proposals for Unitary Council.

Cllr G Stevens presented his draft paper for BTC's response to HCC's proposals for Unitary Council. The latest version is attached and will be sent to HCC in letter form, with copies to DBC and HAPTC.

FC 113/20 Meeting Process & Minutes

The Deputy Town Clerk presented a draft 'good practice' document covering aspects of Town Council meeting procedures and minutes. The document was approved by Full Council and will be used for all meetings of the council.

FC 114/20 National Planning Reform Consultation Working Group ToR

Full Council **endorsed** the National Planning Reform Consultation Working Group ToR's agreed at the Town Planning committee on 24 August 2020.

FINANCIAL MATTERS

FC 115/20 Internal Audit review

Cllr's J Jones and R Freedman were **nominated** and agreed to complete an internal audit review of the process and auditor. The internal audit review will report to the next Full Council on 23 November 2020.

Action - Cllr's J Jones and R Freedman

FC 116/20 Financial Regulations & Internal Controls

Revisions to the Financial Regulations & Internal Controls to reflect the appointment of the Finance & Allotments Officer were **approved**.

FC 117/20 BTC Bank Mandates

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) was approved.

Action – Town Clerk

COVID-19 & ENVIRONMENT

FC 118/20 High Street Parking

Cllr G Stevens began the discussion by ensuring committee members had received the comments sent by Cllr G Corry, objecting to the proposed changes to parking on the High Street. Full Council agreed to allow the project to be taken forward to the next stage, a detailed operational layout provided by HCC Highways and proposed costs of delivery. No final decision would be made until these had been received and reviewed.

Action - Cllr W Conian & Town Clerk

FC 119/20 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 120/20 Local Government Services Pay Agreement 2020-21

Full Council authorised the Town Clerk to write to each staff member advising them of the Local Government Services Pay Agreement for 2020-21 and to make the necessary arrangements with payroll at David Lindon's.

Action – Town Clerk

FC 121/20 BTC Project Management Role

Full Council reviewed the Project Management role paper and a decision was made to ask the Town Clerk to publish a further paper with a more detailed JD and potential costs of contract/employment. The role was not full time and it required further justification why current BTC resource could not be used.

Action – Town Clerk

FC 122/20 Close of Meeting

The meeting closed at 9.15 pm.

Signed.....

Date.....

Full Council Minutes Actions – 7 September 2020

Reference	Action	Complete	Outstanding - Responsibility
109/20	Cllr R Freedman requested an update on the proposed redevelopment of the Sports Centre		Town Clerk
111/20	Cllr A Armytage requested that the Swan Youth Project update was a standing item at FC		Town Clerk
111/20	The Town Clerk to progress the recruitment of the 3 rd		Town Clerk

	PCSO with Hertfordshire Police.		
115/20	Internal Audit review		Cllrs G Stevens & R Freedman
117/20	Removal of previous Town Clerk from BTC Bank Mandates		Town Clerk
118/20	Progress High Street Parking changes with HCC		Cllr W Conian & Town Clerk
120/20	Local Government Services Pay Agreement 2020-21		Town Clerk
121/20	BTC Project Management Role JD and costs		Town Clerk