



# HARPENDEN TOWN COUNCIL

*CLOSER TO THE COMMUNITY*

**HARPENDEN TOWN COUNCIL  
MINUTES OF THE MEETING OF  
THE CORPORATE POLICY AND FINANCE COMMITTEE  
HELD ON WEDNESDAY, 16 JUNE 2021 AT 7.30PM  
THIS MEETING WAS HELD VIRTUALLY**

**Present:** Councillor John Drake (Chair), Councillor Mary Maynard (Vice-Chair), Councillor Paul Cousin, Councillor Paul de Kort, Councillor Rosemary Farmer, Councillor Albert Pawle, Councillor Melanie Priggen and Councillor Nigel Turnbull

**In Attendance:** Daniel Williams (Finance Manager)

**Apologies:** None

**1 APOLOGIES**

None.

**2 DECLARATIONS OF INTEREST**

None.

**3 CHAIRMAN'S REPORT AND URGENT ITEMS**

No urgent items.

Cllr Drake expressed his thanks to Cllr Maynard for her previous work as Chair of the Committee.

**4 PUBLIC QUESTIONS IN ACCORDANCE WITH STANDING ORDER 22**

None.

**5 MINUTES**

The Minutes of the **Corporate Policy & Finance Committee** meeting held on **10 March 2021** were duly accepted as a correct record.

**6 MINUTES OF MEETINGS REFERRED TO CORPORATE POLICY AND FINANCE COMMITTEE**

The Minutes of the **Accounts & Risk Sub-Committee** meeting held on **27 April 2021** were received.

**7 OFFICERS' REPORTS**

**7.1 FORWARD PLANNER AND RESOLUTION TRACKER**

The Committee considered a report by the Democratic Services & Civic Officer and the Internal Operations Manager.

The Committee **RESOLVED** to:

- (i) *Note and recommend to approve the Forward Planner attached at Appendix A.*
- (ii) *Note the Resolution Tracker attached at Appendix B and recommend to approve the removal of those resolutions marked complete.*

**7.2 CORPORATE POLICY & FINANCE COMMITTEE - TERMS OF REFERENCE**

The Committee considered a report by the Finance Manager.

The Committee **RESOLVED** to:

*Note the Terms of Reference as detailed in Appendix A. No comments or amendments were proposed to Council for consideration.*

**7.3 BUDGETARY CONTROL 2020/21 - PROVISIONAL OUTTURN**

The Committee considered a report by the Finance Manager.

The Committee **RESOLVED** to:

*Note the report.*

**7.4 YEAR END ACCOUNTS 2020/21**

The Committee considered a report by the Finance Manager.

The Committee noted the report and **RESOLVED** to **recommend for forwarding to the Council for approval:**

- (i) *The level of Reserves at the 31 March 2021, as set out in paragraph 4.8.*
- (ii) *The Statement of Accounts for the financial year 2020/21, as set out in appendix B.*

**7.5 CITIZENS ADVICE UPDATE**

The Committee considered a report by the Democratic Services & Civic Officer and the Internal Operations Manager.

The Committee **RESOLVED** to:

**Note the report.**

**7.6 FUNDING TO KING'S PANTRY FOODBANK**

Cllr Cousin joined the meeting during this item having been delayed at a meeting with local businesses.

The Committee considered a report by the Town Clerk.

The Committee **RESOLVED** to:

**Recommend that the King's Pantry Foodbank receives an annual grant of £1,000 for the next 3 years.**

**8 DECISIONS TAKEN BY TOWN CLERK**

The Corporate Policy and Finance Committee is currently operating in an advisory capacity following the Council meeting in May 2021. At this meeting it was resolved to:

- Approve that Committees, Sub-Committees and Working Parties will meet informally by virtual meeting and will consider, in an advisory capacity, recommendations regarding items on their Forward Plan and other matters that arise within their terms of reference.
- Recognise that virtual meetings will not constitute legal meetings of the Committees, Sub-Committees and Working Parties, but are a practical way of supporting decision making in the extraordinary circumstances.
- Delegate any decisions which would, in normal circumstances, have been made at meetings which are held physically, to the Town Clerk (or in his absence his nominated deputy) who will have regard to the recommendations taken at the virtual meeting and whose decisions will have the same force and effect as if made by the relevant Committee, Sub-Committee or Working Party.

The following decisions were taken by the Town Clerk under delegated authority following this informal advisory meeting. The decision taken by the Town Clerk in all instances reflect the recommendation made by the committee during the informal advisory meeting.

<b>Item:</b>	<b>Town Clerk decision</b>
<b>7.1</b>	<b>(i) <u>Note and recommend to approve the Forward Planner attached at Appendix A.</u></b>
	<b>(ii) <u>Note the Resolution Tracker attached at Appendix B and</u></b>

	<b><u>recommend to approve the removal of those resolutions marked complete.</u></b>
7.2	<b><u>Note the Terms of Reference as detailed in Appendix A. No comments or amendments were proposed to Council for consideration.</u></b>
7.3	<b><u>Note the report.</u></b>
7.4	(i) <b><u>The level of Reserves at the 31 March 2021, as set out in paragraph 4.8.</u></b>  (ii) <b><u>The Statement of Accounts for the financial year 2020/21, as set out in appendix B.</u></b>
7.5	<b><u>Note the report.</u></b>
7.6	<b><u>Recommend that the King's Pantry Foodbank receives an annual grant of £1,000 for the next 3 years.</u></b>

The meeting closed at 7.54pm.

Chairman .....

Date .....