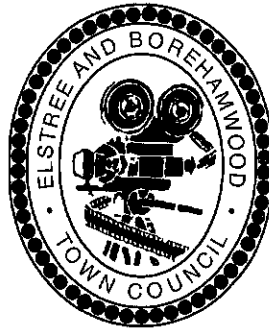


ELSTREE AND BOREHAMWOOD TOWN COUNCIL



FULL COUNCIL

MINUTES of a meeting held under the powers contained within the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4 April 2020. The regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

The meeting was held remotely on a Zoom Webinar:

(826 2833 7890) on Wednesday 2 September 2020 at 7.00pm.

Present:

- Cllr S Rubner (Mayor) (In the Chair)
- Cllr Mrs S Parnell – Hillside (Deputy Mayor)
- Cllr C Butchins – Hillside
- Cllr R Butler - Cowley Hill
- Cllr R Challice - Cowley Hill
- Cllr V Eni – Brookmeadow
- Cllr P Kaza – Kenilworth South
- Cllr S Lawrence – Kenilworth North
- Cllr J Newmark - Kenilworth South
- Cllr Mrs P Strack – Hillside
- Cllr Mrs F Turner - Elstree
- Cllr M Vince - Cowley Hill

In Attendance:

- D Salter – Entertainments Officer
- H Jones – Town Clerk

Also Present: A total of 2 spectators/attendees

Cllr S Rubner in the Chair (Mayor)

15. MAYOR'S WELCOME

An explanation of rules and conduct for Remote Meetings was set out. The Mayor stated that it was “good to see Shenley Road getting back to the ‘new’ normal” and that he offered his thanks on behalf of the Town Council for the hard work of Gratitude and Goods for Good.

He was proud to unveil the WW2 memorial bench in Borehamwood and the Tommy at St Nicholas War Memorial in Elstree on the revised VJ Day.

Representatives of the Police and Ambulance services were also thanked for their hard work over recent months.

16. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr A Collins (Other Business).

17. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

18. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Full Council Meeting held on 3 June 2020 be signed by the Mayor as a true record and adopted by the Council.

19. REPORT OF OUTSIDE BODIES

Outside Bodies Reports

Fairway Hall

Town Clerk

A report was provided on Fairway Hall improvements and use of the Hall during the Lockdown period.

It was RESOLVED that:

£14,700 of Earmarked Reserve monies (A/C 313 Capital Projects) be utilised for reflooring Fairway Hall along the terms agreed by the General Management Committee.

Elstree & Borehamwood Museum Group (1)

Councillor (1)

Cllr A Collins

Cllr C Butchins provided a report from the Volunteer Group at the Museum. The Council provided Best Wishes to Museum Volunteer Florrie Cowley on reaching 100 years of age.

Elstree, Borehamwood and District Community Association (2)

Councillor (1)

Cllr S Parnell

Councillor (2)

Cllr Richard Butler

It was noted that 23 customers had returned to Allum Hall in September/October. As with Fairway Hall, much of the Lockdown period had been spent in redecorating the premises. Members welcomed the news of the Hall being used by the Gratitude charity and for Blood Donor Clinics. Cllr S Rubner asked for special thanks to be recorded to Michael (Alum Hall Caretaker) for his personal help during the time he was assisting with Gratitude.

Hertsmere MENCAP (1)

Councillor (1)

Cllr V Eni

Hertsmere MENCAP continued to provide an invaluable service despite the pandemic conditions and was meeting on a virtual basis.

Communities First (1 Member, 1 Standing Deputy)

Councillor (1)

Cllr F Turner

Standing Deputy

Cllr P Kaza

Cllr Mrs F Turner reported that Communities First had been highly praised for its remarkable work during Lockdown and wished for the Town Council to add its thanks to the organisation. It was noted that a virtual AGM was scheduled to take place in the near future.

Aldenham Country Park (1)

Councillor (1)

Cllr P Strack

Cllr Mrs P Strack updated the Council on the initiatives to "Save the Reservoir." Concern had been expressed over the fencing off of the pathway around the lake and the lowering of the water level. It was noted that Hertsmere County Council had been asked to obtain legal advice. It was further noted that discussions with key stakeholders were ongoing.

Maxwell Park Management Group (1)

Councillor (1) Cllr J Newmark

It was noted that the Community Centre could potentially reopen from 12 September 2020.

First Impressions Group (2)

Councillor (1) Cllr S Parnell
Councillor (2) Cllr A Collins

It was reported that a Zoom meeting had been planned.

20. CHINA UIGHURS

It was **RESOLVED** that:

with unanimous support the motion proposed by Cllr J Newmark and seconded by Cllr R Butler be agreed as follows:

“This Council is deeply troubled by all examples of persecution, victimisation, genocide and similar injustices. The alleged treatment of the Uighur Muslim population in China is one recent example. The sight of people being shaven headed, lined up and boarded onto trains destined for supposed re-education is of grave concern.

We are equally concerned about restrictions on press freedom in many regions, as it is a clear indicator of regimes being repressive.

The murder, terrorisation, victimisation, intimidation and removal of the liberties of any minority for whatever reason is abhorrent and strikes at the heart of Article 18 of the UN Declaration of Human Rights.

This Council believes that this must be challenged in the strongest possible terms and we urge all parties in favour of democracy to oppose such trends using all possible legal means.”

21. SUSTAINABLE TRANSPORT WORKING GROUP

It was **RESOLVED** that:

the terms of reference of the Sustainable Transport Working Group be approved as set out in the report (subject to the matter of membership being approved by the General Management Committee).

22. COMMUNITY GRANTS

It was **RESOLVED** that:

the Community Grant Applications referred to Full Council by the GMC meeting of 23 July 2020 be approved as set out in the report as follows:

Applicant	Purpose of Grant	Amount Sought	Amount Recommended by GMC	Agreed Award with Power
(i) Aldenham Renaissance CIC	Costs of Covid-19 and new "touchless" car park system	£5,000	£2,500	£5,000 Local Government (Miscellaneous Provisions) Act 1976, s.19
(ii) Penniwells Riding for Disabled Centre	Costs of Covid-19	£500	Approved by GMC	£500 Approved by GMC Local Government (Miscellaneous Provisions) Act 1976, s.19
(iii) Boreham Wood Football Club	Stadium Board (previously a Budgeted Grant)	£1,600	£1,600	£1,600 (Local Government (Miscellaneous Provisions) Act 1976, s.19 To revert to a Budgeted Grant in 2021/22
(iv) Borehamwood 2000 FC	Towards the cost of goal posts	£768	£768	£768 Local Government (Miscellaneous Provisions) Act 1976, s.19

It was noted that BETTA had been awarded a Budgeted Grant of £1,000 towards running costs as per the 2019/20 application process (Local Government Act 1972 s.144).

23. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

		2020/21	
Page	Vch.	Date	Amount
1-2	1-18	16/04/20	£ 38,758.58
3-4	19-33	28/04/20	£ 5,165.22
5-6	34-62	26/05/20	£ 36,014.39
7-8	63-88	11/06/20	£ 27,287.47
		Total	£ 107,225.66

[In addition to the Agenda appendices, details of all payments over £500 are published on the Town Council's website for public inspection - www.elstreeborehamwood-tc.gov.uk]

24. ANNUAL RETURN 2019/20

It was noted that at the time of agenda publication, the 2019/20 Annual Return had not been returned to the Town Council by the External Auditors.

25. CALENDAR OF MEETINGS

It was RESOLVED that:

the 2020 meeting schedule for Full Council, Committee and Other Meetings as previously published (pre-Covid-19) be put into effect from 15 September 2020 (meetings to be held on Zoom Webinars until further guidance from NALC or until the Council decided otherwise).

26. FAIRWAY HALL FOR REGULAR HIRERS AND CASUAL USE

It was noted that the regulations pertaining to the use of community halls could change very quickly depending on the Government's announcements during the Covid-19 pandemic. As such, the Town Council would react to whatever new regulations came into effect in a responsible and effective manner.

It was RESOLVED that:

Fairway Hall be reopened for Casual and Regular Booking Hire from 21 September 2020 with appropriate social distancing, adherence to face covering regulations and the Town Council's Covid-19 Risk Assessment (subject to new regulations/guidance from Government).

27. NOTICE OF CONDUCT COMPLAINT

The Proper Officer gave notice that Standing Order 14(a) applied – namely receipt from Hertsmere Borough Council that it was dealing with a Code of Conduct Complaint alleging that a Town Councillor with voting rights had breached the Council's Code of Conduct.

28. CLOSE OF MEETING AND PUBLIC QUESTIONS

There were no Public Questions.

The Meeting closed at 8.30pm.

The next meeting was scheduled to take place on 25 November 2020 at 7.00 pm.

Date:.....MAYOR.....



Elstree and Borehamwood Town Council

Grants Awarded to Local Organisations (Application)

**Application for a Grant 2020/21
(Covid-19)**

1. Name of the Organisation & Address where your activities are normally based:

ORGANISATION NAME AND POSTAL ADDRESS:

The Chai Center aka Jewish Life Centre Unit 5 Keystone Passage Borehamwood Herts
WD6 1AE

.....
.....
.....
.....

**IMPORTANT: PLEASE INCLUDE BELOW THE NAME THAT THE CHEQUE
WOULD BE MADE PAYABLE TO IF SUCCESSFUL WITH POSTAL ADDRESS IF
DIFFERENT FROM ABOVE:**

The Chai Center (Postal address as above).....

**IMPORTANT: PLEASE TICK TO VERIFY YOU HAVE INCLUDED YOUR
CONSTITUTION/REGULATIONS AND A COPY OF YOUR ACCOUNTS WITH
THIS APPLICATION OR INDICATE WHY THESE ARE NOT AVAILABLE:**

Constitution/Regulations Included ☒ Accounts/Financial Statement Included ☒

.....

2. Name, address, daytime telephone / fax number and email of individual we should contact about this application:

Chaim Hoch – 07538799524 – chaim.hoch@gmail.com – 8 Winthorpe Gardens WD6 4QQ

3. Amount requested:

£7,500

Grant or Loan:

Grant

4. Please explain why financial assistance is requested:

Our plan is to take over the car park in the Borehamwood Shopping Park which the owners have already approved. We will be setting up a large menorah in the middle of the car park and have attendees arrive and remain in their cars for the duration of the event.

There will be a DJ with the cars being parked as they would in an out-door cinema. We estimate a maximum of 200 cars allowing for 800 to 1000 people to attend. Only preregistered vehicles will be allowed to attend with entrances to the shopping park guarded by security. People will be allowed to walk in only if the guidelines allow for it at that time. We will offer free meals for those who preregister and will ask for a suggested donation. This will allow for families who are struggling financially to obtain a nice free dinner for their children on the night.

There will be substantial costs involved with the project which we estimate will be about £15,000 to cover the technical setup together with the food, security, staffing and volunteer costs.

We will be able to provide more detail closer to the time. We are looking for sponsorship for this event and if the town council could support 50% of the costs it will be a huge help toward achieving the required funds.

This event has always been special in its ability to bring together people of all faiths and walks of life across Elstree and Borehamwood. This year the need is even greater in that our community requires positive projects to look forward to more than ever. Events like this will support people in their struggle with mental health challenges as well give opportunities to feed people who are struggling.

We are extremely excited about this and believe it will make a powerful impact for the good in our community.

5. Briefly describe the aims of your organisation:

The Jewish Life Centre aims to provide opportunities for people in the Elstree & Borehamwood community to connect with Jewish learning and values through a range of programmes events and educational platforms. These are open to all and not limited to people of the Jewish faith. In particular the public events that we organise have, in the past, created great opportunities for cross communal engagement and understanding.

6. How many people benefit from, or participate in your activities and how many of these are residents of Elstree and Borehamwood?

Through our range of activities we estimate that several thousand individuals are impacted on an annual basis. These are estimated to be 95% locals to Elstree and Borehamwood.

7. Where do the funds come from to pay your current expenses?

Mostly private donors.

8. Do you receive grants from any other source, or have you applied for any elsewhere as well as making this application?

If so, provide details stating amounts and date received (details of all applications for funding from the National Lottery MUST be disclosed).

We are in the process of applying for funds from Hertsmere Borough Council. We have informally made an initial request for half our project budget, £7500.

9. Please summarise your financial position from the latest accounts as below:

Year ending 31 July 2019

Total reserves at start of year: £679.00

Total income for the year: £132,714

Sub-Total: £133,393

Expenditure for the year: £69,444

Total reserves at end of year: £63,949

10. Please certify the accuracy of this application by signing the following statement:

I certify that to the best of my knowledge and belief, the information provided in this application is true and correct.

Signed:



Position in Organisation:

Rabbi

Print name:

Chaim Hoch

Date:

9/11/20

CONSTITUTION

Foundation Model

30th June 2017

The Chai Center

Charitable Incorporated Organisation

Registered Charity No. 1174613

Charity Trustees

Chaim Hoch, Devorah Leah Hoch, David Shindler

PHILIP & JONNY CHODY

CHARITY CONSULTANTS

4 Woodville Court Woodville Road
London NW11 9TR

T. 020 8209 0043

E. jchody@btconnect.com

Constitution of The Chai Center CIO

a **Charitable Incorporated Organisation (CIO)** whose only voting members are its charity trustees

Date of constitution (last amended): 30th June 2017

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is The Chai Center

2. Location of principal office

The principal office of the CIO is in England

3. Objects

The object of the CIO shall be the advancement of the orthodox Jewish faith in accordance with the principles and teachings of Chabad in particular for people living in Borehamwood and Elstree by providing them with educational programs and social activities that will build and develop a meaningful relationship to their Jewish Heritage.

4. Powers

The CIO has power to do anything which is calculated to further its object/s or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money **including by way of overdraft facilities** and to charge the whole or part of its property as security for the repayment of the money borrowed **or as security for a grant or the discharge of an obligation**. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire, **construct or alter any property, building or erection** and maintain and equip them for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO **and to make any reasonable provision for the payment of pensions and superannuation schemes on behalf of employees or former employees and their spouses and other dependents**. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the

same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

- (6) pay out of the funds of the CIO the costs of incorporating and registering the CIO as a Charitable Incorporated Organisation.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the Charity Commission ("the Commission"). In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way (unless that benefit is available generally to the beneficiaries of the CIO).

- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

- (f) The reason for their decision is recorded by the charity trustees in the minute book.
- (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

- (a) "the CIO" includes any company in which the CIO:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company;
- (b) "connected person" includes any person within the definition set out in clause 30 (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
- (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 18 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(3) Number of charity trustees

- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (b) The maximum number of charity trustees is five. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First charity trustees

The first charity trustees are as follows:

1. CHAIM HOCH
2. LEAH HOCH AND
3. DAVID SHINDLER

10. Appointment of charity trustees

- (1) Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) dies;
- (d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
- (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a charity trustee is eligible for reappointment.

13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

14. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

- (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.
 - (d) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the charity trustees.
- (3) Notwithstanding the above, the charity trustees may, by the power of delegation in the General Regulations, by power of attorney or otherwise, appoint an individual person to be the agent of the CIO for the task of operating the charity's internet / online bank account provided that all decisions relating to the operation of such account are made by the charity trustees themselves. Such an individual must report back to the charity trustees on a weekly basis as to how they have operated the account.

15. Meetings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who chairs the meeting shall not have a second or casting vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity)
 must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).
- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (Amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by

- a 75% majority of those members voting at a general meeting, or agreed by all members in writing.
- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
 - (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has/have signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

20. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
- (a) it must comply with the provisions of the General Regulations; and
 - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

(2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website –
 - i. provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
 - ii. give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); and
 - iii. submit any proposal to the members or charity trustees for decision by written resolution in accordance with the CIO's powers under clause 13 (Taking of decisions by charity trustees) or clause 18 (Decisions which must be made by the members of the CIO).
- (c) The charity trustees must :
 - (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal;
 - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting;

- the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
- (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
- (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting;
or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
- (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
- (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

- (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **"Communications Provisions"** means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

"charity trustee" means a charity trustee of the CIO.

A **"poll"** means a counted vote or ballot, usually (but not necessarily) in writing.

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019
FOR
THE CHAI CENTER
TRADING AS
THE JEWISH LIFE CENTRE**

KBSP Partners LLP
Chartered Accountants
Harben House
Harben Parade
Finchley Road
LONDON
NW3 6LH

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE
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FOR THE YEAR ENDED 31 JULY 2019**

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**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2019**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1174613

Principal address

Unit 12E Keystone Passage
Borehamwood Shopping Park
Hertfordshire
WD6 4PR

Trustees

C Hoch (resigned 23.1.2019)
M Goldstein (appointed 23.1.2019) (resigned 20.1.2020)
Ms M Redbart (appointed 22.1.2019)
A Brandman (appointed 23.1.2019)
R W Leigh (appointed 22.1.2019) (resigned 31.7.2019)

Independent Examiner

KBSP Partners LLP
Chartered Accountants
Harben House
Harben Parade
Finchley Road
LONDON
NW3 6LH

Approved by order of the board of trustees on 13/07/2020 and signed on its behalf by:

.....
Ms M Redbart - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE CHAI CENTER**

Independent examiner's report to the trustees of The Chai Center

I report to the charity trustees on my examination of the accounts of The Chai Center (the Trust) for the year ended 31 July 2019.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

ACowan

Anthony Cowan
KBSP Partners LLP
Chartered Accountants
Harben House
Harben Parade
Finchley Road
LONDON
NW3 6LH

Date:15/07/2020.....

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2019**

	Notes	year ended 31.7.19 Unrestricted fund £	period 12.9.17 to 31.7.18 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		132,714	16,348
EXPENDITURE ON			
Raising funds		11,357	7,932
Other		58,087	7,737
Total		69,444	15,669
NET INCOME		63,270	679
RECONCILIATION OF FUNDS			
Total funds brought forward		679	-
TOTAL FUNDS CARRIED FORWARD		63,949	679

The notes form part of these financial statements

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**BALANCE SHEET
31 JULY 2019**

	Notes	2019 Unrestricted fund £	2018 Total funds £
FIXED ASSETS			
Tangible assets	4	79,125	372
CURRENT ASSETS			
Debtors	5	6,766	3,416
Cash at bank		12,286	17,191
		19,052	20,607
CREDITORS			
Amounts falling due within one year	6	(34,228)	(20,300)
NET CURRENT ASSETS		(15,176)	307
TOTAL ASSETS LESS CURRENT LIABILITIES		63,949	679
NET ASSETS/(LIABILITIES)		63,949	679
FUNDS	7		
Unrestricted funds		63,949	679
TOTAL FUNDS		63,949	679

The financial statements were approved by the Board of Trustees and authorised for issue on 13/07/2020 and were signed on its behalf by:

.....
M Redbart - Trustee

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. The only exception to this is where donations are received with the intent that it will pay for expenditure which will arise in a future period, in which case the income is deferred to be matched against that future expenditure.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
-----------------------	---------------------------

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2019 nor for the period ended 31 July 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2019 nor for the period ended 31 July 2018.

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2019**

3. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	16,348
EXPENDITURE ON	
Raising funds	7,932
Other	<u>7,737</u>
Total	<u>15,669</u>
NET INCOME	<u>679</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>679</u></u>

4. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 August 2018	465
Additions	<u>98,534</u>
At 31 July 2019	<u>98,999</u>
DEPRECIATION	
At 1 August 2018	93
Charge for year	<u>19,781</u>
At 31 July 2019	<u>19,874</u>
NET BOOK VALUE	
At 31 July 2019	<u><u>79,125</u></u>
At 31 July 2018	<u><u>372</u></u>

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Other debtors	6,766	-
Prepayments and accrued income	<u>-</u>	<u>3,416</u>
	<u><u>6,766</u></u>	<u><u>3,416</u></u>

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2019

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	11,495	-
Other creditors	<u>22,733</u>	<u>20,300</u>
	<u>34,228</u>	<u>20,300</u>

7. MOVEMENT IN FUNDS

	At 1.8.18 £	Net movement in funds £	At 31.7.19 £
Unrestricted funds			
General fund	679	63,270	63,949
TOTAL FUNDS	<u>679</u>	<u>63,270</u>	<u>63,949</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	132,714	(69,444)	63,270
TOTAL FUNDS	<u>132,714</u>	<u>(69,444)</u>	<u>63,270</u>

Comparatives for movement in funds

	Net movement in funds £	At 31.7.18 £
Unrestricted funds		
General fund	679	679
TOTAL FUNDS	<u>679</u>	<u>679</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	16,348	(15,669)	679
TOTAL FUNDS	<u>16,348</u>	<u>(15,669)</u>	<u>679</u>

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2019**

8. RELATED PARTY DISCLOSURES

During the year, there were payments of £5,000 made to related parties for services provided to the charity.



Elstree and Borehamwood Town Council

Grants Awarded to Local Organisations (Application)

**Application for a Grant 2020/21
(Covid-19)**

1. Name of the Organisation & Address where your activities are normally based:

ORGANISATION NAME AND POSTAL ADDRESS:

All Saints Church
94 Shenley Road
Borehamwood
Herts WD6 1EB

.....

**IMPORTANT: PLEASE INCLUDE BELOW THE NAME THAT THE CHEQUE
WOULD BE MADE PAYABLE TO IF SUCCESSFUL WITH POSTAL ADDRESS IF
DIFFERENT FROM ABOVE:**

All Saints DCC

.....

**IMPORTANT: PLEASE TICK TO VERIFY YOU HAVE INCLUDED YOUR
CONSTITUTION/REGULATIONS AND A COPY OF YOUR ACCOUNTS WITH
THIS APPLICATION OR INDICATE WHY THESE ARE NOT AVAILABLE:**

Constitution/Regulations Included ☒ Accounts/Financial Statement Included ☒

-
2. Name, address, daytime telephone / fax number and email of individual we should
contact about this application: Revd T G Warr (address as above) tel 02082076603

3.

--

4. Amount requested:

Grant or Loan:

£500

Grant

5. Please explain why financial assistance is requested:

To purchase 2x high powered LED studio lights and stands for video and performance purposes to better illuminate our on-line webcasts during this present time of social distancing, and to enhance public performances in All Saints church once we are able to resume events and concerts.

6. Briefly describe the aims of your organisation:

As a Church of England parish church we aim to be available to everyone in the town and serve the spiritual, social and wellbeing needs of the community.

7. How many people benefit from, or participate in your activities and how many of these are residents of Elstree and Borehamwood?

At this time of social distancing and the current lockdown our online web presence and webcasts attract over 800 hits each month – mostly local We first began thinking about improved lighting before the pandemic, when our concert program was attracting attendances of 150 or so for each performance.

8. Where do the funds come from to pay your current expenses?

Fees for weddings and funerals etc, but mostly from congregational planned giving

9. Do you receive grants from any other source, or have you applied for any elsewhere as well as making this application?

If so, provide details stating amounts and date received (details of all applications for funding from the National Lottery MUST be disclosed).

The church annually receives a grant of £10,500 in November from an ecclesiastical trust, which is restricted to assisting with essential operational costs

10. Please summarise your financial position from the latest accounts as below:

Year ending.....2019.....

Total reserves at start of year:	200,071.74
Total income for the year:	35,295.58
Sub-Total:	235,367.32
Expenditure for the year:	47,223.59
Total reserves at end of year:	187,409.16

11. Please certify the accuracy of this application by signing the following statement:

I certify that to the best of my knowledge and belief, the information provided in this application is true and correct.

Signed: 

Position in Organisation: . Incumbent

Print name: Revd T G Warr

Date: 29.10.20

THE PARISH OF ELSTREE & BOREHAMWOOD
ALL SAINTS CHURCH

Receipts and Payments Account for the Year Ended 31st December 2019

<u>RECEIPTS</u>	<u>2019</u>	<u>2018</u>
<u>UNRESTRICTED</u>		
<u>Incoming Resources from Donors</u>		
PLANNED GIVING: Gift Aid & Covenants	10,867.00	6,832.54
Uncovenanted planned giving		6,690.80
Cash collections at services	2,905.12	3,774.27
Income Tax recovered	--.---	--.---
<u>Other Voluntary Incoming Resources</u>		
Sunday Coffee & Bookstall	139.85	86.31
Donations for use of vestry, grounds, etc.	1,084.00	439.82
Legacies and grants	5,000.00	--.---
Insurance claim	--.---	--.---
<u>Interest from banks:</u> (CAF Gold acc. £154.22 CAF (cash) £ -. -- CCCL £135.72)	289.94	149.01
<u>Charitable and ancillary trading. Fees</u>	869.00	1,151.00
<u>RESTRICTED INCOME</u> (including contra entries)	640.67	1,058.48
Donations from Village Hall	13,500.00	13,500.00
<u>TOTAL RECEIPTS</u>	<u>35,295.58</u>	<u>33,652.23</u>
<u>PAYMENTS</u>		
<u>UNRESTRICTED</u>		
<u>GRANTS MISSIONS</u>	823.25	1,058.48
<u>Activities directly relating to the work of the church</u>		
District Share	36,989.00	36,989.00
Church Running Expenses	2,163.43 ¹	4,714.77
Upkeep of Services including Messy Mass	1,495.38 ²	1,014.77
Upkeep of Church	914.77 ³	--.---
Upkeep of Church grounds	360.00	360.00
Replacement & major works	2,370.00 ⁴	8,598.00
Church administration/subscription (Roots)	114.04	637.65
E&BCC	30.00	30.00
Photocopying	580.06	350.00
CAF monthly account fee	60.00	60.00
Quinquennial inspection	1,222.80	--.---
Music Licence CCLI	100.86	--.---
Repairs to windows/Insurance claim	--.---	308.92
<u>RESTRICTED PAYMENTS</u> (including contra entries)	<u>47,223.59</u>	<u>54,121.59</u>
<u>TOTAL PAYMENTS</u>		
Excess of receipts over payments		
Excess of payments over receipts	12,662.58	54,166.24
Bank accounts, deposit accounts and cash		
at 1 st January 2019	200,071.74	145,905.50
at 31 st December 2019	187,409.16	200,071.74

THE PARISH OF ELSTREE & BOREHAMWOOD

ALL SAINTS CHURCH

Statement of Assets at 31st December 2019

<u>BANK ACCOUNTS</u>	<u>2019</u>	<u>2018</u>
Church of England CBF Deposit Fund	18,599.12	18,599.12
C.A.F. Bank Charitable Banking	65,843.06**	78,560.90
C.A.F. Gold Account	102,909.87**	102,755.65
	<u>187,352.05</u>	<u>199,915.59</u>
 <u>CASH</u>		
Flower Fund & Petty Cash	57.11	156.15
	<u>187,409.16</u>	<u>200,071.74</u>

At a Remembrance Day Service held on 12.11.2019, an amount of £143.82 was collected and retained by the Royal British Legion Poppy Appeal.

At a crib service held on 24.12.2019 at 4.30pm raised a collection of £101.62 and the Midnight service collection of £102.54, totalling amount **£204.16** was donated to The Children's Society.

Further notes / transcripts:

****This is a bequest to All Saints Church from the Late Pam Clayton and Dorothy Taylor**

¹ Church running expenses breakdown:

Water £ 346.20

Electricity £ 641.71

Gas £ 2,807.87

² Upkeep of Services

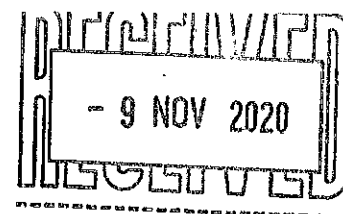
Wafers, Port Wine, Candles, Messy Mass Crafts/Supplies, Organ and Sound (DM Music) Service

³ Upkeep of Church

Plumbing, Cleaning/ Toiletries, Boiler service and Radiator removal

⁴ Replacement and Major works:

Maintenance following inspection £ 2,370.00



THE TEAM PARISH OF ELSTREE AND BOREHAMWOOD

Constitution

pursuant to Rule 18 of the Church Representation Rules.

BACKGROUND

1. The Parish

The Team Parish of Elstree and Borehamwood was established by a Scheme of the Church Commissioners dated *(date)* and confirmed by Order in Council on *(date)*, coming into operation on *(date)*. The Benefice and parish of Elstree was united with that of Borehamwood into a single Team Parish. The Team Parish comprises the four districts of St Nicholas, Elstree, All Saints, Borehamwood, Holy Cross, Borehamwood and St Michael and All Angels, Borehamwood.

2. The Ministry

The benefice of Elstree and Borehamwood has a Team Ministry, initially consisting of a Team Rector and three Team Vicars (together with such assistant curates, NSMs, Lay Ministers as are licensed to the Parish). The Team Ministry will serve under the overall direction of the Rector.

3. The Purpose

The purposes of the Team Parish are:

- to create a structure that can effectively provide Christian fellowship, worship, mission and service to the area of Elstree and Borehamwood as a whole and to its various parts.
- to make the fullest use of all the resources within the area of the benefice, its lay and clerical ministries, its buildings and finances and all talents and assets in the Mission of Christ and His Church.

4. The Role of the PCC

It is the particular role of the Parochial Church Council to manage and oversee the function of the Parish as a single cohesive unit, supporting and allocating the use of ministerial and other resources and ensuring the proper maintenance of those resources and control of finances. In particular it will manage the strategies for Ministry, Mission and Outreach, Education and Training and the raising and meeting of Parish Share contributions. It will appoint committees to oversee these functions as appropriate and the DCCs will function as delegated committees of the Parish. The constitution of the PCC is governed by the Church Representation Rules, and the detailed structure is set out in the Working Practices Convention.

5. Primary Legislation

This Constitution is supplementary to all relevant primary legislation including the Synodical Government Measure 1969 (as amended) and the Church Representation Rules made thereunder, the Pastoral Measure 1983 and Schemes made thereunder, and the Churchwardens Measure 2001. In the event of conflict between this Constitution and any primary legislation then the primary legislation shall prevail.

CONSTITUTION

The Annual Parochial Church Meeting of the Parish of Elstree and Borehamwood Hertfordshire in the Diocese of St. Albans acting in exercise of the power contained in Rule 18 of the Church Representation Rules hereby makes the following Constitution.

1. **Division of Parish**
For the purposes of this Constitution the Parish shall be divided into the four districts named as above.
2. **Electoral Rolls**
 - (i) There shall be a parochial electoral roll prepared and maintained in accordance with the provisions of Part I of the Church Representation Rules.
 - (ii) Separate electoral rolls for each District shall be compiled and maintained as described below.
 - (iii) In addition to applying to be entered on the parochial electoral roll, a person shall be entitled to be enrolled on a District Roll, if had the District been a separate parish, he would have been entitled to be enrolled on the Church Electoral Roll of that parish, save that no separate application shall be required for enrolment on a District Roll.
 - (iv) A person who resides in one District and habitually worships in another District shall be entitled to be enrolled only in the District in which he habitually worships.
 - (v) Electoral Roll Officers for each District shall be elected or appointed at the ADCM's. The District Electoral Roll Officers shall keep the District Rolls, and may determine in cases of doubt which Roll is appropriate for any particular enrolment, subject to an appeal by the applicant to the Parochial Church Council.
 - (vi) Revision of the Parish Roll, preparation of a new roll, or removal of names from the roll, shall be followed as soon as may be by similar action in respect of the District Rolls.
3. **District Meetings**
 - (i) There shall be an annual meeting held in each District, such meeting to be held not more than 28 days and not less than 7 days before the Annual Parochial Church Meeting.
 - (ii) The person entitled to act as Chairman of the Annual Parochial Church Meeting shall also act as Chairman of all the District Meetings but normally he shall appoint the Team Vicar of the district as his deputy who will then be entitled to act as Chairman of the District Meeting. The Chairman shall convene the District Meeting and determine its time and place.
 - (iii) The persons entitled to attend a District Meeting shall be those who, if the District were a separate parish, would have been entitled to attend the Annual Parochial Church Meeting of that parish, save that the Chairman appointed under clause 3(ii) above, and any clerks in holy orders beneficed in or licensed to the Parish, shall be entitled to attend all or any District Meetings.

(iv) A District Meeting shall:

- (a) elect lay representatives to serve on the District Church Council constituted under this Constitution;
- (b) be free to make recommendations to be submitted to the annual parochial church meeting as to the persons to be elected lay representatives to serve on the Deanery Synod;
- (c) be free to discuss matters of concern to the Church in the District;
- (d) appoint its District Wardens and be free to make a recommendation to be submitted to the Meeting of Parishioners held pursuant to the Churchwardens Measure 2001 as to the persons to be chosen as Churchwardens for the Church situated within the District.

- (v) Rules 10 and 11 of the Church Representation Rules shall have effect substituting 'District Roll' for 'roll of the parish' and 'District Meeting' for 'annual meeting' and 'District Church Council' for 'parochial church council' as appropriate.

4. District Church Councils

- (i) There shall be a District Church Council for each District with the following membership:
 - (a) all clerks in holy orders beneficed in or licensed to the Parish;
 - (b) any deaconess or lay worker licensed to the Parish;
 - (c) the churchwardens of the Parish church situate in the District;
 - (d) any reader who habitually officiates in that church;
 - (e) lay members of the deanery, diocesan or general synods whose names are on the District Roll;
 - (f) persons elected under clause 3 (iv) (a) of this Constitution being not less than 3 and not more than 12;
 - (g) co-opted members if the District Church Council so decides not exceeding one-fifth of the number elected under clause 4 (i) (f) above.
- (ii) The following provisions of the Church Representation Rules shall have effect substituting 'District' and 'District Church Council' for 'parish' and 'parochial church council' respectively:
 - (a) Rules 14(2), 14(3), 16(1) except the proviso, 16(2).
 - (b) Appendix II except for Paragraph 1(f).All references to 'the minister' shall refer to the minister of the Parish but references to 'the churchwardens' shall refer only to the churchwardens of the church situate in the District.

5. Functions of District Church Councils

- (i) Subject to the provisions of this Constitution the Parochial Church Council may delegate to a District Church Council such of its functions (in so far as they relate to the District in question) as it thinks fit subject to clause 5 (ii) below.

- (ii) The following powers shall not be delegated:
- (a) functions in respect of producing the financial statements of the parish including the approval of the accounts and budgets of the District;
 - (b) functions of an interested party under the Pastoral Measure 1983 Part I.
 - (c) the functions of a parochial church council under the Patronage (Benefices) Measure 1986 Part II;
 - (d) the functions of a parochial church council under the Priests (Ordination of Women) Measure 1993 Section 3; and
 - (e) functions concerned with the holding of real property and other matters for which separate legal personality is required.
- Provided that in relation to real property used only by one District the Parochial Church Council shall follow the directions of the relevant District Church Council unless it considers that such action would prejudice the legitimate interests of the other Districts or would be unlawful.
- (iii) The role of the DCCs will be to manage and oversee the functions and process of District Worship, to deal with specific management of maintenance of the building and physical resources and to encourage and foster involvement of members within the life and function of the individual District communities.
- (iv) The Parochial Church Council shall not revoke any delegation without the consent either of the District Church Council or of the Annual Parochial Church Meeting or of a Special Parochial Church Meeting called to consider the revocation.

6. District Representation

- (i) The election of representatives of the laity from the Parish to the Deanery Synod shall take place at the Annual Parochial Church Meeting pursuant to the Church Representation Rules. Subject to those Rules the Meeting shall endeavour to elect at least one person from each of the four Districts to represent that District. Such persons are to be qualified for election by enrolment on the District Church Roll for the District they propose to represent.
- (ii) The election of representatives of the laity to the Parochial Church Council shall take place at the Annual Parochial Church Meeting pursuant to the Church Representation Rules. Subject to those Rules the Meeting shall endeavour to elect at least two persons from each of the Districts to represent that District. Such persons are to be qualified for election by enrolment on the District Church Roll for the District they propose to represent.
- (iii) The election of representatives of the laity takes place after the election of two Churchwardens for each Parish Church.

7. Commencement

This Constitution shall come into operation on such date as the Bishop's Council of the Diocese of St. Albans may determine, being a date not later than the date of the Annual Parochial Church Meeting held in the year *(year)*.

APPROVED by a two-thirds majority of those present and voting at the Annual Parochial Church Meeting of the Parish of Elstree and Borehamwood held this *(date)* in *(place)* at *(time)*.

TEAM MINISTRY WORKING PRACTICES CONVENTION

OBJECTIVES OF THE TEAM MINISTRY

- a) to create a structure that can effectively provide Christian fellowship, worship, mission and service to the Parish of Elstree & Borehamwood as a whole and to its various parts.
- b) to base that structure on separate congregations that are:
 - A) of equal status
 - B) interdependentand:
 - C) united in commitment to the first objective above.
- c) to develop a pattern of ministry among clergy and lay people that is not limited by geographical boundaries, but relates to all areas of life experienced by those who live and work in the civic district and parish.

STRUCTURES

A1 PASTORAL AREAS

There shall be four pastoral areas, in each of which oversight shall be with an ordained minister. These areas shall correspond to the former pastoral areas, as follows:

1. The 3 districts of the former Borehamwood Team Parish as established.
2. The St Nicholas, Elstree district boundaries shall be those of the former parish.
3. These district boundaries may be subject to review.

A2 SECTOR MINISTRIES

Each ordained minister in the team, in addition to their pastoral area, may be responsible for a sector of ministry in the town as a whole. The minister designated as Team Rector shall have as their sector responsibility, relations within the team and between congregations, and relations with the civic district of Elstree & Borehamwood and civic affairs in general. The allocation of other sectors will depend partly on the particular concerns of other members of the team and partly on the priorities established by the Parochial Church Council. Some sector ministries may well grow under the leadership of a lay member of the parish. The Team Rector shall have overall cure of souls, delegated within districts to the respective Team Vicars.

A3 CHURCHES AND CHURCH WARDENS

- a) All four churches shall be designated parish churches. They shall all be District Churches within the one parish.
- b) Each District Church shall elect two District (legally 'Deputy') Churchwardens at its Annual Meeting, to be available for election as Parish Churchwardens at the Annual Parochial Meeting. The Churchwardens shall be wardens of the united parish, with the intention that they shall have specific responsibilities towards their own congregation and the care and maintenance of their district church.

A4 THE PAROCHIAL CHURCH COUNCIL

- a) There shall be one Parochial Church Council for the whole parish, the composition of which shall be:

The stipendiary clergy

The parish church wardens (ex-officio)

Deanery Synod lay representatives (ex-officio) currently 8

Members of Diocesan or General Synod on the Electoral Roll (ex-officio) 4

3 elected members from each church

(one of whom should normally be the District Church Treasurer) 12

PCC Treasurer appointed by PCC

PCC Secretary appointed by PCC

With right to co-opt up to 1/5th of the lay elected representation (up to 5)

- b) The Team Rector shall take the Chair. A lay member shall be elected Vice Chair.

Elected and co-opted representatives on the PCC shall serve until the conclusion of the next annual parochial church meeting. Churchwardens shall be ex-officio members from their election at the Annual Parochial Meeting until their successors' admission to office by the Archdeacon. Deanery Synod representatives shall be ex-officio members for the triennium from their election at the annual meeting until 31 May following the election of their successors.

- c) The PCC shall meet at least four times a year. If not more than four meetings are held, they shall be at quarterly intervals.
- d) PCC members shall act on behalf of the whole Parish and not simply as delegates from their district.
- e) The PCC shall be responsible for ensuring compliance with current legislation, e.g. in the areas of Child Protection, Data Protection, Health & Safety, Access and Employment legislation.
- f) The PCC alone has legal corporate identity, and as such is the parochial body for entering into legal contracts, the holding of real property and applying for faculties. In the case of faculties resolutions should be brought from the DCC concerned to proceed with the application.

A5 COMMITTEES OF THE PAROCHIAL CHURCH COUNCIL:

There shall be:

- a) a STANDING COMMITTEE composed of the Team Rector (Chairman), the Team Vicars, one Churchwarden from each district, the PCC Treasurer and the PCC Secretary.
- b) a FINANCE committee, chaired by the Rector or the Rector's nominee, composed of the PCC Treasurer, the District Church Treasurers and one lay PCC member from each church appointed by the PCC. The Finance Committee shall make recommendations to the PCC.
- c) The PCC may appoint other committees, in accordance with the Church Representation Rules.

A6 DISTRICT CHURCH COUNCILS

- a) The District Church Councils, which have no legal powers of themselves, shall operate as delegated by the PCC, in the manner of PCCs, in accordance with the Church Representation Rules, and this Convention. In particular, each DCC shall advise the incumbent on matters relating to the ordering of services.
- b) The composition of the District Church Councils of St Nicholas, All Saints, Holy Cross and St Michael & All Angels shall be as stated in the Constitution.
- c) The Chairman of the DCC shall be the Team Vicar. The Team Rector may be invited to chair any meeting by the Team Vicar or the District Wardens. Members serve as for the PCC.
- d) The Team Rector, other Team Ministers, the Lay Vice-Chair of the PCC and the Parish Wardens shall have the right to attend and speak at DCC meetings other than their own but not to vote.
- e) DCCs shall meet at least four times a year. If not more than four meetings are held they should take place shortly before the PCC meetings.

A7 DISTRICT CHURCH COUNCIL COMMITTEES:

The FIRST MEETING OF THE DISTRICT COUNCIL shall appoint a DCC Secretary and Treasurer, nominate 3 members to serve on the PCC including, normally, the Treasurer, and appoint its Electoral Roll Officer. It shall also elect a Lay Vice Chair.

The DCC shall appoint a Standing Committee and may appoint such other committees as it requires to do its work effectively, in accordance with the Church Representation Rules.

A8 THE PATTERN OF THE ANNUAL MEETINGS:

- a) There shall be annual meetings for each District Church, as specified in the Constitution, which shall be held as near to the same date as possible. The Annual Parochial Meeting must be held not later than 30 April.
- b) The ANNUAL MEETING OF DISTRICT PARISHIONERS shall elect their two District Churchwardens, who shall be available for election as Parish Churchwardens also at the Annual Meeting of the Parish.
- c) The ANNUAL PAROCHIAL MEETING shall receive the nominations for Parish Churchwardens from the four District Churches. It is our custom to honour the District Churches' nominations.

The ANNUAL PAROCHIAL CHURCH MEETING (immediately following) shall transact the business required in the C.R rules, receive reports on the District annual meetings, and elect the District Churches' nominees to the Deanery Synod (when applicable) and to the PCC. The FIRST MEETING OF THE PCC shall appoint a Secretary and a Treasurer, elect a Vice Chair, and appoint a Standing Committee and Finance Committee. It shall also appoint the PCC Electoral Roll Officer.

A9 CHURCH ELECTORAL ROLL:

- a) There shall be one Electoral Roll for the whole parish, covering the four churches and comprising a consolidation of the District Rolls. Members of this roll shall have the right to attend and vote at the Annual Parochial Meetings and at the annual meetings of the District Churches in which they are enrolled.
- b) The Parochial Church Council shall appoint an Electoral Roll Officer for the whole parish, whose duty it shall be to oversee the keeping of the District rolls and keep the Parish Roll up to date.
- c) Except in the years when a new roll is prepared (2008 and every sixth year), the existing roll shall be revised annually - see C.R rules. This shall be done by the District Church Council, following the method directed in the C.R rules except that the revised roll, with list of names removed, having been exhibited at the District Church for fourteen days before its ADCM and received by the ADCM, shall remain on view, with the rolls of the other churches added, until after the Annual Parochial Church Meeting. The whole Roll, with list of names removed, shall be reported to the APCM by the PCC Electoral Roll Officer. No name shall be added to or removed from the Roll in any year between completion of the revision (or renewal) and the close of the Annual Parochial Church Meeting.

B FINANCE

B1 FINANCIAL CONTROL:

- a) Overall control of the finances of the parish shall be in the hands of the PCC, assisted by a Finance Committee.
- b) The financial management of each district church shall be delegated by the PCC to each DCC.
- c) The following areas of finance shall be the responsibility of the Parochial Church Council:
 - * Payment of the parish's contribution to the Diocesan Common Fund.
 - Contributions towards stipends of assistant ministers/curates and salaries of licensed lay workers, if any.
 - Payment of all Team and Staff expenses of office and of the Rector's expenses of office.
 - Parish Office administration expenses, salaries, charges and equipment.
 - Financing and maintenance of housing administered by the PCC.
 - Insurance
 - Major structural repairs requiring the raising of additional funds outside normal budgets.
 - Improvements and alterations to fabric and furnishings requiring a faculty application, Archdeacon's or DAC approval.

- Contributions to any sphere of ministry that is a Parish-wide rather than a District responsibility.
- The setting and apportionment of each District Church's contributions to Parish Share and PCC expenditure.

- d) Subject to the prior approval by the PCC of DCC annual budgets and capital expenditure proposals, the PCC shall delegate to the DCCs responsibility for their:

Contributions to the PCC	Fund-raising & Stewardship	Junior Church
Stationery & sundries	Music & Musicians	Utilities
Missions & Charitable Giving	Books, furnishings & equipment	Vestry expenses
General maintenance and repair of their church, churchyard and hall.		

B2 FINANCIAL GUIDELINES:

The PCC and each DCC shall use the same accounting system and endeavour to appoint the same auditor/independent examiner. The financial year shall run from January 1st to December 31st.

B3 DISTRICT CHURCHES' CONTRIBUTIONS:

- a) The PCC, with the advice of its Finance Committee, shall determine the basis for apportioning between the district churches the parish's contribution to the Diocesan Common Fund, and other charges under B1 with reference to the Diocesan formula and any local factors.
- b) The Finance Committee shall produce a budget annually to the PCC, apportioned to the district churches. They shall endeavor to pay one twelfth of their apportionment each month as a priority.

B4 ALL STAFF EXPENSES shall be met in full in accordance with the guidelines approved by General Synod.

B5 All CHURCH FEES shall be paid to the Treasurer of the DCC of the church concerned.

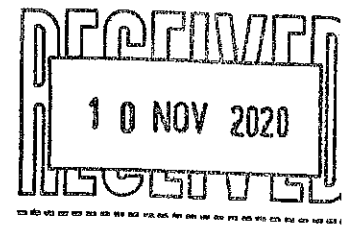
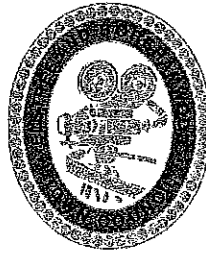
B6 GIVING AND STEWARDSHIP

It shall be the responsibility of each district church to organize its own system of giving. The PCC may discuss and advise on giving and stewardship schemes and make recommendations to the district churches.

B7 CHURCH HALLS, TRUST FUNDS & OTHER FIDUCIARY RESPONSIBILITIES

- a) St Michael's Church Hall is held upon trust by the Diocesan Board of Finance for the PCC. It is administered and maintained by St Michael's DCC.
- b) Holy Cross Church Hall is held similarly by the Board of Finance and is administered and maintained by Holy Cross DCC.
- c) The 'Village Hall' and 'Sunday School' hall next to All Saints Church are governed by registered charitable trusts with a board of trustees under the chairmanship of the Rector.
- d) The incumbent and churchwardens of St Nicholas, Elstree are trustees of an almshouse trust comprising 3 dwellings. Their DCC is responsible for a grave trust known as the Potter Bequest and for a trust for the benefit of the church known as the Armfield Trust.
- e) The DCC of St Nicholas, Elstree is entitled to nominate 5 Governors for St Nicholas Church of England Primary School. The incumbent is a Governor *ex officio*.
- f) 45 Winstre Road, a former Curate's house at present let to private tenants, is owned by the Diocesan Board of Finance and, whilst let, is administered and maintained by the Board.

It is the responsibility of trustees to ensure compliance with current charities' law and to produce annual reports and accounts to Annual Parochial Church Meetings and the Charity Commission in a publicly available form.



Elstree and Borehamwood Town Council

Grants Awarded to Local Organisations (Application)

**Application for a Grant 2020/21
(Covid-19)**

1. Name of the Organisation & Address where your activities are normally based:

ORGANISATION NAME AND POSTAL ADDRESS:

St Michael and All Angel Church, c/o St Michael's Vicarage, 142 Brook Road,
Borehamwood, WD6 5EQ

.....
**IMPORTANT: PLEASE INCLUDE BELOW THE NAME THAT THE CHEQUE
WOULD BE MADE PAYABLE TO IF SUCCESSFUL WITH POSTAL ADDRESS IF
DIFFERENT FROM ABOVE:**

...St Michael and All Angels DCC

**IMPORTANT: PLEASE TICK TO VERIFY YOU HAVE INCLUDED YOUR
CONSTITUTION/REGULATIONS AND A COPY OF YOUR ACCOUNTS WITH
THIS APPLICATION OR INDICATE WHY THESE ARE NOT AVAILABLE:**

Constitution/Regulations Included ☐ Accounts/Financial Statement Included ☐

Constitution and latest Accounts (2019) are attached / enclosed

2. Name, address, daytime telephone / fax number and email of individual we should
contact about this application:

Revd Louise Collins, Team Vicar
Louise.collins59@hotmail.com
020 8953 2362

3. Amount requested: Grant or Loan:

Grant of £6,500

4. Please explain why financial assistance is requested:

St Michael and All Angels Church and Hall are part of the Church of England Parish of Elstree and Borehamwood and serve the heart of the north Borehamwood community at the junction of Gateshead Road and Brook Road and beyond. In normal times, literally thousands of people pass through the doors of the Church and Hall every year. The extensive community outreach the Hall provides is regardless of creed or belief and includes:

Alcoholics Anonymous, Slimming World, Keep Fit, Dance class, Pre-school groups, Irish Line dancing, Yoga, Laings Pensioners Group, Borehamwood Players and Light Operatic pantomimes, Fashion shows, Summer fairs, Christmas fairs, Quiz nights, charitable fund-raisers of all kinds, occasional community meetings, coffee mornings and tea afternoons, variety nights, Polling Station, Knit and Natter, Wild @ St Michael's (children) and church use.

This is in addition to private hire for numerous children's birthday parties and others.

In keeping with our core purpose, we chose to keep our rates at an *affordable level*, to reflect the area we serve.

This year, due to Covid restrictions, we have had to close our Hall for the duration of lockdowns and understandably we saw fewer bookings over the summer between lockdowns. We are predicted to end 2020 on less than 25% of our usual Hall income of £28,000. This seriously affects our ability to repair and maintain the Hall to a high standard, for the benefit of all in the community.

Again, throughout 2020 we have been unable to hold all our usual fund-raising events and giving by committed church members have been reduced for a number of reasons.

For an organisation of our size, we hold relatively low reserves and these are needed for our significant financial obligations and dues elsewhere, including the maintenance of the Church itself, provision of ministry and so on (not covered in this application).

After careful thought, we seek a grant of £6,500 as follows:

Accessible toilet (disabled): new door, new sink, new toilet, re-decoration £3,000

Courtyard windows: repair and re-painting £500

Window onto the car park: replacement as beyond repair £1,500

External notice banners to advertise events: £400

'Christmas Cheer' mini-hampers for lone / low income households who have endured such a tough year: 50 x £20 = £1,000

'Planting-Hope Trees' - two fruit trees in the grounds of church = £100

TOTAL = £6,500.00

5. Briefly describe the aims of your organisation:

Sustained by our faith and public communal worship, we seek to reach and serve the people and community of Elstree and Borehamwood, with particular reference to north Borehamwood (Cowley Hill/Leeming Road areas). We seek to work with other local organisations, to help foster social cohesion and community belonging. We aim to support people of all ages and backgrounds, our remit of care extends particularly to those who live alone, older people and those who are otherwise vulnerable. We seek to be good stewards of all God's gifts, including the natural environment, as well as to make significant annual donations to local, national and international charities. We reach out to our local Junior schools and the Elstree and Borehamwood Air Cadets. At this dark and difficult time, we aim to offer a beacon of hope.

6. How many people benefit from, or participate in your activities and how many of these are residents of Elstree and Borehamwood?

All those who benefit from our services are residents of Elstree and Borehamwood. We don't have an accurate figure, but it must be in region of 2-3,000 upwards annually.

7. Where do the funds come from to pay your current expenses?

Entirely self-funded – regular giving by worshippers, income from Hall hire, fund-raising events through the year, a percentage only of fees from weddings and funerals.

8. Do you receive grants from any other source, or have you applied for any elsewhere as well as making this application?

If so, provide details stating amounts and date received (details of all applications for funding from the National Lottery MUST be disclosed).

We applied on Oct 15th 2020 for a discretionary grant of £8,000 from St Albans Diocese to help towards losses we incurred this year after the theft of lead and copper from the Church roof (inc. new lightening conductor) and towards necessary new cold water tanks in the Hall, the accessible toilet upgrade and our significant ministerial commitments. We await news of our application.


9. Please summarise your financial position from the latest accounts as below:

Year ending...31st December 2019

Total reserves at start of year: £15,070.30
Total income for the year: £53,569.64
Sub-Total: £68,639.94
Expenditure for the year: £51,614.98
Total reserves at end of year: £15,092.91

10. Please certify the accuracy of this application by signing the following statement:

I certify that to the best of my knowledge and belief, the information provided in this application is true and correct.

Signed:  Position in Organisation: Team Vicar

Print name: Louise R. Collins

Date: November 8th 2020

ST. MICHAEL AND ALL THE ANGELS CHURCH
PARISH OF ELSTREE AND BOREHAMWOOD
INCOME AND EXPENDITURE FOR THE YEAR ENDED 31ST DECEMBER, 2019.

<u>INCOME RESOURCES</u>		<u>2018</u>	<u>2019</u>	
Planned Giving, Bankers Orders and Envelopes		£13,544.00	£13,091.20	<u>Sch. 1</u>
Cash Collection		£4,843.91	£4,636.39	
Donation		£264.80	£1,917.11	
Gift and Tax Refund and Tithe		<u>£3,908.77</u>	<u>£0.00</u>	
<u>SUB TOTAL</u>		<u>£22,561.48</u>	<u>£19,644.70</u>	
ADD:	Events, Coffee and Sundries	£2,992.12	£3,349.42	Sch. 2
	Fees	£871.49	£1,015.70	
	Bank Interest	£11.04	£22.61	
	Hall - Hire	<u>£27,823.85</u>	<u>£28,024.00</u>	
<u>SUB TOTAL</u>		<u>£54,259.98</u>	<u>£52,056.43</u>	
ADD:	Designated Fund	<u>£943.30</u>	<u>£1,513.21</u>	
TOTAL		<u>£55,203.28</u>	<u>£53,569.64</u>	
<u>LESS: EXPENDITURE</u>				
Parish Share		£ 38,100.00	£38,100.00	
Charitable Giving		£1,836.87	£1,958.91	
Church Up-keep		£2,397.62	£2,402.48	Sch. 3
Hall Up-keep and Maintenance		£7,069.79	£6,023.29	Sch. 4
Church Supplies		£303.28	£356.49	
Running Costs		£2,125.65	£1,376.58	Sch. 5
Returned Cheques		£1,000.00	£0.00	
Designated Fund		<u>£188.30</u>	<u>£1,397.23</u>	
TOTAL		<u>£53,021.51</u>	<u>£51,614.98</u>	
ADD: EXCESS OF INCOME OVER EXPENDITURE		<u>£2,181.77</u>	<u>£1,954.66</u>	
GRAND TOTAL		<u>£55,203.28</u>	<u>£53,569.64</u>	

THE TEAM PARISH OF ELSTREE AND BOREHAMWOOD

Constitution

pursuant to Rule 18 of the Church Representation Rules.

BACKGROUND

1. The Parish

The Team Parish of Elstree and Borehamwood was established by a Scheme of the Church Commissioners dated *(date)* and confirmed by Order in Council on *(date)*, coming into operation on *(date)*. The Benefice and parish of Elstree was united with that of Borehamwood into a single Team Parish. The Team Parish comprises the four districts of St Nicholas, Elstree, All Saints, Borehamwood, Holy Cross, Borehamwood and St Michael and All Angels, Borehamwood.

2. The Ministry

The benefice of Elstree and Borehamwood has a Team Ministry, initially consisting of a Team Rector and three Team Vicars (together with such assistant curates, NSMs, Lay Ministers as are licensed to the Parish). The Team Ministry will serve under the overall direction of the Rector.

3. The Purpose

The purposes of the Team Parish are:

- to create a structure that can effectively provide Christian fellowship, worship, mission and service to the area of Elstree and Borehamwood as a whole and to its various parts.
- to make the fullest use of all the resources within the area of the benefice, its lay and clerical ministries, its buildings and finances and all talents and assets in the Mission of Christ and His Church.

4. The Role of the PCC

It is the particular role of the Parochial Church Council to manage and oversee the function of the Parish as a single cohesive unit, supporting and allocating the use of ministerial and other resources and ensuring the proper maintenance of those resources and control of finances. In particular it will manage the strategies for Ministry, Mission and Outreach, Education and Training and the raising and meeting of Parish Share contributions. It will appoint committees to oversee these functions as appropriate and the DCCs will function as delegated committees of the Parish. The constitution of the PCC is governed by the Church Representation Rules, and the detailed structure is set out in the Working Practices Convention.

5. Primary Legislation

This Constitution is supplementary to all relevant primary legislation including the Synodical Government Measure 1969 (as amended) and the Church Representation Rules made thereunder, the Pastoral Measure 1983 and Schemes made thereunder, and the Churchwardens Measure 2001. In the event of conflict between this Constitution and any primary legislation then the primary legislation shall prevail.

CONSTITUTION

The Annual Parochial Church Meeting of the Parish of Elstree and Borehamwood Hertfordshire in the Diocese of St. Albans acting in exercise of the power contained in Rule 18 of the Church Representation Rules hereby makes the following Constitution.

1. Division of Parish

For the purposes of this Constitution the Parish shall be divided into the four districts named as above.

2. District Electoral Rolls

- (i) Separate electoral rolls for each District shall be compiled and maintained as described below.
- (ii) A person shall be entitled to be enrolled on a District Roll if, had the District been a separate parish, he would have been entitled to be enrolled on the Church Electoral Roll of that parish, save that no separate application shall be required for enrolment on a District Roll.
- (iii) A person who resides in one District and habitually worships in the other District shall be entitled to be enrolled only in the District in which he habitually worships.
- (iv) Electoral Roll Officers for each District shall be elected or appointed at the ADCM's. The District Electoral Roll Officers shall keep the District Rolls, and may determine in cases of doubt which Roll is appropriate for any particular enrolment, subject to an appeal by the applicant to the Parochial Church Council.
- (v) Revision of the Parish Roll, preparation of a new roll, or removal of names from the roll, shall be followed as soon as may be by similar action in respect of the District Rolls. For convenience, the Parish Roll may be assembled by consolidation of the District Rolls.

3. District Meetings

- (i) There shall be an annual meeting held in each District, such meeting to be held not more than 28 days and not less than 7 days before the Annual Parochial Church Meeting.
- (ii) The person entitled to act as Chairman of the Annual Parochial Church Meeting shall also act as Chairman of all the District Meetings but normally he shall appoint the Team Vicar of the district as his deputy who will then be entitled to act as Chairman of the District Meeting. The Chairman shall convene the District Meeting and determine its time and place.
- (iii) The persons entitled to attend a District Meeting shall be those who, if the District were a separate parish, would have been entitled to attend the Annual Parochial Church Meeting of that parish, save that the Chairman appointed under clause 3(ii) above, and any clerks in holy orders beneficed in or licensed to the Parish, shall be entitled to attend all or any District Meetings.

- (iv) A District Meeting shall:
- (a) elect lay representatives to serve on the District Church Council constituted under this Constitution;
 - (b) be free to make recommendations to be submitted to the annual parochial church meeting as to the persons to be elected lay representatives to serve on the Deanery Synod;
 - (c) be free to discuss matters of concern to the Church in the District;
 - (d) appoint its District Wardens and be free to make a recommendation to be submitted to the Meeting of Parishioners held pursuant to the Churchwardens Measure 2001 as to the persons to be chosen as Churchwardens for the Church situated within the District.
- (v) Rules 10 and 11 of the Church Representation Rules shall have effect substituting 'District Roll' for 'roll of the parish' and 'District Meeting' for 'annual meeting' and 'District Church Council' for 'parochial church council' as appropriate.

4. District Church Councils

- (i) There shall be a District Church Council for each District with the following membership:
- (a) all clerks in holy orders beneficed in or licensed to the Parish;
 - (b) any deaconess or lay worker licensed to the Parish;
 - (c) the churchwardens of the Parish church situate in the District;
 - (d) any reader who habitually officiates in that church;
 - (e) lay members of the deanery, diocesan or general synods whose names are on the District Roll;
 - (f) persons elected under clause 3 (iv) (a) of this Constitution being not less than 3 and not more than 12;
 - (g) co-opted members if the District Church Council so decides not exceeding one-fifth of the number elected under clause 4 (i) (f) above.
- (ii) The following provisions of the Church Representation Rules shall have effect substituting 'District' and 'District Church Council' for 'parish' and 'parochial church council' respectively:
- (a) Rules 14(2), 14(3), 16(1) except the proviso, 16(2).
 - (b) Appendix II except for Paragraph 1(f).
- All references to 'the minister' shall refer to the minister of the Parish but references to 'the churchwardens' shall refer only to the churchwardens of the church situate in the District.

5. Functions of District Church Councils

- (i) Subject to the provisions of this Constitution the Parochial Church Council may delegate to a District Church Council such of its functions (in so far as they relate to the District in question) as it thinks fit subject to clause 5 (ii) below.

- (ii) The following powers shall not be delegated:
 - (a) functions in respect of producing the financial statements of the parish including the approval of the accounts and budgets of the District;
 - (b) functions of an interested party under the Pastoral Measure 1983 Part I.
 - (c) the functions of a parochial church council under the Patronage (Benefices) Measure 1986 Part II;
 - (d) the functions of a parochial church council under the Priests (Ordination of Women) Measure 1993 Section 3; and
 - (e) functions concerned with the holding of real property and other matters for which separate legal personality is required.

Provided that in relation to real property used only by one District the Parochial Church Council shall follow the directions of the relevant District Church Council unless it considers that such action would prejudice the legitimate interests of the other Districts or would be unlawful.
- (iii) The role of the DCCs will be to manage and oversee the functions and process of District Worship, to deal with specific management of maintenance of the building and physical resources and to encourage and foster involvement of members within the life and function of the individual District communities.
- (iv) The Parochial Church Council shall not revoke any delegation without the consent either of the District Church Council or of the Annual Parochial Church Meeting or of a Special Parochial Church Meeting called to consider the revocation.

6. District Representation

- (i) The election of representatives of the laity from the Parish to the Deanery Synod shall take place at the Annual Parochial Church Meeting pursuant to the Church Representation Rules. Subject to those Rules the Meeting shall endeavour to elect at least one person from each of the four Districts to represent that District. Such persons are to be qualified for election by enrolment on the District Church Roll for the District they propose to represent.
- (ii) The election of representatives of the laity to the Parochial Church Council shall take place at the Annual Parochial Church Meeting pursuant to the Church Representation Rules. Subject to those Rules the Meeting shall endeavour to elect at least two persons from each of the Districts to represent that District. Such persons are to be qualified for election by enrolment on the District Church Roll for the District they propose to represent.
- (iii) The election of representatives of the laity takes place after the election of two Churchwardens for each Parish Church.

7. Commencement

This Constitution shall come into operation on such date as the Bishop's Council of the Diocese of St. Albans may determine, being a date not later than the date of the Annual Parochial Church Meeting held in the year (*year*).

APPROVED by a two-thirds majority of those present and voting at the Annual Parochial Church Meeting of the Parish of Elstree and Borehamwood held this (*date*) in (*place*) at (*time*).

Elstree and Borehamwood Town Council Calendar of Meetings for the Year 2021 DRAFT – no venue					as at 9.10.2020
WED	6 January 2021	Youth Council		6.30pm	
WED	13 January 2021	FULL COUNCIL		7.30pm	
TUE	19 January 2021	Environment & Planning		7.00pm	
WED	20 January 2021	Community Safety Meeting		7.00pm	
TUE	2 February 2021	Entertainments		7.30pm	
THU	4 February 2021	General Management		7.00pm	
TUE	16 February 2021	Environment & Planning		7.00pm	
WED	17 February 2021	Transport Forum		7.00pm	
WED	24 February 2021	Youth Council		6.30pm	
TUE	2 March 2021	Entertainments		7.30pm	
WED	3 March 2021	ANNUAL PARISH COUNCIL		7.30pm	
WED	10 March 2021	Youth Council		6.30pm	
WED	10 March 2021	FULL COUNCIL		7.30pm	
TUE	16 March 2021	Environment & Planning		7.00pm	
WED	24 March 2021	Community Safety Meeting		7.00pm	
TUE	30 March 2021	Entertainments		7.30pm	
TUE	6 April 2021	Reserved for International Affairs		7.00pm	
TUE	20 April 2021	Environment & Planning		7.00pm	
WED	21 April 2021	Youth Council		6.30pm	
THU	22 April 2020	General Management		7.00pm	
TUE	4 May 2021	Entertainments		7.30pm	
WED	5 May 2021	Transport Forum		7.00pm	

THU 6 MAY 2021 **HERTFORDSHIRE
COUNTY COUNCIL
ELECTIONS**

Meetings Schedule 2021

WED	12 May 2021	ANNUAL COUNCIL MAYOR MAKING		7.30pm
<u>MON</u>	17 May 2021	Environment and Planning		7.00pm
WED	19 May 2021	Youth Council		6.30pm
THU	20 May 2021	General Management		7.00pm
TUE	1 June 2021	Entertainments		7.30pm
WED	2 June 2021	Community Safety Meeting		7.00pm
WED	9 June 2021	FULL COUNCIL		7.30pm
TUE	15 June 2021	Environment & Planning		7.00pm
WED	16 June 2021	Youth Council		6.30pm
WED	30 June 2021	Transport Forum		7.00pm
TUE	6 July 2021	Entertainments		7.30pm
THU	8 July 2021	General Management		7.00pm
<u>MON</u>	19 July 2021	Environment & Planning		7.00pm
TUE	31 August 2021	Entertainments		7.30pm
WED	1 September	Youth Council		6.30pm
WED	1 September 2021	FULL COUNCIL		7.30pm
<u>MON</u>	6 September 2021	Environment & Planning		7.00pm
WED	29 September	Community Safety Meeting		<u>7.45pm</u>
TUE	5 October 2021	Entertainments		7.00pm
THU	7 October 2021	General Management		7.00pm
WED	13 October	Youth Council		6.30pm
TUE	19 October 2021	Environment & Planning		7.00pm
WED	20 October	Transport Forum		7.00pm
TUE	2 November 2021	Entertainments		7.30pm
THU	11 November 2021	General Management		7.00pm
<u>MON</u>	15 November 2021	Environment & Planning		7.00pm
WED	24 November	Youth Council		6.30pm
WED	24 November	FULL COUNCIL		7.30pm
WED	1 December	Community Safety Meeting		7.00pm

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
89	801097	S Rubner	Mayor Allowance	£950.00	£ -	1434/104	LGA 1972 ss 15 (5) AND 34 (5)
90	801098	R Butler	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
91	801099	R Challice	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
92	801100	C Butchins	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
93	801101	A B Collins	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
94	801102	V Eni	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
95	801103	P Kaza	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
96	801104	S Lawrence	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
97	801105	J Newmark	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
98	801106	S Parnell	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
99	801107	P Strack	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
100	801108	F Turner	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
101	101109	M Vince	Members Allowance	£300.00	£ -	1402/104	LA 2003 S1
			Total Amounts	£4,550.00	£0.00		




Councillor



Councillor



Finance Officer



Responsible Finance Officer

Confirmed Approved **25.11.20**
Signed by Council on

[LGA: Local Government Act]
[PCA: Local Parish Councils Act]
[WM (LAP) A: War Memorials (Local Authorities' Powers) Act]
[LGRA: Local Government and Ratings Act]
[LG (MP) A: Local Government (Miscellaneous Provisions) Act]
[SHAA: Small Holding & Allotments Act]
[LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]
[Employee Fidelity, Employers Liability (Compulsory Insurance)]
[Local Authorities' Powers Act Extended by Local Government Act]
[Open Spaces Act]


18-Jun-20


Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
102	801110	Absolute Technologies	EBTC All site Maintenance	£1,063.69	£0.00	1301/103	LGA 1972 s. 112 (1)
103	801111	Mrs E Bord	Hall Booking Refund (Covid 19)	£26.25	£0.00	1681/106	LGA 1972 s. 111
104	901112	Capita Property & Infrastructure Ltd	1 Year Health & Safety Contract 3/6/20-2/6/21	£1,397.33	£232.89	1415/104	LGA 1972 s. 111
105	801113	Jewish Care	Hall Booking Refund (Covid 19)	£25.00	£0.00	1681/106	LGA 1972 s. 111
106	801114	Cardiac Science Holdings (UK) Ltd	Car Park Defib Electrode Pads	£55.14	£9.19	1415/104	LGA 1972 s. 111
107	DD25/6/20	Castle Water	Melrose Water Supply 1/4/20-30/9/20	£323.26	£0.00	2112/201	SHAA 1908 s. 23
108	DD25/6/20	Castle Water	Stapleton Water Supply 1/4/20-30/9/20	£169.13	£0.00	2112/201	SHAA 1908 s. 23
109	DD25/6/20	Castle Water	Allum Lane Water Supply 1/4/20-30/9/20	£173.42	£0.00	2112/201	SHAA 1908 s. 23
110	801115	Mrs L Cohen	Hall Booking Refund (Covid 19)	£25.00	£0.00	1681/106	LGA 1972 s. 111
111	801116	Enfield Skips Ltd	7 Yard Skip Hire Melrose Allotments	£283.00	£47.17	2142/202	SHAA 1908 s. 23
112	801117	G Franklin	Elstree Memorial Spring Maintenance	£130.00	£0.00	2203/202	LGA 1948 s. 133
113	801118	Gas Flow Heating Ltd	Office Kitchen Undersink Water Heater	£342.00	£57.00	1637/106	LGA 1972 s. 111
114	801119	Herfordshire Garden Machinery Ltd	Chainsaw Maintenance Filing Kit & Oil	£43.00	£7.17	2143/201	LGA 1972 s. 111
115	801120	A Lopatin	Hall Booking Refund (Covid 19)	£122.50	£0.00	1681/106	LGA 1972 s. 111
116	801121	M Morosan	Hall Booking Refund (Covid 19)	£100.00	£0.00	1681/106	LGA 1972 s. 111
117	801122	A Nicodemus (Reimbursement)	Selection of Tools for Workshop	£76.33	£12.72	2746/207	LGA 1972 s. 111
118	801123	Cash	Petty Cash Top-Up	£518.89	£0.00	Transfer 1-3	LGA 1972 s. 111
119	DD15/6/20	Right Fuelcard Company	Transit Van Fuel	£90.25	£15.04	2944/209	LGA 1972 s. 111
120	DD29/6/20	Right Fuelcard Company	Transit Van Fuel	£12.24	£2.04	2944/209	LGA 1972 s. 111
121	801124	SOS Electricals & Services Ltd	Replacement Faulty Programmer Slage Sockets	£194.28	£32.38	1637/106	LGA 1972 s. 111
122	801125	Stevenage Computer Services	IT Support	£327.50	£0.00	1439/104	LGA 1972 s. 111
123	801126	Mrs Y Vidasinha	Hall Booking Refund (Covid 19)	£50.00	£0.00	1681/106	LGA 1972 s. 111
124	801127	Mr C Walker	Hall Booking Refund (Covid 19)	£100.00	£0.00	1681/106	LGA 1972 s. 111
			Total Amounts	£5,648.21	£415.60		


Councillor


Councillor


Finance Officer


Responsible Finance Officer

Confirmed Approved Signed by Council on.....25/11/20.....

[LGA: Local Government Act]
[PCA: Local Parish Councils Act]
[WM (LAP) A: War Memorials (Local Authorities' Powers) Act]
[LGRA: Local Government and Ratings Act]
[LG (MP) A: Local Government (Miscellaneous Provisions) Act]
[SHAA: Small Holding & Allotment Act]
[LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]
[Employee Fidelity, Employers Liability (Compulsory Insurance)]
[Local Authorities' Powers Act Extended by Local Government Act]
[Open Spaces Act]

30-Jun-20

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
125	DD17/20 BT		Telephone Charges June 20	£143.16	£23.86	1420/104	LGA 1972 s. 111
126	801128	Capital Badges	x1 Members Lapel Pin Badge	£15.16	£1.73	1483/104	LGA 1972 s. 111
127	801129	D2D Distributions Ltd	Distribution TC #issue 37	£1,134.00	£189.00	4568/405	LGA 1972 s. 142
128	801130	HMRC	Payroll: Tax & NI July 2020	£5,359.61	£0.00	1301/103,1302/103	LGA 1972 s. 112 (1)
129	801131	Herfordshire County Council	Payroll: Superannuation July 2020	£5,237.77	£0.00	1301/103,1303/103	LGA 1972 s. 112 (1)
130	801132	Herfordshire County Council	Hall Supplies	£241.98	£27.08	1616/106	LGA 1972 s. 111
131	801133	H Jones (Reimbursement)	Office Blinds	£205.01	£34.17	1637/106	LGA 1972 s. 111
132	801134	Kellmatt Ltd	x2 Youth Council Pop-Up Banners	£204.00	£34.00	4668/406	LGA 1972 s. 142
133	801135	Ladderstore Ltd	Platform Step Ladder	£122.45	£20.41	2746/207	LGA 1972 s. 111
134	DD9/7/20	METRO Bank	Payroll: July 2020	£13,362.93	£0.00	1301/103	LGA 1972 s. 112 (1)
135	801136	Rialtas Business Solutions Ltd	Asset Register Annual Support	£145.20	£24.20	1423/104	LGA 1972 s. 111
136	DD13/7/20	Rightcard Fuelcard Company	Transit Van Fuel	£12.40	£2.07	2944/209	LGA 1972 s. 111
137	801137	Stevenage Computer Services	Annual Reg of ebtc.org.uk	£40.00	£0.00	1439/104	LGA 1972 s. 111
138	DD7/7/20	Total Gas & Power	Hall Electric Supply 30/3/20-31/5/20	£50.78	£2.42	1613/106	LGA 1972 s. 111
139	DD7/7/20	Total Gas & Power	Offices Electric Supply 30/3/20-31/5/20	£129.04	£6.14	1613/106	LGA 1972 s. 111
140	DD25/7/20	Total Gas & Power	Offices Gas Supply 30/3/20-31/5/20	£255.69	£32.48	1614/106	LGA 1972 s. 111
141	801138	Waterlogic GB Ltd	Water Cooler Rental	£13.30	£2.22	1410/104	LGA 1972 s. 111
			Total Amounts	£26,672.48	£399.78		

[LGA: Local Government Act]

[PCA: Local Parish Councils Act]

[WM (LAP) A: War Memorials (Local Authorities' Powers) Act]

[LGRA: Local Government and Ratings Act]

[LG (MP) A: Local Government (Miscellaneous Provisions) Act]

[SHAA: Small Holding & Allotment Act]

C. B. B. Councillor

C. B. B. Councillor

Finance Officer

..... Responsible Finance Officer
Confirmed Approved Signed by Council on 25/11/20.....

[LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]
[Employee Fidelity, Employers Liability (Compulsory Insurance)]
[Local Authorities' Powers Act Extended by Local Government Act]
[Open Spaces Act]
21-Jul-20

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
153	801161	Absolute Technologies	EBTC All Site Maintenance	£1,043.10	£0.00	1301/103	LGA 1972 s. 112 (1)
154	801162	Arctic Hardware UK Ltd	Stainless Steel Door Kickplates	£447.35	£81.34	1637/106	LGA 1972 s. 111
155	801163	GWB Office Furniture Ltd	Office Furniture Plus Covid Screens	£804.80	£100.80	1416/104	LGA 1972 s. 111
156	801164	D Harris	Hall Booking Refund (Covid 19)	£26.25	£0.00	1681/106	LGA 1972 s. 111
157	801165	Hertfordshire County Council	Office Stationery and Facemasks	£219.13	£23.27	1614/106, 1422/104	LGA 1972 s. 111
158	801166	Hertfordshire Garden Machinery Ltd	Replacement Strimmer	486.00	£81.00	2146/201	LGA 1972 s. 111
159	801167	Lamps & Tubes Illuminations Ltd	Structural & Electrical Inspections Report	£2,336.10	£389.35	4870/408	LGA 1972 s. 145
160	801168	Lamps & Tubes Illuminations Ltd	Festive Lighting Timeclock Installation	£1,486.80	£247.80	4868/408	LGA 1972 s. 145
161	BACS	Microsoft	Microsoft 365 30/7/20 - 31/7/21	£547.51	£91.25	1440/104	LGA 1972 s. 111
162	801169	Post Office Ltd	Transit Van Tax - 31 August 21	£265.00	£0.00	2945/209	LGA 1972 s. 111
163	DD10/8/20	Right Fuelcard Company	Fuel Drawing Fee	£0.67	£0.11	2944/209	LGA 1972 s. 111
164	DD13/8/20	Right Fuelcard Company	Transit Van Fuel	£13.25	£2.21	2944/209	LGA 1972 s. 111
165	DD24/8/20	Right Fuelcard Company	Transit Van Fuel	£56.27	£9.38	2944/209	LGA 1972 s. 111
166	801170	Michael Rollins	Flag Competition Entries	£120.00	£0.00	3248/302	LGA 1972 s. 142
167	801171	SOS Electricals & Services Ltd	Replacement of Faulty Hall Lights	£72.24	£12.04	1637/106	LGA 1972 s. 111
168	801172	Stevenage Computer Services	Website Re Design	£700.00	£0.00	1441/104	LGA 1972 s. 142
169	801173	Stevenage Computer Services	IT Support	£377.50	£0.00	1439/104	LGA 1972 s. 111
170	DD20/8/20	Total Gas & Power	Hall Gas Supply 30/4/20 - 31/7/20	£99.42	£4.74	1614/106	LGA 1972 s. 111
171	801174	Viking Signs Ltd	COVID 19 Safety Signs	£181.40	£30.23	1416/104	LGA 1972 s. 111
			Total Amounts	£8,596.79	£1,073.52		

[LGA: Local Government Act]

[PCA: Local Parish Councils Act]

[WM (LAP) A: War Memorials (Local Authorities' Powers) Act]

[LGRA: Local Government and Ratings Act]

Councillor

Councillor

..... Finance Officer



..... Responsible Finance Officer

Confirmed Approved Signed by Council on 25/11/20.....

- [LG (MP) A: Local Government (Miscellaneous Provisions) Act]
 - [SHAA: Small Holding & Allotment Act]
 - [LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]
 - [Employee Fidelity, Employers Liability (Compulsory Insurance)]
 - [Local Authorities' Powers Act Extended by Local Government Act]
 - [Open Spaces Act]
- 25-Aug-20

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
172	801175	Aldenham Renaissance CIC	Community Grant	£5,000.00	£0.00	4161/401	LGA (MP) 1972 s.19
173	DD1/9/20	BT	August 20 Telephone Charges	£145.26	£24.21	1420/104	LGA 1972 s. 111
174	801176	BETTA	Budgeted Grant	£1,000.00	£0.00	1416/104	LGA 1972 s. 144
175	801177	Borehamwood 2000 FC	Community Grant	£768.00	£0.00	4161/401	LGA (MP) 1972 s.19
176	801178	Boreham Wood Football Club	Community Grant	£1,600.00	£0.00	4161/401	LGA (MP) 1972 s.19
177	801179	Frank Cooper & Son Ltd	Allum & Melrose Grass Cut	£324.00	£54.00	2140/201	SHAA 1908 s. 23
178	801180	GWB Office Furniture Ltd	Grey Hall Storage Cabinet	£154.80	£25.80	1640/106	LGA 1972 s. 111
179	BACS	HMRC	Payroll: Tax & NI September 20	£6,905.23	£0.00	1301/103,1302	LGA 1972 s. 112 (1)
180	801181	Hertfordshire County Council	Payroll: Superannuation Sept 20	£6,332.24	£0.00	1301/103,1303	LGA 1972 s. 112 (1)
181	801182	Hertfordshire County Council	Covid And H&S Supplies	£893.63	£106.98	1415/104, 1416	LGA 1972 s. 111
182	DD9/9/20	METRO Bank	Payroll: September 20	£15,804.59	£0.00	1301/103	LGA 1972 s. 112 (1)
183	801183	P Miller (Reimbursement)	Clear Plastic Desk Divider	£92.38	£15.40	1416/104	LGA 1972 s. 111
184	801184	Penniwells Riding Centre	Community Grant	£500.00	£0.00	4161/401	LGA (MP) 1972 s.19
185	801185	Waterlogic GB Ltd	Water Cooler Rental + Bottles	£63.31	£10.55	1410/104	LGA 1972 s. 111
			Total Amounts	£39,383.44	£236.94		

[LGA: Local Government Act]

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[Employee Fidelity, Employers Liability (Compulsory Insurance)]


[Local Authorities' Powers Act Extended by Local Government Act]




Councillor



Finance Officer



Responsible Finance Officer



Responsible Finance Officer

Confirmed Approved Signed by Council on... 25/11/20

[Open Spaces Act]
10-Sep-20

Elstree and Borehamwood Town Council

2020/21

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
186	801186	D2D Distribution Ltd	Distribution TC Issue #39	£1,134.00	£189.00	4568/405	LGA 1972 s. 142
187	801187	HAPTC	X2 Members Training	£120.00	£0.00	1435/104	LGA 1972 s. 111
188	801188	Heaton Water Services	Allum Allotments Pipe Repair	£790.00	£0.00	1900/109	SHAA 1908 s. 23
189	801189	S Hall (Reimbursement)	x2 Ground Spades/Pedal Bin/Mobile Top Up	£99.28	£9.84	1420, 1408, 1416/104	LGA 1972 s. 111
190	BACS	H Jones (Reimbursement)	x 2 Laptops for Home Working	£1,436.13	£215.21	1416/104	LGA 1972 s. 111
191	BACS	H Jones (Reimbursement)	x 1 Laptops for Home Working	£645.62	£107.60	1416/104	LGA 1972 s. 111
192	BACS	Pitney Bowes	Replacement Franking Machine	£1,248.00	£208.00	1421/104	LGA 1972 s. 111
193	DD28/09/20	Total Gas & Power	Electricity Office Supply 1/6/20-31/8/20	£275.32	£13.11	1613/106	LGA 1972 s. 111
194	DD28/09/20	Total Gas & Power	Electricity Hall Supply 1/6/20-31/8/20	£132.22	£6.30	1613/106	LGA 1972 s. 111
195	801190	WaterlogicGB Ltd	Water Cooler Rental + Bottles	£84.13	£14.02	1410/104	LGA 1972 s. 111
196	801191	Xamax Clothing Company Ltd	x 10 Staff Town Council Logo Polo Shirts	£159.91	£26.65	1301/103	LGA 1972 s. 112 (1)
Total Amounts				£6,124.61	£789.73		

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[Open Spaces Act]

25-Sep-20

[Signature]
Councillor

[Signature]
Councillor

[Signature]
Finance Officer

[Signature]
Responsible Finance Officer

Confirmed Approved Signed by Council on 25/11/20

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
197	801192	Friends of Kenilworth	Emergency IT Grants for Schools: Covid 19	£1,250.00	£0.00	4161/401	LGA 1972 s. 137
198	801193	Cowley Hill Primary School	Emergency IT Grants for Schools: Covid 19	£2,500.00	£0.00	4161/401	LGA 1972 s. 137
199	801194	Woodlands School Staff & Parents Association	Emergency IT Grants for Schools: Covid 19	£2,500.00	£0.00	4161/401	LGA 1972 s. 137
200	801195	Friends of St Teresa's School	Emergency IT Grants for Schools: Covid 19	£1,250.00	£0.00	4161/401	LGA 1972 s. 137
201	801196	St Nicholas C of E VA Priamry School	Emergency IT Grants for Schools: Covid 19	£1,200.00	£0.00	4161/401	LGA 1972 s. 137
202	801197	Friends of Meryfield	Emergency IT Grants for Schools: Covid 19	£2,500.00	£0.00	4161/401	LGA 1972 s. 137
203	801198	Summerswood Primary School	Emergency IT Grants for Schools: Covid 19	£2,500.00	£0.00	4161/401	LGA 1972 s. 137
204	801199	Parkside Community School PTA	Emergency IT Grants for Schools: Covid 19	£2,500.00	£0.00	4161/401	LGA 1972 s. 137
205	801200	Saffron Green Primary School	Emergency IT Grants for Schools: Covid 19	£1,250.00	£0.00	4161/401	LGA 1972 s. 137
Total Amounts				£17,450.00	£0.00		



Councillor



Councillor

Finance Officer

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Confirmed Approved

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 29-Sep-20

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
206	801201	Airway Air Conditioning Ltd	Aircon Maintenance 1/10/20-30/9/21	£312.00	£52.00	1637/106	LGA 1972 s. 111
207	801202	Absolute Technologies	All Sites Maintenance	£203.18	£0.00	1301/103	LGA 1972 s. 112 (1)
208	DD1/10/20 BT		Telephone Charges September 2020	£143.41	£23.90	1420/104	LGA 1972 s. 111
209	801203	Debenhams Offaway LLP	Legal Fees	£342.00	£49.50	1456/104	LGA 1972 s. 111
210	801204	Frank Cooper & Son Ltd	Grass Cutting at Allum & Melrose Allotments	£162.00	£27.00	2116/201	SHAA 1908 s. 23
211	801205	Hearns Coaches Ltd	School Swimming Programme	£157.50	£0.00	4363/403	LGA (MP) 1972 s. 19
212	801206	Shane P Heaton	Leaking Water Repair Allum Allotments	£790.00	£0.00	1900/109	SHAA 1908 s. 23
213	BACS	HMRC	Payroll: Tax & NI October 2020	£5,446.18	£0.00	1301,1302/103	LGA 1972 s. 112 (1)
214	BACS	Hertfordshire County Council	Payroll: Superannuation October 2020	£5,612.03	£0.00	1301,1303/103	LGA 1972 s. 112 (1)
215	801207	Hertfordshire County Council	Hall and Office Supplies	£140.72	£23.45	1422/104,1416/108	LGA 1972 s. 111
216	801208	Ironwood Flooring Services	Remainder Floor Hall Replacement Costs	£10,914.00	£1,819.00	9013/313	LGA 1972 s. 111
217	BACS	METRO Bank	Payroll: October 2020	£14,608.08	£0.00	1301/103	LGA 1972 s. 112 (1)
218	801209	Rialtas Business Solutions Ltd	Digital Tax Support Annual Fee	£70.80	£11.80	1440/104	LGA 1972 s. 111
219	801210	Rialtas Business Solutions Ltd	Allotment Mobile Inspection App Support	£60.00	£10.00	1440/104	LGA 1972 s. 111
220	801211	Stevenson Computer Services	IT Support	£245.00	£0.00	1439/104	LGA 1972 s. 111
221	801212	The Warehouse.com Ltd	Heavy Duty Laminator	£139.20	£23.20	1422/104	LGA 1972 s. 111
222	801213	Waterlogic GB Ltd	Water Cooler Rental	£13.30	£2.22	1410/104	LGA 1972 s. 111
223	801214	Cash	Petty Cash Top-Up	£514.45	£0.00	Transfer 1-3	LGA 1972 s. 111
			Total Amounts	£39,873.85	£2,042.07		

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14-Oct-20


 Councillor


 Finance Officer

Finance Officer

Responsible Finance Officer

Confirmed Approved

Signed by Council on 25/11/20

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
224	801215	Admiral Cards	Mayoral Christmas Cards	£353.70	£58.95	1483/104	LGA 1972 s. 111
225	801216	Castle Water	Water Supply 1/1/20-31/7/20	£406.77	£0.00	1612/106	LGA 1972 s. 111
226	801217	M Dada	Hall Booking Refund (Covid 19)	£35.00	£0.00	1681/106	LGA 1972 s. 111
227	801218	Drop In	Hall Booking Refund (Covid 19)	£171.00	£0.00	1681/106	LGA 1972 s. 111
228	801219	Allan Dyson Asbestos Services Ltd	Melrose Allotment Asbestos Removal (1)	£240.00	£40.00	1990/109	SHAA 1908 s. 23
229	801220	B Garland	Hall Booking Refund (Covid 19)	£50.00	£0.00	1681/106	LGA 1972 s. 111
230	801221	GWB Office Furniture Ltd	X 3 Replacement Staff Computer Chairs	£144.00	£24.00	1640/106	LGA 1972 s. 111
231	801222	Hertsmere Borough Council	Publication of TC Issue #39	£5,637.30	£172.80	4566/405	LGA 1972 s. 142
232	801223	J Morson	Hall Booking Refund (Covid 19)	£90.00	£0.00	1681/106	LGA 1972 s. 111
233	801224	Friends of Monksmead Parents Association	Emergency IT Grants for Schools Covid 19	£1,250.00	£0.00	4161/401	LGA 1972 s. 137
234	801225	PPL PRS Ltd	Fairway Hall Music Licence	£317.58	£52.93	1628/106	LGA 1972 s. 145
235	801226	Steven Miles	Inspection on Burst Water Main Allum All	£35.00	£0.00	2116/201	SHAA 1908 s. 23
236	801227	Royal British Legion Poppy Appeal EEJ02	X 7 Poppy Wreaths	£123.00	£0.00	1430/104	LGA 1972 s. 137
237	801228	Michael Rollins	Flag Competition Artwork Logos	£250.00	£0.00	3248/302	LGA 1972 s. 142
238	801229	SOS Electricals & Services Ltd	Emergency Lighting Test	£216.00	£36.00	1637/106	LGA 1972 s. 111
239	801230	Zurich Municipal	Transit Van Insurance 8/11/20-7/11/21	£603.72	£0.00	2945/209	LGA 1972 s. 111
240	801231	Stevenage Computer Services	IT Support	£997.50	£0.00	1439/104	LGA 1972 s. 111
241	801231	Absolute Technologies	EBTC All Site Maintenance	£186.00	£0.00	1301/103	LGA 1972 s. 112 (1)
Total Amounts				£11,106.57	£384.68		

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 29-Oct-20

Councillor

Councillor

Finance Officer

Responsible Finance Officer

Confirmed Approved

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