

# ELSTREE AND BOREHAMWOOD TOWN COUNCIL

## FULL COUNCIL AGENDA



NOTICE is hereby given that a meeting of **SPECIAL FULL COUNCIL** will be held as follows:

**Venue:** Fairway Hall, Brook Close, Borehamwood, WD6 5BT  
**Date/Time:** Tuesday 24 March 2020 at 7.30 pm.

**[Meeting Open to Press and Public (Items 1 to 5)]**

Members of the Public are asked to consider whether attending this meeting is necessary in view of Government Guidelines about avoiding public gatherings.

All Town Councillors are hereby summoned to attend.

Signed: \_\_\_\_\_

H R O Jones  
Town Clerk  
17 March 2020

(email) [clerk@elstreeborehamwood-tc.gov.uk](mailto:clerk@elstreeborehamwood-tc.gov.uk)  
(telephone) 0208 207 1382  
(postal address) Fairway Hall, Brook Close, Borehamwood, Herts, WD6 5BT

**Equality Act 2010:** The general public sector equality duty places an obligation on a wide range of public bodies (including Town and Parish Councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Religion or Belief	Disability
Sex	Gender Reassignment
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

**Recording of Council Meetings:** The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public. Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

### **Distribution List:**

Town Council Members:

Cllr S Rubner – Brookmeadow (Town Mayor)  
Cllr Mrs S Parnell – Hillside (Deputy Mayor)  
Cllr C Butchins - Hillside  
Cllr Rebecca Butler - Shenley Road  
Cllr Richard Butler - Cowley Hill  
Cllr A Collins - 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

Borehamwood and Elstree Times  
Borehamwood Library  
Hertsmere Borough Council  
Hertfordshire County Council  
Aldenham Parish Council  
Shenley Parish Council  
Hertfordshire Constabulary

1. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, there were none.
  
2. **Declarations of Interest:** To:
  - a) receive declarations of interest from Councillors on items on the agenda;
  - b) receive written requests for dispensations for declarable interests; and
  - c) grant any requests for dispensation as appropriate.
  
3. **Coronavirus Emergency/Special Measures for Town Council:** To consider NALC guidance to Town and Parish Councils and to determine special measures for Town Council, as appropriate, especially in relation to:
  - Fairway Hall
  - Annual Council Meeting
  - Remote Attendance
  - 2019/20 Accounts and Annual Return
  - Risk and Safety (Members, Staff and Visitors)
  - Events and Services
  - Business Continuity Plan

Since the attached information was produced, additional guidance has been issued as follows:

- Councils will be able to use their discretion on deadlines for Freedom of Information requests
- The deadline for local government financial audits will be extended to 30 September 2020
- It will *consider* bringing forward legislation to remove the requirement for Annual Council meetings to take place in person (details to follow as soon as available)
- It will *consider* bringing forward legislation to allow Council committee meetings to be held virtually for a temporary period (details to follow as soon as available)

4. **Public Participation – Question Time:** Fifteen Minutes of the Meeting will be given over to questions from Members of the Public relating to Town Council Business.

A note on Public Questions: Where no clear and concise answer can be provided on the evening to any particular question raised, the Member of Public will be notified that he/she will be provided with a written response within five working days of the meeting answering the query in full or clearly stating what, if any, action the Council is undertaking. In some instances, it may be necessary to obtain advice before answering questions or to refer matters to the Committee of the Council with the pertinent Terms of Reference.

5. **Close of Meeting:** To Close Meeting.

[End of Agenda]



# CORONAVIRUS — INFORMATION FOR LOCAL (PARISH AND TOWN) COUNCILS

## ABOUT

This page has been created to provide local (parish and town) councils with information related to the coronavirus. It should not be used as a substitute for government advice, however, there are some practicalities specific to local councils where we hope this information will help you plan ahead and manage your risks. If you would like further advice and support on any of these topics for your local council then please [contact your local county association](#).

This is a fast-moving situation and we will be updating this page regularly.

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## SOURCES OF ADVICE

The coronavirus situation is fast-moving and there is an increasing amount of misinformation online. We should be using government advice to inform decisions and be checking that advice regularly.

- [Public Health England](#) has FAQs that will be updated regularly
  - This guidance, developed with the Department for Business, Energy and Industrial Strategy, aims to [assist employers and businesses in providing advice to their staff](#)
  - You may find the advice from [ACAS](#) useful in considering any employment-related matters that may impact your local council
  - For further reading, the Local Government Association has published a very [useful list](#) of different government advice sources
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## ENGAGING WITH THE GOVERNMENT

NALC is engaging with Smaller Authorities' Audit Appointments (SAAA) about audit and with the Ministry for Housing Communities and Local Government (MHCLG) as a matter of urgency on a range of issues. A summary of some of the issues we are raising with MHCLG is below:

- Holding of statutory meetings — such as annual parish meeting and the annual council meeting. We are communicating the concerns that councils have around their ability to hold meetings within the statutory deadlines.

- Audit deadlines — We are communicating the concerns that local councils have around their ability to hold meetings within the statutory deadlines.
  - Elections — With the change of date around elections we are seeking clarification on the implications of this.
  - Democratic decision-making (e.g. if councils are unable to be quorate for an extended period of time) — We are communicating the difficulties that councils are experiencing or expecting. This includes the question of phone/online attendance
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## **MANAGING RISKS TO THE COUNCIL**

We would recommend that local councils consider different scenarios and what actions might help mitigate any risks to the council. This will vary for individual councils and it may be that no specific actions or changes are required. As examples:

- It may be helpful to review your scheme of delegation to ensure it is fit for purpose and would ensure minimal disruption to the work of the council if councillors are not able to attend meetings and committees. For example, you may wish to consider if certain decisions could be delegated to the clerk, in consultation with the chairman and vice-chairman, as a contingency plan in case council meetings are postponed due to the coronavirus
  - You may wish to review critical functions or services and consider how these would continue in the case of staff absence
  - You may have local residents with queries about coronavirus, in which case we would advise you signpost them to government information and advice as highlighted above
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## **WHAT DOES THE LAW SAY ABOUT HOLDING COUNCIL MEETINGS?**

There are a number of statutory meetings and deadlines that apply to local councils – you can find out more about these from your county association or by reading our Legal Topic Note 5 (located in member's area of NALC's website —login required). There has been no change to legislation or government guidance to amend these statutory duties.

Where the law does not provide for a particular scenario (e.g. the holding of the annual council parish or town meeting outside of the statutory timeframe, if the government advises against meetings being held) we would be guided by the government as to what should happen. We will be engaging with government on this and a range of other issues and will keep you updated on any developments.

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## **WHAT ABOUT THE FINANCIAL YEAR-END AND AGAR?**

After the completion of accounts at the close of the financial year (31 March), they must be certified by the council's responsible financial officer (RFO), considered and

approved by full council by no later than 29 June, and published by 30 September. If a planned full council meeting is not able to approve the accounts e.g. the meeting is not quorate due to councillor absence, then an extraordinary council meeting can be called at a later date as long as it is within this timeframe. If councils are concerned about potential delays they may wish to consider approving the AGAR as early as possible, for example, at an April meeting rather than waiting for the May/June meetings.

NALC and SAAA have discussed and agreed to keep an eye on the situation. SAAA will keep in close contact with auditors as well.

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## **WILL THE ELECTIONS IN MAY BE AFFECTED?**

The Cabinet Office has confirmed to NALC that the local elections scheduled on 7 May will be postponed until May next year, with legislation brought forward shortly. The Electoral Commission wrote to the government on 12 March calling for elections to be delayed until the autumn. We will provide a further update when more information is available.

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## **SUPPORTING LOCAL COMMUNITIES**

Local councils are ideally placed to inform and support residents as they already do in so many spheres — from assisting during flooding and other emergencies to supporting vulnerable or lonely people. And this will almost certainly be the case in the current situation. Cllr Sue Baxter, chairman of NALC met Nigel Huddleston MP (DCMS representative on COBRA) who saw a potentially big role for parishes during the current period, keeping an eye on vulnerable people and encouraging new volunteers to come forward to help. We are assessing the implications of this week's budget and other announcements and will keep you informed.

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## **CORONAVIRUS AND CYBERSECURITY**

NALC partners Microshade have provided additional advice for local councils as fraudsters are exploiting the spread of coronavirus to facilitate various types of fraud and cybercrime — read of the blog.

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## **STATUTORY SICK PAY**

The Statutory Sick Pay (General) (Coronavirus Amendment) Regulations 2020 were made on 12 March 2020 and came into force on 13 March. They amended the Statutory Sick Pay (General) Regulations 1982 and provide that statutory sick pay will be available to anyone isolating themselves from other people in such a manner as to prevent infection or contamination with coronavirus disease, in accordance with the guidance published by Public Health England, NHS Scotland or Public Health Wales

and effective on 12 March 2020, and by reason of that isolation is unable to work. The government has said that the Statutory Sick Pay will be payable from the first day (not, as previously from day four) and that employers with fewer than 250 employees will be able to reclaim the cost from the government up to a maximum of two weeks' Statutory Sick Pay.

The Secretary of State is required to keep the operation of the Regulations under review and they will cease to have effect eight months after they come in to force.

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This page was last updated on 16 March 2020.