

**MINUTES OF A MEETING OF HERTFORD TOWN COUNCIL  
HELD IN THE ROBIN ROOM, THE CASTLE, HERTFORD ON  
MONDAY, 30 OCTOBER 2017**

Present:

The Mayor of Hertford  
Councillor Mrs S Dunkley

Councillors

Mrs R Bolton, P Boyle, S Cousins, R Deering, Dr J Downs, Mrs J Goodeve, Mrs S Newton, Dr L Radford, P Ruffles, Miss J Sartin, A Stevenson, and Mrs B Wrangles

Officers

Town Clerk – Mr J Whelan  
Civic Administration Manager – Ms T Carpenter

Prayers – The Mayor’s Chaplain, Canon Jo Loveridge led the Council in the opening prayers.

**360. DECLARATIONS OF INTEREST**

None.

**361. MAYOR’S ANNOUNCEMENTS**

The Mayor advised members that she had had a very busy couple of months, having accepted numerous invitations from local schools, charities, Mayor’s from other towns, as well as opening three new town businesses and attending Town Council events. The Mayor wished to thank the Deputy Mayor, Mrs Brenda Haddock for her support in accepting additional invitations.

**362. THE MINUTES**

It was **RESOLVED** that:

The minutes of the Full Town Council meeting held on 10 July 2017 be approved as a correct record and the Mayor be authorised to sign the same.

**363. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

None.

**364. COMMUNITY SERVICES COMMITTEE**

Councillor S Cousins moved the report of the Community Services Committee meeting held on 18<sup>th</sup> September 2017.

It was **RESOLVED** that:

The report of the Community Services Committee held on 18<sup>th</sup> September 2017 be received.

**365. DEVELOPMENT AND LEISURE COMMITTEE**

Councillor Miss J Sartin moved the report of the Development and Leisure Committee meeting held on 2 October 2017 (including the relevant reports of the Planning Sub-Committee meetings of 26 June, 10 July, 24 July, 7 August, 21 August, 4 September and 18 September 2017, the Sele Neighbourhood Planning Working Party of 8 June 2017, the Bengoe Neighbourhood Plan Working Party of 6 July, 3 August and 31 August 2017, and the Markets Working Party held on 24 July 2017)

It was **RESOLVED** that:

The report of the Development and Leisure Committee meeting held on 2<sup>nd</sup> October 2017 (including the relevant reports of the Planning Sub-Committee meetings of 26 June, 10 July, 24 July, 7 August, 21 August, 4 September and 18 September 2017, the Sele Neighbourhood Planning Working Party of 8 June 2017, the Bengeo Neighbourhood Plan Working Party of 6 July, 3 August and 31 August 2017, and the Markets Working Party held on 24 July 2017)

### **366. FINANCE, POLICY AND ADMINISTRATION**

Councillor B Deering moved the report of the meeting of the Finance, Policy and Administration Committee held on 16 October 2017 (including the report of the Personnel Sub Committee held on 4 September 2017). The reports included a recommendation for adoption of the Financial Risk Assessment and the contents of the final External Audit report and Audit Certificate.

It was **RESOLVED** that:

1. The report of the Finance, Policy and Administration Committee meeting held on 16<sup>th</sup> October 2017 (including the report of the Personnel Sub Committee held on 4<sup>th</sup> September 2017) be noted.
2. The Council **adopts** the Financial Risk Assessment and **notes** the content of the final External Audit report and Audit Certificate.

### **367. NEW STAFF STRUCTURE**

The Council received a copy of the new Staff Structure for adoption into the Constitution.

It was **RESOLVED** that:

The Council **adopts** the staff structure for inclusion within the Constitution.

There being no further business, the meeting closed at 7.42pm