



HERTFORD TOWN COUNCIL

TO: ALL MEMBERS OF THE
HERTFORD TOWN COUNCIL

You are hereby summoned to attend a meeting of Hertford Town Council to be held
in the Robing Room, The Castle, Hertford at:

7.30 PM ON: MONDAY 27 MARCH 2017

The Agenda for the business to be transacted at the Meeting is attached.

Dated 17th day of **March 2017**

A handwritten signature in black ink, appearing to read 'Joseph Whelan'.

Mr J Whelan
Town Clerk
Hertford Town Council

TOWN CLERK - JOSEPH WHELAN MBA

The Castle • Hertford • SG14 1HR • Tel: 01992 552885 • Fax: 01992 505876 • Email: town.clerk@hertford.gov.uk

MONDAY 27th MARCH 2017

Prayers: The Mayor's Chaplain will say prayers at the start of the meeting.

AGENDA

1. RECORDING OF MEETING

To establish if it is the intention of any person present to record the meeting.

2. DECLARATIONS OF INTEREST

To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these Disclosable Pecuniary Interests:

- a) Have not already been entered into the register and
- b) Relate to a matter to be considered

To note that such interests so declared must be formally notified to Town Clerk and the Monitoring Officer at East Hertfordshire District Council of the interest within 28 days.

To receive Members' declarations of Declarable Interests in accordance with Hertford Town Council's Code of Conduct (adopted 8th April 2013).

3. MAYOR'S ANNOUNCEMENTS

4. TO CONFIRM THE MINUTES of the Full Town Council meeting held on 16th January 2017.

5. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

Members of the public may speak about specific items on this agenda which contain a recommendation, provided they have advised the Town Clerk of their wish to speak no later than midday on the Friday before the meeting (or midday of the last working day of the week before the meeting). A list giving details of the name(s) and relevant agenda item(s) will be circulated to Councillors before the meeting commences.

6. COMMUNITY SERVICES

To receive the report of the Community Services Committee held on 13th February 2017.

7. DEVELOPMENT AND LEISURE

To receive the report of the Development and Leisure Committee held on 27th February 2017 (including the reports of the Planning Sub-Committee meetings of 12th December 2016 and 3rd January, 16th January, 30th January and 13th February 2017).

8. FINANCE, POLICY AND ADMINISTRATION

To receive the report of the Finance, Policy and Administration Committee held on 23rd January 2017 and 13th March 2017 (including the report of the Personnel Sub-Committee meetings of 30th January 2017)

RECOMMENDATION: Min 436: That subject to any changes Members may wish to make, the Committee recommends the adoption of the following reviewed Policies for inclusion in the Constitution.

- 2.2 Annual Town Meeting
- 2.4 Objectives 2016-19
- 2.5 Budget Summary – To follow
- 2.6 Protocol – Communications
- 2.7 Leader and Deputy Leader Protocol

- 3.1 Publication Scheme
- 3.2 Complaints Procedure

- 4.1 Councillors' Code of Conduct
- 4.2 Councillors' Guide to Integrity in Planning
- 4.3 Protocol – Gifts and Hospitality
- 4.4 Protocol – Mayor and Deputy Mayor
- 4.5 Outside Appointments

- 5.1 Protocol – Councillor Officer Relations

- 6.1 Grants Policy
- 6.2 Whistleblowing Policy
- 6.3 Children & Vulnerable Adults Safeguarding Policy
- 6.4 Business Continuity Policy
- 6.5 Major Incident Plan
- 6.6 Risk Management Policy
- 6.7 Data Protection Policy
- 6.8 Flag Flying Policy
- 6.9 Use of Logo Policy
- 6.10 Anti -Corruption Policy
- 6.11 Awards and Gifts Policy
- 6.12 Social Media Policy
- 6.13 Death of a Senior Member of the Royal Family
- 6.14 Protocol - Generating Income through Sponsorship

RECOMMENDATION: Min 546: Revision of Standing Orders and Financial Regulations. That, subject to any changes Members may wish to make, the Committee recommends the adoption of the revised Standing Orders and Financial Regulations, for inclusion in the Constitution. **PAPERS B & C**

RECOMMENDATION: Min 549 (e): Cardholder Data Security Policy. That, subject to any changes Members may wish to make, the Committee recommends the Cardholder Data Security Policy for adoption within the constitution. **PAPER D**

RECOMMENDATION: Min 549 (f): Treasury Management and Investment Strategy. That, subject to any changes Members may wish to make, the Committee recommends the revised Treasury Management and Investment Strategy for adoption within the Constitution. **PAPER E**

9. APPOINTMENT OF REPRESENTATIVE TO THE HERTFORD ARTS HUB

To consider the nomination of a Councillor to act as the Council's representative to the Hertford Arts Hub.

10. MAYORAL NOMINATION FOR THE CIVIC YEAR 2017/18

To consider Mayoral nominations for the Civic Year commencing 18th May 2017.