

**NON-CONFIDENTIAL**

<b>Meeting</b>	Council
<b>Date</b>	28 June 2021
<b>Report by</b>	Jane Juby – Democratic Services & Civic Officer Heather Scott – Internal Operations Manager
<b>Report title</b>	Forward Planner and Resolution Tracker 2021/22
<b>Business Plan theme</b>	Run an effective, efficient, low-cost Council administration.

**1. Purpose of the report**

- 1.1 This report presents to Council the Forward Planner and Resolution Tracker for 2021/22.

**2. Recommendation**

- 2.1 Council is asked to:

2.1.1 Note and approve, subject to any comments or amendments, the Forward Planner attached at Appendix A.

2.1.2 Note the Resolution Tracker attached at Appendix B and approve the removal of those resolutions marked complete.

**3. Background information**

- 3.1 The Forward Planner sets out the work programme for Council over the 2021/22 Municipal Year, enabling Council to ensure it considers all planned items of business at the appropriate time.

- 3.2 The Resolution Tracker sets out the actions resulting from resolutions made at previous meetings during the Municipal Year 2021/22 and confirms if these are ongoing or completed. It therefore provides Council with an update on progress against work programme items and projects.

#### **4. Resource implications**

4.1 None.

#### **5. Other implications**

<b>.Other Implications</b>	<b>Comment</b>
Legal	None
Environment and biodiversity	None
Crime and Disorder	None
Risk/Health & Safety	None

#### **6. Appendices**

**Appendix A – Council Forward Planner 2021/22**

**Appendix B – Council Resolution Tracker 2021/22**

## APPENDIX A

### COUNCIL FORWARD PLANNER 2021/22

Agenda item		Lead Officer
<b>27 September 2021</b>		
Business Plan Update	Update on progress	Carl Cheevers
Financial Regulations – Review	To review the Regulations	Daniel Williams
Earmarked Reserve Policy – Review	To review the Policy	Daniel Williams
<b>29 November 2021</b>		
Business Plan Update	Update on progress	Carl Cheevers
External Audit Limited Assurance Audit 2020/21	Approve Return for 2020/21	Daniel Williams
Internal Audit Plan 2021/22	Approve the Plan 2021/22	Daniel Williams
<b>24 January 2022</b>		
Business Plan Update	Update on progress	Carl Cheevers
Risk Management Strategy and Risk Register 2021/22	Approve Risk Register for 2021/22	Daniel Williams
*Merit Awards	Approve nominations for Merit Awards 2022	Jane Juby
Budget 2022/23	Approve Budget for 2022/23	Daniel Williams
Nominations for Mayor and Deputy Mayor 2022/23	Receive nominations for Mayor and Deputy Mayor 2022/23	Carl Cheevers
Municipal Calendar of Meetings 2022/23	Approve the Calendar for 2022/23	Jane Juby
Treasury Management and Investment Strategy 2022/23	Approve the Strategy for 2022/23	Daniel Williams
Review of Internal Control and Internal Audit Arrangements	Approve the Arrangements	Daniel Williams
<b>9 May 2022</b>		
Election of Mayor 2022/23	To elect Mayor for 2022/23	Carl Cheevers
Election of Deputy Mayor 2022/23	To elect Deputy Mayor for 2022/23	Carl Cheevers
Committee and Working Party Membership 2022/23	Approve Committee and Working Party Membership appointments for 2022/23	Carl Cheevers
Deeds and Trust Instruments	Appoint the Mayor and Deputy to inspect the Deeds and Trusts instruments	Carl Cheevers

**\*Denotes this item or part of this item will be considered under exempt business**

APPENDIX B

COUNCIL – RESOLUTION TRACKER

Meeting Date : 28 June 2021

No	Area of work	Resolution	Council Date / Minute Ref	Lead Officer Initials	Progress
1.	<b>Storage Depot Heads of Terms (Exempt Business)</b>	(i) Approve the Draft Heads of Terms set out in Appendix A. (ii) Agree that the Town Clerk finalises the Heads of Terms in consultation with the Town Mayor and when complete applies the Town Council seal. (iii) Approve the allocation and release of the amount of Capital Reserves as set out in section 4.	28/7/20 25.2	HS	In progress. The signed Engrossment was returned to SADC just before Christmas. However, Football Club boundary issues are delaying the final Lease being returned. A Temporary License has been issued by SADC to allow the operational use of the Storage Depot and associated Welfare Facilities whilst SADC finalise their Lease legalities.
2.	<b>Devolution of Assets from SADC (Exempt Business)</b>	(i) Note the revisions to the Draft Heads of Terms as set out in para 3.4 (ii) Agree the recommendations set out in para 3.5	29/9/20 34.1	CC	In progress. HTC now owns Rothamsted Park and continues work to

No	Area of work	Resolution	Council Date / Minute Ref	Lead Officer Initials	Progress
		(iii) Agree that the Town Clerk in consultation with the Town Mayor finalises other changes to the Draft Heads of Terms as set out in para 3.6.			transfer the other open spaces.
3.	<b>Harpenden Neighbourhood Plan - Amendment</b>	Approve the changes to the Harpenden Neighbourhood Plan as per the Appendices.	25/1/21 51.2	CC	In progress. Awaiting amendments to HNP document.
4.	<b>High Street Social Distancing Measures</b>	(i) Support the delivery of a consultation that engages a wide range of communities using a range of communication channels. (ii) Approve that the Town Clerk work with HCC officers to design a survey that reflects the previous successful approach to engagement. (iii) Add an item to the Council Forward Plan to consider the detailed analysis.	10/5/21 9.5	CC	In progress. Town Clerk to give verbal update at meeting.