



Minutes of the Town Council Meeting held on Wednesday 29<sup>th</sup> July 2020 at 7.30pm at Roe Hill Hall, Briars Lane, Hatfield, AL10 8EY and via Zoom.

PRESENT: Councillor Eames-Petersen (Mayor)

Councillor Lenny Brandon	Councillor Linda Mendez -
Councillor Jackie Brennan	Deputy Mayor
Councillor Rory Craig (via Zoom)	Councillor John Percival
Councillor Richard Griffiths	Councillor Tristan Wiltshire
Councillor Caron Juggins	Councillor Bhumi Zhaveri (via Zoom)
Councillor Hazel Laming	

OFFICERS: Carrie Lloyd (Town Clerk)  
Sam Frake (Head of Operations)  
Ali Ogilvie (Head of Estates)  
Jane Anderson (Office Manager)

### 1. ELECTION OF TOWN MAYOR

Councillor Eames-Petersen was elected Town Mayor and signed the Declaration of Acceptance of Office.

Councillor Mendez thanked everyone for their support during her Mayoral Year. She announced that she had raised £4,180 for her charities thanks to a 10k run at Hatfield House and Santa's Rounds in December supported by all the Town Council staff.

She wished the incoming Mayor an enjoyable year.

### 2. ELECTION OF DEPUTY TOWN MAYOR

Councillor Mendez was elected Deputy Town Mayor and signed the Declaration of Acceptance of Office.

### 3. APOLOGIES

Apologies for absence were received from Councillor Mark Bolitho (work), Councillor Richard Brisbin (work), Councillor Angus Mackay (work) and Councillor Lee Newman (working).

#### **4. DECLARATIONS OF INTEREST**

Councillor Griffiths declared in interest in Planning Applications relating to 14 Pleasant Rise and Hyde Cottage as Agent for the applicant.

#### **5. LEADER AND DEPUTY LEADER OF THE COUNCIL AND LEADERS OF POLITICAL GROUPS**

Councillor Lenny Brandon was declared Leader of the Town Council and leader of the Labour Group.

Councillor Caron Juggins was declared Deputy Leader of the Town Council and leader of the Conservative Group.

Councillor Jackie Brennan was declared Leader of the LibDem Group.

Councillor Brandon thanked Cllr Mendez for all her hard work as Mayor of Hatfield Town Council and wished Councillor Eames-Petersen good luck as incoming Mayor. He thanked Councillor Juggins for the smooth partnership working they had achieved despite the previous 15 months being difficult, not least with a pandemic.

He thanked Hatfield's frontline workers, carers, nurses, doctors etc. He thanked Hatfield Town Council staff who continued to work during the pandemic and particularly Sam Frake and Ali Ogilvie. He asked that his thanks be passed onto other Town Council staff.

With the possible re-structuring of Local Government we saw potential for the Town Council to take on services and responsibilities for its Town and hoped that this would see the Town Council take on more and become more.

#### **6. QUESTION TIME**

The Mayor asked if the meeting was being recorded. The Town Clerk advised that it was not.

#### **7. MINUTES**

Councillor Eames-Petersen requested that Minute 110 be changed to read

“Councillor Eames-Petersen stated that she believed all minutes need to be kept of Hatfield Town Council meetings in full, as a proper record for others to read later if necessary.

This includes confidential sessions meetings, often involving financial or staffing decisions, which because they are confidential must be kept separately from the public of the meeting and are only viewable by Hatfield Town Councillors if requested and not by the general public on the website.

This is similar to procedures known about at Herts County Council.”

Members approved the amendment.

Subject to the above amendment, the minutes of the meeting held on 13<sup>th</sup> May 2020 were amended and were signed by the Mayor.

## 8. RECOMMENDATIONS FROM COMMITTEES

There were no recommendations.

The Minutes of the following Meetings of the Council's Committees were noted;

- a) Planning Committee – 22<sup>nd</sup> March 2020
- b) Planning Committee – 1<sup>st</sup> April 2020
- c) Planning Committee – 21<sup>st</sup> April 2020
- d) Planning Committee – 28<sup>th</sup> April 2020
- e) Planning Committee – 12<sup>th</sup> May 2020
- f) Planning Committee – 27<sup>th</sup> May 2020
- g) Planning Committee – 11<sup>th</sup> June 2020
- h) Planning Committee – 24<sup>th</sup> June 2020
- i) Resources & Policy Committee – 1<sup>st</sup> July 2020
- j) Planning Committee – 8<sup>th</sup> July 2020
- k) Planning Committee – 22<sup>nd</sup> July 2020

## 9. COMMITTEE AND SUB COMMITTEE TERMS OF REFERENCE

The Terms of Reference were approved.

## 10. APPOINTMENT OF COMMITTEES AND SUB COMMITTEES

Some of the item was deferred to a future meeting of the Council. It was RESOLVED that;

Councillor Wilshire be nominated as Chairman of **Resources and Policy Committee** and Councillor Percival nominated as Vice Chairman

Membership of Resources and Policy Committee to be Councillors Brennan, MacKay and Eames-Petersen.

Councillor Mendez be nominated as Chairman of **Planning Committee** and Councillor Brennan nominated as Vice Chairman

Membership of Planning Committee to be Councillors Brisbin, Craig, Laming, and Eames-Petersen.

**Establishment Sub Committee** would have 5 Members in future;

Councillors Brandon, Eames-Petersen, Juggins, Percival and Wiltshire

Councillor MacKay was nominated as Chairman of **Grants Sub Committee** and Councillor Lee Newman as Vice Chairman. Members would be Councillor Brennan with further appointments to follow.

Councillor Brennan expressed the hope that the Staff Well Being Sub Committee meet as soon as possible.

**11. REVIEW AND ADOPTION OF STANDING ORDERS**

Subject to any change required following the change in makeup to the Establishment Sub Committee, Members RESOLVED that the Standing Orders be approved.

**12. REVIEW AND ADOPTION OF FINANCIAL REGULATIONS**

Subject to the Town Clerk reviewing signing of cheques/BACS payments, in particular the words “under normal circumstances” and Terms of reference for the Audit Sub Committee, RESOLVED that the Financial Regulations be approved.

**13. APPOINTMENT TO OUTSIDE BODIES**

RESOLVED that the following appointments be made;

		2020/21 Members
a)	Newgate Street Village Hall	Cllr Wiltshire Cllr Craig
b)	Wellfield Trust	Cllr Mendez T. Lyons Cllr Bolitho
c)	Welwyn Hatfield Highways Liaison Meeting	Cllr Eames- Petersen
d)	Hatfield 2030+	Cllr Brandon
e)	Town Team	Cllr Brandon Cllr Juggins
f)	Community Liaison Forum (University)	Cllr Brandon
g)	Borough, Town & Parishes Meeting	Cllr Juggins
h)	Hatfield Community Sports Fund Board	Cllr Brandon
i)	Ellenbrook Park Preservation Trust	Cllr Brisbin
j)	Police liaison	Cllr Brandon Cllr Brennan

**14. REVIEW OF ASSETS 2019/20**

The Mayor advised that the column for 2018/19 was incorrect and that some items such as changing rooms had been remodelled and should have been removed from the asset list.

Consideration of this item was postponed to a future meeting of the Council.

**15. INSURANCE**

Members noted the Council's insurance. It was noted that if a new vehicle was purchased an additional premium had to be paid and Members felt that this should be included in the Officer's report when asking for capital spend.

Councillor Brandon requested details of when Council's properties were not insured to the public. The Town Clerk referred him to the Council's Licensing documents displayed at each licenced premises. Councillor Brandon was of the opinion that this could be easily changed to 24 hour operation for very little outlay and would be useful if, in future, the Council's buildings were used for an election count or similar event.

**16. COMPLAINTS PROCEDURE**

The Mayor considered this Procedure flawed and requested sight of the Council's Appraisal's Procedure, Code of Conduct, Grievance Procedure, Disciplinary Procedure and details of how job descriptions for employees were drawn up.

Consideration of this item was postponed to a future meeting of the Council.

**17. PRESS/MEDIA PROTOCOL 2020**

RESOLVED that this be approved.

**18. TREE SURVEY**

Members considered the report of officers and RESOLVED that £3,950 be spent on a tree survey with Maydencroft.

**19. WEBSITES**

Members considered the report of officers.

RESOLVED that consideration of this item be deferred so that officers can investigate the hosting of the .gov domain for emails by alternative companies.

**20. DAYCARE AT LEMS FORD VILLAGE HALL**

Members considered the potential hire of the hall to Apple Day Care. The Mayor was concerned about St John's School's ability to cope with social distancing and felt that the hall should be offered to them in the first instance.

RESOLVED that efforts be made to see if St John's School have a need to hire Lemsford Village Hall, if not, the Town Clerk be authorised to negotiate the Terms of Agreement with Apple Day Care including the fee (at no less than that agreed with EDSV Academy) following consultation with and concurrence by the Leaders of the Political Groups.

**21. REVIEW OF CAPITAL PROJECTS**

The Chairman of Resources and Policy Committee suggested that a special meeting should be held to discuss this and Revenue expenditure and income 2020/21.

Members RESOLVED that a special meeting of the Resources and Policy Committee be held in August.

**22. NEW MODEL CODE OF CONDUCT**

Members noted that there was a draft Code out for consultation and that the LGA were holding Webinars about the New Draft Code.

**23. DATE OF NEXT MEETING**

The Mayor advised that she would be calling an extraordinary meeting of the Council on 12<sup>th</sup> August at 7.30pm via Zoom. The next ordinary meeting would be 26<sup>th</sup> August. The new calendar of meetings was noted.

Closure: 9.25pm

Mayor