

**Berkhamsted Town Council**  
**ALLOTMENT MANAGEMENT TEAM CONSTITUTION**

Approved and adopted by the Town Council on 30<sup>th</sup> January 2006 minute 08/06,  
section 2 & 4 amended by the Allotment Management Team on 21<sup>st</sup> October 2009: minute  
09/54.1

Last adopted at AMC 04/05/2021

1. The Allotment Management Team (referred to in following paragraphs as the AMT) is appointed by and reports to the Town Council.
2. The AMT will consist of three councillors (or named substitutes in their absence) and three allotment representatives, one from each of the three sites. These members will each have a single vote. Named substitutes for each site may also vote if attending on behalf of the site representative. The Chairman will have a casting vote.
3. The Chairman of the AMT will be appointed by the Council at its annual meeting.
4. Allotment representatives to the AMT, and one substitute representative for each site will be nominated annually by the AMT. In the event of a vacancy arising nominees will be sought from existing tenants.
5. The AMT may co-opt other non-voting representatives as it thinks fit, to provide advice and information.
6. The AMT will meet in the Council Chamber two weeks before each meeting of the full Town Council. Meetings will be open to the public and the agendas published on Town Council notice boards in advance of the meeting. Other AMT meetings may be convened as necessary, for the proper conduct of its affairs.
7. The minutes of each meeting will be taken by an officer of the Town Council, presented at the next meeting of full Council for adoption and should include time for public participation.
8. The AMT will make recommendations to the Council on matters of policy related to all Statutory Allotment Land in Berkhamsted, and may be consulted on other allotment-related matters at the discretion of the Council.
9. The AMT will be responsible for the management of those parts of the Statutory Allotments not excluded by the Council (i.e. all the land leased or let to Sunnyside Rural Trust plus the area of Wildspace Project not included in the leased or let land).
10. The AMT will be consulted upon any matter which may prejudice land being returned to normal allotment use.
11. The AMT will complete and maintain a detailed allotment strategy which provides a clear way forward for the allotment service and promotes best practice, subject to the strategy being approved by full Council.
12. The AMT will be allocated the allotment maintenance budget and will determine expenditure within that budget.
13. Allotment Representatives will show prospective tenants around the site. Application forms will be submitted to the office by the tenant with the rent payable, or a discount voucher signed by the Site Representative to the effect that the plot has been neglected and is not ready for immediate cultivation. Written applications for sheds and greenhouses should also be approved and signed by the Site Representative.

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14. Tenancies will be granted by the Council and recorded by the Clerk. Tenancies will be restricted to residents of the Parish of Berkhamsted.
15. The AMT will recommend to full Council by the 1<sup>st</sup> July each year the level of rent and water charges to be applied from the following 29<sup>th</sup> September. In doing so the AMT will take into account the agreed strategy for the resourcing and management of the allotment sites. The Council will take into account the recommendations of the AMT but will not be bound by them.
16. Rents will be paid to the Town Clerk. Invoices related to all allotment matters will be authorised in accordance with the Council's Financial Regulations and paid by the Town Clerk.
17. The formation of Allotment Associations should be encouraged.
18. Allotment Representatives will notify the Office of non-compliance with the tenancy conditions and will recommend appropriate action.
19. An appeals procedure against termination of an allotment tenancy will consist of the AMT Chairman, the Town Clerk and one non AMT Councillor who will consider the details of the appeal by interview with the tenant or through written communication. The tenant may be accompanied at an interview.
20. The AMT should address the aims of Local Agenda 21 as it applies to allotment land.

**Berkhamsted Town Council**  
**CANAL AND RIVERSIDE PARTNERSHIP**  
**Terms of Reference**

The terms of reference for the partnership were originally approved by Berkhamsted Town Council at its 7 October 1996 meeting. These revised terms of reference were last adopted at AMC on 04/05/2021.

**Name**

The name of the Group is the Canal and Riverside Partnership (CARP)

**Status**

The Partnership shall be a working group of Berkhamsted Town Council and shall report to the Town Council.

**Purpose**

To provide:

- A forum of interested parties to consider the improvement and future wellbeing of the Grand Union Canal and River Bulbourne within the boundaries of the Town Council's area;
- A mechanism for the formulation, facilitation and discussion of strategies, schemes of work or special projects which seek to enhance the immediate environment of the Canal and River.
- Once agreed, projects will be submitted to the Town Council for approval and/or action.
- Projects decided upon should be considered for funding opportunities from outside organisations/associated bodies;
- Projects should be congruent with the forward plans and the climate emergency work being carried out by the Town Council's Climate Change Steering Group;
- Projects should be aligned to meet the objectives of the partner members and will not detract from the statutory duties and/or charitable objectives of the participants.

**Membership:**

The Membership of the Partnership shall comprise:

- 2 members of Berkhamsted Town Council
- 1 member of Dacorum Borough Council
- 1 member of Hertfordshire County Council

Named individuals acting as representatives from the following organisations, or any successors of those organisations:

**Berkhamsted Town Council**  
**CANAL AND RIVERSIDE PARTNERSHIP**  
**Terms of Reference**

- Affinity Water
- Canal and Rivers Trust
- Chilterns Conservation Board (Chalk Streams Officer)
- Inland Waterways Association
- The Environment Agency
- The Berkhamsted Citizens Association
- The Berkhamsted and District Chamber of Commerce
- Groundwork Herts
- The Herts and Middlesex Wildlife Trust
- Local residents – eg voluntary canal warden.

Representation from other organisations may also be invited from time to time to provide any specialist input on a particular topic.

**Quorum**

The quorum of the Partnership shall be not less than one third of the Members.

**Chair**

The Chair of the Partnership shall be appointed by the Town Council at each Annual Meeting. In the Chair's absence the second Town Council representative shall chair the meeting.

**Substitutes**

These will be permitted, provided that prior notice has been given to the Chair.

**Officers**

The Town Clerk or Deputy Town Clerk will attend meetings in an advisory capacity, to take the notes and ensure that actions are taken forward by members in a timely manner.

**Financial**

The Partnership shall not incur any item of expenditure without the prior consent of the Town Council through its normal procedures by reference to the Finance and Policy Committee, for recommendation to the Full Council. Similarly, if a particular initiative will be jointly funded by other organisations, all necessary permissions must be obtained from that organisation as appropriate and the Town Council must approve such joint initiatives and funding.

**Berkhamsted Town Council**  
**CIL WORKING GROUP**  
**Terms of Reference**

**1. Title**

CIL Working Group

**2. Status**

The working group shall be a working group of the Berkhamsted Town Council reporting to the Transport and Environment Committee and through that Committee to Berkhamsted Town Council.

**3. Background**

The working group was established at the 12 June 2017 meeting of the Transport and Environment Committee and replaces and renames the s106 working Group. A copy of the resolution is set out below:

**RESOLVED**

- a. That the working group should be reinstated under the title CIL Working Group, reporting to this Committee;
- b. Regarding s106 undertakings, particularly enforcement of such obligations, the Full Council would be asked to agree which Committee should pursue these matters; the general view was that the Town Planning Committee would be appropriate;
- c. The Citizens Association would be asked to nominate a representative;

**4. Purpose**

To provide a forum for the discussion of the use of CIL funds collected by Dacorum Borough Council, generated by development in Berkhamsted. CIL funds must be used by Town and Parish Councils to “address the extra demand on infrastructure and services that are caused by development within their area and be clear on the links between infrastructure and growth.”

The above to include funds allocated direct to Berkhamsted Town Council and to include bids for projects to be funded from the proportion retained by DBC.

To lobby for full collection of funds.

To propose suitable new projects in Berkhamsted for funding consideration by Dacorum Borough Council.

To comment on and make recommendations on any spending in Berkhamsted of residual s106 funds within DBC’s budget plans.

**5. Membership:**

**Berkhamsted Town Council**  
**CIL WORKING GROUP**  
**Terms of Reference**

An officer of Dacorum Borough Council with responsibility for CIL/S106 will also be invited to attend and advise.

- There is no requirement for a quorum.
- The Chairman will be one of the members of Berkhamsted Town Council.
- Substitutes will be permitted, providing that prior notice has been given to the chairman.
- Representatives from other organisations may also be invited from time to time, to particular meetings, for appropriate purposes.

**6. Officer and Administration**

Town Clerk will administer the working group.

Working group members will carry out research, investigation or undertake other actions as agreed and allocated at meetings.

**7. Financial**

The Working Group shall not incur any item of expenditure.

**Berkhamsted Town Council**  
**CLIMATE ACTION: ENERGY WORKING GROUP**  
**Terms of Reference**

**Title:**

The name of the group shall be: Climate Action: Energy Working Group (CAEWG)

**Status:**

This shall be a working group of Berkhamsted Town Council and shall report via the Climate Action Steering Group to the Transport and Environment Committee. Working groups make recommendations to T & E and do not have executive decision-making powers.

These Terms of Reference were approved at the Transport and Environment Committee on the 12 October 2020 and ratified by Full Council on the 23 November 2020.

**Purpose:**

To identify and engage with local business, community groups, public bodies etc so as to deliver a plan that ensures a reduction in CO<sub>2</sub> emissions from domestic and commercial energy use to as close to zero as possible by 2030

**Objectives:**

- To understand the current level and composition of CO<sub>2</sub> emissions in Berkhamsted;
- To identify and propose the most effective ways of reducing CO<sub>2</sub> emissions contributions within Berkhamsted based on evidence from existing literature and peer experience;
- To lead initiatives to deliver local carbon reductions (See footnote 1 for potential examples);
- To publicise relevant national and local information on CO<sub>2</sub> usage and reduction;
- To monitor progress on carbon reduction against agreed targets and milestones in Berkhamsted.

**Budget:**

Publicity spend from the existing BTC publicity budget with approval from the Clerk.

Small project spend, subject to the usual spending controls, from within the BTC budget to be approved by the Town Clerk, Chair of the Climate Action Steering Group and the Chair of F&P Committee.

Large project spend will require a business case and agreement to the budget and project proposals by F&P and endorsement by Full Council.

**Membership:**

The Membership shall comprise:

- A minimum of three members of Berkhamsted Town Council who together have decision making authority within the working group.
- Members of the public/local interest groups etc may be co-opted as members at the discretion of the Council members. The reasons for appointing each co-opted member shall be documented by the Chair and noted in the minutes. The number of co-opted members cannot exceed the number of councillors.
- Other member of the community and special interest groups may, at the discretion of the Chair, be invited to attend specific meetings and/or provide expert advice to the committee.

**Berkhamsted Town Council**  
**CLIMATE ACTION: ENERGY WORKING GROUP**  
**Terms of Reference**

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**Quorum:**

The quorum of the group shall be half of the working group including two Councillors.

**Chair:**

The Chair of the Working Group shall be a Councillor appointed by the Berkhamsted Town Council's Transport and Environment Committee for the term of the Council. The Vice Chair shall be elected from the Working Group. All other committee members to be agreed by the Working Group Chair.

**Meetings:**

Frequency and location of meetings to be agreed by Chair and members but must provide notes from meetings for adoption by T&E committee. If no meetings have taken place, a short summary of actions and activities will suffice.

**Decision Making:**

Working groups do not have executive decision-making powers and as set out in Full Council minute FC 92/19 working groups will make recommendations to T & E as the parent committee.

Subject to the Council's Standing Orders, the Working Group can make decisions on matters for recommendation to T & E within the parameters of the pre-approved 1 year and 3 year plans submitted to T&E for approval (subject to the budgetary constraints noted above). Decisions will be agreed by majority voting of council members and in the event of a tied vote the Chair will have the final say.

All decisions will be noted by the Chair and advised in minutes of the meeting including a note of how the decision contributes to the Council's climate emergency objectives of reducing carbon and implementing climate and environmental mitigation.

**Review of Terms of Reference:**

As the role and membership of the working group evolves, the Terms of Reference will be reviewed and any recommended amendments made to the T & E Committee for approval.

**Footnotes**

<sup>1</sup>Examples may include but not be limited by: Promoting usage of renewable and sustainable energy e.g. reductions in energy usage, energy conservation measures (insulation measures), less carbon intensive energy sources (green tariffs); Brokering domestic deals for 'mass conversion' to green energy sources or PV installations; Partnering with local businesses to reduce commercial CO2 emissions; Community energy projects e.g. solar, wind, geo-thermal; Planning constraints and building regulations to drive down emissions; Publicity event to create awareness and encourage individual behavioural changes.



**Berkhamsted Town Council**  
**CLIMATE ACTION: HABITAT WORKING GROUP**  
**Terms of Reference**

**Title:**

The name of the group shall be: Climate Action Habitat Working Group (CAHWG)

**Status:**

This shall be a working group of Berkhamsted Town Council and shall report via the Climate Action Steering Group to the Transport and Environment Committee. Working groups make recommendations to T & E and do not have executive decision-making powers.

These Terms of Reference were approved at the Transport and Environment Committee on the 12 October 2020 and ratified by Full Council on the 23 November 2020.

**Purpose:**

To identify and engage with local business, community groups, public bodies etc so as to develop and implement strategies to reduce/offset GHG emissions by enhancing the natural habitat, encouraging greater localisation and by minimising waste.

**Objectives:**

- Enhance the natural landscape through:
- Developing and implementing a tree planting and maintenance plan for Berkhamsted;
- Developing and implementing a plan for improving the biodiversity of common areas through measures such as flower planting and re-wilding;
- To identify and implement strategies to encourage local businesses and residents to increase their own biodiversity within domestic homes, gardens and office spaces as well as further reducing their own landfill waste impacts;
- To enhance local food resilience through identification and encouragement of local food production and distribution;
- To encourage the reduction in generation of avoidable waste (such as single use plastics) and increase in reuse/recycling of all waste including food waste;
- Develop an overarching mitigation and monitoring plan that includes targets and milestones to achieve these objectives.

**Budget :**

Publicity spend from the existing BTC publicity budget with approval from the Clerk. (See footnote)

Small project spend, subject to the usual spending controls, from within the BTC budget to be approved by the Chair of the Climate Action Steering Group, the Chair of F&P Committee and the Town Clerk.

Large project spend will require a business case and agreement to the budget and project proposals by F&P and noted by Full Council.

**Membership:** The Membership shall comprise:

- A minimum of three members of Berkhamsted Town Council who together have decision making authority within the working group.
- Members of the public/local interest groups etc may be co-opted as members at the discretion of the Council members. The reasons for appointing each co-opted

**Berkhamsted Town Council**  
**CLIMATE ACTION: HABITAT WORKING GROUP**  
**Terms of Reference**

member shall be documented by the Chair and noted in the minutes. The number of co-opted members cannot exceed the number of councillors.

- Other member of the community and special interest groups may, at the discretion of the Chair, be invited to attend specific meetings and/or provide expert advice to the committee.

**Quorum:**

The quorum of the group shall be half of the working group including two Councillors.

The Chair of the Working Group shall be a Councillor appointed by the Berkhamsted Town Council's Transport and Environment Committee for the term of the Council. The Vice Chair shall be elected from the Working Group. All other committee members to be agreed by the Working Group Chair.

**Meetings:**

Frequency and location of meetings to be agreed by Chair and members but must provide notes from meetings for adoption by T&E committee. If no meetings have taken place, a short summary of actions and activities will suffice.

**Decision Making:**

Working groups do not have executive decision-making powers and as set out in Full Council minute FC 92/19 working groups will make recommendations to T & E as the parent committee.

Subject to the Councils Standing Orders, the Working Group can make decisions within the parameters of the pre-approved 1 year and 3-year plans submitted to T&E for approval (subject to the budgetary constraints noted above). Decisions will be agreed by majority voting of council members and in the event of a tied vote the Chair will have the final say.

All decisions will be noted by the Chair and advised in minutes of the meeting including a note of how the decision contributes to the Council's climate emergency objectives of reducing carbon and implementing climate and environmental mitigation.

**Review of Terms of Reference:**

As the role and membership of the working group evolves, the Terms of Reference will be reviewed and any recommended amendments made to the T & E Committee for approval.

**Berkhamsted Town Council**  
**CLIMATE ACTION: REDUCING CARBON FROM TRAVEL WORKING GROUP**  
**Terms of Reference**

**Title:**

The name of the group shall be: Climate Action: Reducing Carbon from Travel (RCT) Working Group (RCTWG)

**Status:**

This shall be a working group of Berkhamsted Town Council and shall report via the Climate Action Steering Group to the Transport and Environment Committee. Working groups make recommendations to T & E and do not have executive decision-making powers.

These Terms of Reference were approved at the Transport and Environment Committee on the 12 October 2020 and ratified by Full Council on the 23 November 2020.

**Purpose:**

- To develop and implement ideas for reducing carbon emissions and pollution from sources related to travel (cars, motor bikes, and others);
- To build support for lower carbon, carbon-free and lower pollutant transport across Berkhamsted and surrounding area;
- To liaise with and support existing groups interested in improving travel facilities across Berkhamsted;
- To propose schemes of work and special projects which seek to reduce carbon emissions across Berkhamsted and surrounding areas, which can be submitted to the Town Council for approval and action.

**Budget:**

Publicity spend from the existing BTC publicity budget with approval from the Clerk.

Small project spend, subject to the usual spending controls, from within the BTC budget to be approved by the Chair of the Climate Steering Group, the Chair of F&P Committee and the Town Clerk.

Large project spend will require a business case and agreement to the budget and project proposals by F&P and noted by Full Council.

**Membership:**

- A minimum of three members of Berkhamsted Town Council who together have decision making authority within the working group.
- Members of the public/local interest groups etc may be co-opted at the discretion of the Council members. The reasons for appointment shall be documented by the Chair and noted in the minutes. The number of co-opted members cannot exceed the number of councillors.
- Other members of the community and special interest groups may, at the discretion of the Chair, be invited to attend specific meetings and/or provide expert advice to the committee.
- All members (including non-councillors) should comply with the standards set out in the Code of Conduct and standing orders.

**Berkhamsted Town Council**  
**CLIMATE ACTION: REDUCING CARBON FROM TRAVEL WORKING GROUP**  
**Terms of Reference**

**Quorum:**

The quorum of the group shall be half of the working group which must include two councillors.

**Chair:**

The Chair of the Working Group shall be a Councillor appointed by the Berkhamsted Town Council's Transport and Environment Committee for the term of the Council. The Vice Chair shall be elected from by the Working Group from its members. All other committee working group members to be agreed by the Working Group Chair.

**Meetings:**

Frequency and location of meetings to be agreed by Chair and members but must provide notes from meetings for discussion at the T & E Committee for approval and adoption as if appropriate. approval of recommendations made and adoption by T&E committee. If no meetings have taken place, a short summary of actions and activities will suffice.

**Decision Making:**

Working groups do not have executive decision-making powers and as set out in Full Council minute FC 92/19 working groups will make recommendations to T & E as the parent committee.

Subject to the Councils Standing Orders, the Working Group can make decisions on what to recommend to T & E within the parameters of the pre-approved 1 year and 3-year plans submitted to T&E for approval (subject to the budgetary constraints noted above). Decisions will be agreed by majority voting of council members and in the event of a tied vote the Chair will have the final say.

All decisions will be noted by the Chair and advised in minutes of the meeting including a note of how the decision contributes to the Council's climate emergency objectives of reducing carbon and implementing climate and environmental mitigation.

**Review of Terms of Reference**

As the role and membership of the working group evolves, the Terms of Reference will reviewed and any recommended amendments made to the T & E Committee for approval.

**Berkhamsted Town Council**  
**CLIMATE ACTION STEERING GROUP**  
**Terms of Reference**

**Title:**

The name of the group shall be: Climate Action Steering Group

**Status:**

This shall be a Steering Group of Berkhamsted Town Council and shall report to the Transport and Environment Committee (T&E). Steering Groups make recommendations to T&E and do not have executive decision-making powers.

These Terms of Reference were approved at the Transport and Environment Committee on the 12 October 2020 and ratified by Full Council on the 23 November 2020.

**Purpose:**

The purpose of the Climate Action Steering Group is to provide an overarching framework to guide this Council's actions in developing a zero-carbon community by 2030.

It will:

- Oversee and steer the work of the three-climate action working groups: Energy, Habitat and Travel.
- Provide leadership in order to achieve carbon neutrality in the community by 2030;
- Undertake practical measures within council powers to reduce the impact of the Council's activities on the environment;
- Work with all sectors of our community to publicise this declaration and develop initiatives and practical measures that will help our community towards achieving carbon neutrality;
- Call upon the Borough and Hertfordshire County Council systematically to review their services, planning regulations and Local Plans and implement measures to reduce their impact on the environment and climate breakdown;
- Call upon the Government to provide regulations and resources that will enable communities to meet the goal of carbon neutrality by 2030.

**Budget:**

Publicity spend from the existing BTC publicity budget with approval from the Town Clerk.

Small project spends, subject to the usual spending controls, from within the BTC budget to be approved by the Chair of the Steering Group, the Chair of F&P Committee and the Town Clerk.

Large project spend will require a business case and agreement to the budget and project proposals by F&P and noted by Full Council.

**Membership:**

- A minimum of three members of Berkhamsted Town Council who together have decision making authority within the Steering Group
- Members of the public/local interest groups etc may be co-opted at the discretion of the Council members. The reasons for appointment shall be documented by the Chair and noted in the minutes. The number of co-opted members cannot exceed the number of councillors.

**Berkhamsted Town Council**  
**CLIMATE ACTION STEERING GROUP**  
**Terms of Reference**

- Other member of the community and special interest groups may, at the discretion of the Chair, be invited to attend specific meetings and/or provide expert advice to the committee.  
All members should comply with the standards set out in the Code of Conduct and Standing Orders.

**Quorum:**

The quorum of the group shall be half of the Steering Group which must include two Councillors.

**Chair:**

The Chair of the Steering Group shall be a Councillor appointed by the members of the group for the term of the Council year.

The Vice Chair shall be elected from by the Steering Group from its members. All other Committee working group members to be agreed by the Steering Group Chair.

**Meetings:**

Meetings should take place at least six times per annum. Usually on Mondays at 6:30pm, two weeks prior to a T&E Committee meeting (other Council meetings allowing).

Meetings to take place virtually until physical meetings in the Council Chamber are possible.

Notes from meetings should be circulated for discussion at the T & E Committee for approval and adoption as appropriate. approval of recommendations made and adoption by T&E Committee. If no meetings have taken place, a short summary of actions and activities will suffice.

**Decision Making:**

Steering groups do not have executive decision-making powers and as set out in Full Council minute FC 92/19 Steering Groups will make recommendations to T & E as the parent Committee.

Subject to the Council's Standing Orders, the Steering Group can make decisions on what to recommend to T & E within the parameters of the pre-approved 1 year and 3-year plans submitted to T&E for approval (subject to the budgetary constraints noted above). Decisions will be agreed by majority voting of Council members and in the event of a tied vote the Chair will have the final say.

All decisions will be noted by the Chair and advised in minutes of the meeting including a note of how the decision contributes to the Council's climate emergency objectives of reducing carbon and implementing climate and environmental mitigation.

**Review of Terms of Reference**

As the role and membership of the Steering Group evolves, the Terms of Reference will be reviewed and any recommended amendments made to the T & E Committee for approval.

JH 18/06/2020

**Berkhamsted Town Council**  
**FESTIVAL OF LIGHT WORKING PARTY**  
**Terms of Reference**

**1. Status**

The Festival of Light Working Party is an independent group chaired by a Town Councillor appointed by the Town Council at its Annual Meeting. Working Party minutes will be presented to the Finance & Policy Committee of the Town Council, for information only unless a specific item relates to the Town Council's budget in which case the final decision rests with the Finance & Policy Committee.

**2. Membership**

The Working Party shall include representatives from Berkhamsted Town Council (Councillor Chair) and Town Warden; Community Action Dacorum; Berkhamsted Police Neighbourhood Team; Berkhamsted & District Chamber of Commerce; Berkhamsted Citizens; Berkhamsted Voluntary Service Clubs (Lions, Rotary and Round Table); St. Peter's Church; Town Clerk; Chambers PA Hire.

**3. Co-options**

The Working Party may co-opt other members as required.

**4. Aims & Objectives**

- a. To co-ordinate arrangements for the annual Festival of Light Event including
- To agree a date and time taking account other events in the area
  - To carry out an annual risk assessment and to document risks identified and action taken to negate them
  - To identify a contingency plan for the emergency opening of the High Street should it be necessary during the event opening times.
  - To organise stewarding of the event in furtherance of public safety and to help put the contingency plan into effect.
  - To receive details of arrangements made by the Town Clerk for road closure, diversions and general traffic management
  - To receive details of arrangements made by the Town Clerk for the Christmas lights display and Christmas tree
  - To arrange all other event details including site preparation, stalls, attractions and clearing up
  - Through the Chamber of Commerce to encourage town centre shops to open during the event
  - To encourage suitable seasonal window displays
  - To consider the need for a Police presence at the event

**Berkhamsted Town Council**  
**FESTIVAL OF LIGHT WORKING PARTY**  
**Terms of Reference**

- To ensure that Public Liability Insurance cover is in place
- To make arrangements for an effective public address system,
- To ensure that public toilets remain open
- To organise the best dressed window competition and judging by the Town Mayor and Chairman of the Citizens Association

**5. Budget**

The Festival of Light Working Party will not be responsible for financial matters. These will remain the responsibility of the Town Council and Community Action Dacorum.

**6. Meetings**

Meetings will be held in Berkhamsted Town Council Chamber as and when necessary between June and December. An agenda will be prepared and distributed three clear days before each meeting and the minutes within a week of the meeting.



**Berkhamsted Town Council –  
FINANCE & POLICY COMMITTEE  
Terms of Reference**

(Ratified at the F&P meeting on 25<sup>th</sup> June 2007 Minute 47/07  
Amended 18 December 2017 at Full Council to reflect quorum of 4 and membership of 7.  
Also to reflect current, adopted Standing Orders.)  
Last adopted by Full Council at AMC 04/05/2021

**1. Status**

The Finance & Policy Committee shall be a Standing Committee of Berkhamsted Town Council appointed at the Annual Council Meeting. As such it is autonomous; its decisions do not require ratification by Council unless a matter is specifically referred up or is an issue required by law or proper practice to be discussed at Full Council. All committees are subject to adopted Standing Orders and the Code of Conduct.

**2. Membership**

The Committee shall consist of six elected Members of Berkhamsted Town Council. Its quorum shall be 4. In accordance with Standing Orders Part 1 para 8 Quorum, the Mayor shall be a voting member, ex-officio, but the Deputy Mayor, ex-officio, shall not have a vote unless already a member of the Committee.

**3. Co-options**

In accordance with Section 102 of the Local Government Act 1972, the Committee shall have no powers of co-option.

**4. Aims and Objectives**

- a. To have oversight and general control of the finances of the Town Council, in accordance with proper practice as set out in the Practitioners Guide, with particular responsibility for agreeing the annual Estimates of Income & Expenditure and recommending to Council the level of Precept.
- b. To consider applications for Grants from local organisations and subject to the Clerk's recommendations and the Grants budget set by Council to make Grants where lawful and appropriate.
- c. To consider the response of Council to consultation documents of a general nature, not covered by specific committee remits.
- d. Subject to the Clerk's recommendations, to set the Council's policy with regard to the introduction of new legislative and regulatory requirements.
- e. Subject to the Clerk's recommendations, to consider and set the framework for the employment of the Council's staff.
- f. Through the Support Services Working Group to carry out an annual review of staff salaries and make recommendations to Council in advance of the budget process.
- g. Through the Support Services Working Group, to monitor the annual staff appraisal scheme.

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FINANCE & POLICY COMMITTEE  
Terms of Reference**

- h. To appoint the Chairman of the Festival of Light Working Group and to be responsible for the town's Christmas lights display.
- i. To research opportunities for increasing market activity within the town and to liaise with the business community and/or Berkhamsted Chamber of Commerce, Berkhamsted Community Partnership, Dacorum Borough Council and such other agencies as are considered appropriate, to identify opportunities to increase the economic vitality of the town, and opportunities for tourism and transport, through joint partnership.
- j. To conform with the Town Council's Financial Regulations.
- k. To be responsible for the Town Council's Communications strategy, to include publicity, promotion and consultation with the public.

**5. Working Groups**

The Committee shall have the power to set up working groups as and when appropriate to further the tasks as identified in the Aims and Objectives. These groups shall report to the Committee on a regular basis or as specifically instructed.

**6. Budget**

The Committee shall be maintained in accordance with a budget set by the Council at its meeting in January. Any additional funds required by the Committee to discharge its obligations shall be sought by application to Council, if required by Financial Regulations.

**7. Meetings**

Meetings of the Committee shall normally take place six times a year. The time, date and place of meetings shall be determined by Council at the Annual Council Meeting, or otherwise by Council or this Committee's decision.

**Berkhamsted Town Council**  
**LOCAL PLAN (2020 -2038) WORKING GROUP**  
**Terms of Reference**

**1. Title**

Local Plan Working Group

**2. Status**

The working group shall be a working group of the Berkhamsted Town Council reporting to the Town Planning Committee and through that Committee to Full Council

**3. Background**

It was agreed to establish the Local Plan Working Group at the 29 August 2017 meeting of the Town Planning Committee. It was initially set up for the purpose of consulting on the 2017-2036 Local Plan.

These Terms of Reference were approved at a meeting of the Town Planning Committee on the 5<sup>th</sup> of October 2020 and ratified at a meeting of Full Council on the 23 November 2020.

**4. Purpose**

To formulate, in consultation with other outside bodies and residents, the Town Council's response to Dacorum Borough Council's draft Local Plan 2020 – 2038 in preparation for the formal consultation commencing mid-2021.

The plan will be considered in detail along with the implications for Berkhamsted and its residents

The response to this important consultation will be agreed at Full council. An extraordinary meeting will be called for this purpose if necessary, depending on the schedule of meeting dates and the closing date for the consultation.

**5. Membership:**

The members of the Working Group are Cllr A Armytage, Cllr J Jones, Cllr G Stevens and Cllr P White.

All Councillors are invited to Working Party meetings.

- There is no requirement for a quorum;
- The Chairman will be one of the members of Berkhamsted Town Council. The Chair will be a serving member of the Town Planning Committee;
- Substitutes will be permitted, providing that prior notice has been given to the Chairman; and

**Berkhamsted Town Council**  
**LOCAL PLAN (2020 -2038) WORKING GROUP**  
**Terms of Reference**

- Representatives from other organisations may also be invited from time to time, to particular meetings, for appropriate purposes;

**6. Officer and Administration**

The Town Clerk or Deputy Town Clerk will administer the Working Group.

Working group members will carry out research, investigations or undertake other actions as agreed and allocated at meetings.

**7. Financial**

The Working Group shall not incur any item of expenditure.

JH 06/10/2020

**Berkhamsted Town Council**  
**PARKING FORUM**  
**Terms of Reference**

1. Agreed Terms of Reference 24 April 2013

To work in partnership to deliver improved parking, traffic management and traffic flow in Berkhamsted by:

- Identifying the range of parking provision, traffic management and traffic flow issues to be addressed <sup>[[1]]</sup><sub>[SEP]</sub>
- Developing proposals and agreed measures to relieve pressure on parking and improve traffic flow <sup>[[1]]</sup><sub>[SEP]</sub>
- Developing ways of increasing the provision of affordable parking spaces within the town, in order to maintain Berkhamsted as a thriving community
- Influencing and advising on parking, traffic management and traffic flow proposals for the town, including from DBC and HCC. <sup>[[1]]</sup><sub>[SEP]</sub>

2. Update to Terms of Reference Agreed by Parking Forum 24 May 2017

To develop and propose solutions and recommendations, including those raised in all previous meetings, for adoption and pursuing by the Transport and Environment Committee with the objective of:

- increasing the number of on and off street parking spaces (affordable to the user)
- improving the traffic flow through Berkhamsted.
- Ameliorating Berkhamsted's traffic air pollution hotspots

The recommendations will enable and support immediate approaches being/to be made by Berkhamsted Town Council to Herts County Council and Dacorum Borough Council for a review and modifications of current parking and waiting restrictions plus the usage of DBC and privately owned sites within the town as appropriate.

These updated Terms of Reference are not dependent on any outcome of the plans for a multi-storey car park in Berkhamsted.

**Berkhamsted Town Council  
Public Transport Committee  
Terms of Reference**

**Title:** The name of the group shall be: Berkhamsted Town Council Public Transport Strategy Scrutiny Committee. It shall be referred to as “The Public Transport Committee”

**Status:** The committee shall review, consider and scrutinise the development of public transport service recommendations by the Berkhamsted Town Council officers and consultants.

The committee shall have no decision-making powers. All viable options shall be recommended to Full Council for deliberation and decision.

This committee supersedes the Bus Working Group.

This committee will report to Full Council.

**Purpose:** Berkhamsted Town Council plan to recruit an expert consultant to advise on improvement to bus services across Berkhamsted. This committee aims to support that process, and is a forum to review, consider and scrutinise options and recommendations made.

The Public Transport Committee shall scrutinise the consultant’s work, consider its implications, raise concerns and issues arising from the proposals.

The objectives of the Public Transport Committee are:

- To review the key requirements and factors to be considered by the consultant, including but not limited to those set out in the mandate, and to raise issues which may not have been considered by the officers and expert consultants;
- To identify issues which may impact the success of the strategy, and to support thoroughness of final proposals;
- To ensure that a broad range of stakeholders are consulted, and that concerns and issues highlighted are considered and evaluated in the recommendations;
- To scrutinise the Clerk’s selection of an expert in bus service delivery, and to guide the expert consultant’s work; and
- To anticipate issues that may arise in approving the consultant’s recommendations, and to ensure that these are sufficiently explored that councillors may understand the consultant’s recommendations.

**Berkhamsted Town Council**  
**Public Transport Committee**  
**Terms of Reference**

**Membership:**

- The committee shall have at least 7 members, with all other Town Councillors as substitute members.
- Meetings of the committee shall be advertised and open to Town Councillors and Town Council staff only.
- The Town Council will elect a Chair of the committee at its first meeting. They will manage the meeting and a Vice Chair who shall manage the meeting in the Chair's absence.
- The meeting shall require 5 members to be present to reach quoracy.
- As a scrutiny committee, there shall be no voting process.
- Members of the public may be co-opted at the discretion of the Chair. The reasons for the invitation shall be documented by the Chair and noted in the minutes.
- All members should comply with the standards set out in the Code of Conduct and Standing Orders.

**Administration:**

- Meetings of the committee shall be scheduled by the Chair with the support of the Clerk, and shall be open to all councillors.
- The committee is expected to meet twice or more at the discretion of the Chair. This may be early in the process, halfway through, and before the final draft is submitted. Further meetings may be called as necessary.
- Meetings shall be held in the evening, with at least one calendar weeks' notice, avoiding days when Dacorum Borough Council is meeting.
- Meetings shall be included on the Town Council website's schedule.
- Meetings shall be informal, and shall foster open discussion.
- A Town Council officer shall be present and take minutes, which shall record councillors present, and the issues raised, but shall not be a verbatim.
- Those minutes which contain information which may impact the cost of the project, the commercial confidentiality of stakeholders and consultees, include information on potential tendering organisations, or contain other information which the Chair, Town Council Officer or consultant believe should remain confidential, shall not be made public and shall be confidential to the Town Council.
- Minutes shall be distributed to all councillors, and shall be approved at the next meeting, followed by Full Council.
- If appropriate, bearing in mind potential discussion of commercial confidential items, and at the discretion of the Chair, members of the public shall be able to attend, and shall be able to contribute to the meeting.
- This committee is anticipated to be temporary, and shall cease to exist once the project is deemed to have been delivered or abandoned.

**Deliverables:**

The only deliverables of the committee shall be the minutes of the meetings, and the scrutiny which the meeting creates.

**Berkhamsted Town Council  
Public Transport Committee  
Terms of Reference**

The committee shall note the interim documents which it receives, and the final submission to Full Council.

**Notes:**

The recruitment, selection and appointing of an expert consultant is outlined in a separate document.

A wider brief including objectives for the bus service is outlined in a separate document.

**Budget:**

The committee shall have no budget or authority to spend money.



**Berkhamsted Town Council**  
**SUPPORT SERVICES GROUP**  
**Terms of Reference**

- 1 The Support Services Group is a working group reporting to Finance & Policy Committee or Council, whichever is most appropriate and timely. It is empowered to act, within the constraints outlined below, on behalf of the Council in its capacity as employer;
- 2 Relevant matters may also be referred directly to the F & P Committee or Full Council for expediency eg to ratify national pay increases or incremental progression;
- 3 Its membership is generally the Town Mayor and four other councillors. The Town Clerk will also attend to offer advice unless the matter under discussion renders such attendance inappropriate.
- 4 Its meetings will be on an ad hoc basis. Its convenor shall be the Mayor.

5 **Remit**

- (i) Recruitment and selection of staff NB appointment of a Town Clerk, must be endorsed and approved at Full Council. At Berkhamsted Town Council other staffing appointments will also be endorsed at Full Council;
- (ii) Review the Town Clerk's terms and conditions of employment and those of other staff as required;
- (iii) Review the performance of the Town Clerk (this may be delegated to one or two members of the group);NB Performance reviews should take place annually as a minimum and at least on a monthly basis during the first six months of employment;
- (iv) To receive feedback from performance reviews for other staff members undertaken by the Town Clerk and discuss as appropriate;
- (iii) To discuss the implementation of the disciplinary, sickness absence and poor work performance procedure and to make arrangements for appropriate interviews and reviews in accordance with the Town Council's policies on these matters;
- (iv) To review the terms and conditions of all staff under the direction of the Clerk, when appropriate;
- (v) To review employment policies and procedures.

**Berkhamsted Town Council –  
TOWN PLANNING COMMITTEE  
Terms of Reference**

(Ratified at the Town Planning Meeting on the 29 May 2007 Minute 74/07. Amended 18 December 2017 at Full Council to reflect quorum of 4 and membership of 7. Also to reflect current, adopted Standing Orders.)

**1. Status**

The Town Planning Committee shall be a Standing Committee of Berkhamsted Town Council appointed at the Annual Council Meeting. As such it is autonomous; its decisions and recommendations do not require ratification by Council unless a matter is specifically referred up. All committees are subject to adopted Standing Orders and the Code of Conduct.

**2. Membership**

The Committee shall consist of seven elected Members of Berkhamsted Town Council. Its quorum shall be 4. In accordance with Standing Orders Part 1 para 8 Quorum, the Mayor shall be a voting members, ex-officio, but the Deputy Mayor, ex-officio, shall not have a vote unless already a member of the Committee.

**3. Co-options**

The Committee shall have powers of co-option.

**4. Aims and Objectives**

- a. To receive and comment upon planning applications referred to it by the planning authority for the district, Dacorum Borough Council; or any authority so empowered to do.
- b. To receive and comment upon matters relating to any other planning issue.
- c. To receive and comment upon consultative papers received from the Borough or County Councils relevant to the Local Development Framework, County Structure Plan or similar.
- d. To receive and comment upon consultative papers received from statutory bodies.
- e. To respond to requests for street naming in accordance with the agency agreement with the Borough Council.

**5. Working Groups**

The Committee shall have the power to set up working groups as and when appropriate to further the tasks as identified in the Aims and Objectives. These groups shall report to the Committee on a regular basis or as specifically instructed.

**Berkhamsted Town Council –  
TOWN PLANNING COMMITTEE  
Terms of Reference**

**6. Budget**

The Committee shall be maintained in accordance with the annual budget set by the Council. Any additional funds required by the Committee to discharge its obligations shall be sought, if required by Financial Regulations, by application to the Finance & Policy Committee or Council, whichever is most appropriate or timely.

**7. Meetings**

Meetings of the Committee shall normally take place every three weeks to accommodate timely decisions within the 21-day consultation period for planning applications. The time, date and place of meetings shall be determined by Council at the Annual Council Meeting, or otherwise by Council or this Committee's decision.

**Berkhamsted Town Council**  
**TRANSPORT & ENVIRONMENT COMMITTEE**  
**Terms of Reference**

**1 Status**

The Transport & Environment Committee shall be a Standing Committee of Berkhamsted Town Council appointed at the Annual Council Meeting. As such it is autonomous; its decisions do not require ratification by Council unless a matter is specifically referred up. All committees are subject to adopted Standing Orders and the Code of Conduct.

**2 Membership**

The Committee shall consist of 7 elected Members of Berkhamsted Town Council. Its quorum shall be 4. In accordance with Standing Orders Part 1 para 8 Quorum, the Mayor shall be a voting members, ex-officio, but the Deputy Mayor, ex-officio, shall not have a vote unless already a member of the Committee.

**3. Co-options**

- a. The Committee shall have the power to co-opt representatives of organisations and individuals who, in the opinion of the Committee, shall enhance the effectiveness and representation of the Committee. These co-optees may be invited to join the Committee at its first meeting after the Annual Council Meeting or at a subsequent meeting of the Committee. There shall be no limit to the numbers invited to join, but none shall have voting rights.
- b. To appoint the Warden of Birtchnell's Copse and to receive reports regarding its maintenance and development.
- c. To appoint the Chairman of the Berkhamsted Parish Paths Partnership. To co-ordinate meetings and provide administrative support.

**4 Aim**

To ensure the environment and transport infrastructure and services of the Town meet the needs of the citizens.

**5 Major Responsibilities**

**Transport**

- a. Be active in the preparation of transport plans by other authorities
- b. To make recommendations to the highways and other transport agencies regarding the improvement and co-ordination of all forms of transport systems serving the Town.

**Berkhamsted Town Council**  
**TRANSPORT & ENVIRONMENT COMMITTEE**  
**Terms of Reference**

- c. Regularly monitor the transport infrastructure and services through public consultation and member observation. Pursue problems and suggestions with the Borough and County Councils, and any other authorities, until they are resolved.

**Environment:**

- d. Regularly monitor the environmental issues through public consultation and member observation. Pursue problems and suggestions with the Borough and County Councils, and any other authorities, until they are resolved. The following are of particular importance:
  - e. The Grand Union Canal, the River Bulbourne and the town's green and amenity space.
  - f. The identification and clearance of litter, graffiti and noise hotspots and the provision of recycling facilities for small businesses.
  - g. To monitor the agency agreement with Dacorum Borough Council regarding the grounds maintenance of St. Peters Churchyard and the lower Cemetery in Rectory Lane.
  - h. To encourage and enable conservation work by volunteer organisations.
  - i. To recommend the granting of an Environmental Grant for final decision by the Finance and Policy Committee in line with the objectives of the Council's Environmental Grant Policy.

## **6 Working Groups**

The Committee shall have the power to set up working groups as and when appropriate to further the tasks as identified in the Aims and Objectives. These groups shall report to the Committee on a regular basis or as specifically instructed.

## **7 Budget**

The Committee shall be maintained in accordance with a budget set by the Council at its meeting in January. Any additional funds required by the Committee to discharge its obligations shall be sought, if required by Financial Regulations, by application to the Finance & Policy Committee or Council, whichever is most appropriate or timely.

## **Meetings**

Meetings of the Committee shall normally take place at least six times a year. The time, date and place of meetings shall be determined by Council at the Annual Council Meeting, or otherwise by Council or this Committee's decision.