

MINUTES OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE
MEETING HELD ON TUESDAY 2 JANUARY 2018 AT 7.30 PM IN THE ROBIN
ROOM, THE CASTLE, HERTFORD

PRESENT: Cllr R Deering, in the Chair

Councillors: Mrs R Bolton P Boyle, Mrs J Goodeve, Mrs S Newton, Dr L Radford, Miss J Sartin and A Stevenson.

IN ATTENDANCE: Mr J Whelan, Town Clerk
 Ms P Carpenter, Civic Administration Manager
 Mr S Davies, Finance Manager

474. RECORDING OF MEETING

It was established that no person present wished to record the meeting

475. APOLOGIES FOR ABSENCE

None.

476. DECLARATIONS OF INTEREST

Cllr Miss Sartin	DPI	Agenda item 18 (g) Draft budget. Museum Grant application.	Museum Trustee
Cllr Miss Sartin	DPI	Agenda item 9 Hertfordshire Festival of Music grant application	Trustee of HFoM
Cllr Mrs Goodeve	DPI	Agenda item 18 (g) Draft budget Museum Grant application	Museum Trustee
Cllr Boyle	Personal	Agenda item 9 – Hertfordshire Festival of Music	One of the musicians is known to Cllr Boyle.

477. THE MINUTES

It was **RESOLVED** that:

The Minutes of the Finance, Policy & Administration Committee meeting held on Monday 16 October 2017 be approved as a correct record and the Chairman authorised to sign the same.

478. ACTION SHEET

Ashley Webb Shelter and Maintenance of Castle Grounds

The Town Clerk was requested to write to East Herts Council to make a formal request to take over the ownership and maintenance of the Grounds.

Riverside Walkway

Following exploratory conversations it was clear that this matter was complex and would be best left to be dealt with through the HUDS.

Policing in Hertford

It was noted that a meeting would be convened with the Police in the near future. In the meantime the Town Clerk was asked to write to East Herts Council to request to be notified of any licencing application affecting Hertford, particularly those for late night bars.

It was **RESOLVED** that:

- a) The action sheet be received and noted.

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

None.

480. COMMUNITY GRANT APPLICATION – HERTFORD SWIMMING CLUB

An application had been received from The Hertford Swimming Club towards the cost of the six starting blocks at Hartham Pool.

The Committee wished to obtain further information regarding whether the starting blocks would be fixed or moveable.

It was **RESOLVED** that:

The Committee **defers** the decision on this application pending receipt of further information.

481. COMMUNITY GRANT APPLICATION – ADVENTURE LEARNING FOUNDATION

An application had been received from the Adventure Learning Foundation towards the cost of setting up a Junior Park Run at Hartham Common. The Committee wished to seek further information on this application because it was understood that a Junior Park Run was due to start in Panshanger in the next couple of weeks.

It was **RESOLVED** that:

The Committee **defers** a decision on this application pending receipt of further information.

482. COMMUNITY GRANT APPLICATION – HERTFORDSHIRE FESTIVAL OF MUSIC

An application had been received from the Hertford Festival of Music towards the cost of the promotion of four events to be held at the Friends Meeting House.

It was **RESOLVED** that:

The Committee **approves** a grant of £1060 to be paid from the 2018/19 grant year.

Note: Having previously declared a DPI, Cllr Miss Sartin left the room during the discussion on this item.

483. COMMUNITY GRANT APPLICATION – HERTFORD ROTARY CLUB

An application had been received from Hertford Rotary Club for £400 towards the cost of the 2018 Carnival at the Castle Fun Day

It was **RESOLVED** that:

The Committee **approves** a grant of £400, to be paid from the 2018/19 grant year.

484. COMMUNITY GRANT APPLICATION – KEECH HOSPICE CARE

An application had been received from Keech Hospice Care towards the cost of four trips for the Tots and Toys sessions and Art and Craft material.

It was **RESOLVED** that:

The Committee **declines** a grant in this case because the application was not specific enough to Hertford.

485. PERSONNEL SUB COMMITTEE

A copy of the minutes of the Personnel Sub Committee held on 13 November 2017 had been circulated to the Committee.

It was **RESOLVED** that:

a) The Committee **notes** the report of the Personnel Sub Committee held on 13 November 2017.

486. HEALTH AND SAFETY REVIEW

The Committee received a report outlining the various actions taken over the past year to ensure the Council met its health and safety obligations

It was **RESOLVED** that:

The Committee **notes** the report.

487. GENERAL DATA PROTECTION REGULATIONS

The Committee received a report from the Town Clerk outlining the actions the Council would be required to take to be compliant with the GDPR.

A discussion took place on the complexity of the various aspects of the Regulations and in particular with regard to Cllr email addresses and whether Cllrs should personally register with the ICO.

Staff and Cllr training was considered to be an urgent matter and the Town Clerk was asked to report back to the Committee by 2 February 2018 with a clear plan of action, with dates, to ensure the Council was on the way to becoming compliant ahead of the deadline in May.

A separate report was requested on Cllr email addresses, if it was indeed important that all Cllrs used a Hertford.gov.uk email.

It was **RESOLVED** that:

- a) The Committee **notes** the draft GDPR Policy
- b) The Committee **endorses** the GDPR Action Plan, including that the Town Clerk reports back by 2 February 2018
- c) The Committee **notes** the report.

488. NEW HOMES BONUS ALLOCATIONS FRAMEWORK

The Committee received a report which included a framework for allocations of New Homes Bonus funding.

Whilst the proposed framework was seen as useful as a discussion document to understand the principle and parameters for community engagement, nevertheless the Committee requested the Town Clerk bring back a further report to Committee setting out a clear set of proposals and a policy, outlining the amount of money from the New Homes Bonus to be allocated to any Community budget, rules of engagement and details of the application policy, along with details of the information the Council will expect organisations to produce in order to be considered for funding.

It was **RESOLVED** that:

- a) The Committee **notes** the report
- b) The Committee **requests** the Town Clerk to produce a further report to Committee setting out the principles and policies to be followed for New Homes Bonus Allocation.

Note: Cllr Mrs Goodeve left the meeting at 9pm.

489. NEW HOMES BONUS – DRINKING FOUNTAIN IN TOWN CENTRE

The Committee received a report regarding a proposal to install as Drinking Fountain in the Town Centre. The Committee did not consider a drinking fountain would be appropriate in the Town Centre and in the circumstances decided not to proceed with this initiative.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **does not** proceed with the initiative.

490. OBJECTIVES 2016-19

The Committee received a summary of the actions taken to date in meeting the Council's objectives for the period 2016-19

It was **RESOLVED** that:

- a) The Committee **notes** the report.

491. FINANCE

(a) Bank Reconciliations

The Committee received the bank reconciliation summary for October 2017.

It was **RESOLVED** that:

The Committee **notes** the bank reconciliation summary for October 2017.

(b) Payment Schedules

The Committee received the payment schedules for October and November 2017

It was **RESOLVED** that:

The Committee **notes** the payment schedules for October and November 2017.

(c) Past due debtors

The Committee noted that there were no debtors over 90 days.

(d) Non Cheque Payments

The Committee received a schedule of the non-cheque payments for the period October and November 2017.

It was **RESOLVED** that:

The Committee notes the non-cheque payments made for the period October and November 2017.

(e) Internal Audit Report

The Committee received a copy of the Interim Report of the Internal Auditor. The Committee wished to pass on its appreciation to the Finance Manager for his work in ensuring the Council accounts continued to be managed to a high standard.

It was **RESOLVED** that

a) The Committee **notes** the interim report of the Internal Auditor.

(f) First Half Income and Expenditure 2017/18

The Committee received a copy of the first half income and expenditure for 2017/18.

The Finance Manager requested a transfer of up to £20,000 from the Castle Building Maintenance Reserve, in order to carry out essential building maintenance to the exterior of the Castle and internal decoration of the rooms in the Downshire Suite.

It was **RESOLVED** that:

a) The Committee **notes** the first half income and expenditure to September 2017/18

b) The Committee **approves** the release of up to £20,000 from the Castle Building Maintenance Reserve for essential maintenance works to the Castle.

(h) Draft Budget 2018/19

The Committee received a copy of the first draft of the budget for the Council for 2018-19. The Committee acknowledged the continuing need to control overheads and reduce operating deficits and approved the proposed increase in the precept by 1.99% which it considered prudent.

A discussion took place regarding the grant request from the Museum. The Committee was very supportive of the Museum and agreed to

approve the grant as requested for the coming year. Nevertheless the Committee noted that it should not be presupposed that the amount of the grant now agreed for the coming year should form the basis of any grant application for the next or any following year. The Committee wished to receive further information in future, including up to date accounts and management accounts and evidence that match funding was being sought. The Town Clerk was requested to write to the Museum Curator to set out the Council's expectations and requirements for future grant requests.

- (a) The Committee **notes** the draft budget; and
- (b) The Committee **approves** an increase in the Museum grant funding up to £140,423 for 2018/19.
- (c) The Committee **recommends** the precept of £1,139,394 to the Full Town Council for consideration at its meeting on 15th January 2018.

Note: Having previously declared a DPI, Cllr Miss Sartin left the room and took no part in the discussion on matters relating to the Museum's grant application.

The meeting closed at 9.25 pm