

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

FULL COUNCIL AGENDA



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

Venue: Remote Meeting: Zoom Webinar

Joining Instructions:

<https://us02web.zoom.us/j/89725826693?pwd=emRuVWFpVG04K0I5MGVvWEY1NDRHQQT09>
Passcode: 134723

Or

Click on link on Town Council website:

<http://www.elstreeborehamwood-tc.gov.uk/>

Or

Watch on YouTube:

<https://www.youtube.com/channel/UCHwoL9bawHhx7ayXW2qzv-A/videos>

Date/Time: Wednesday 10 March 2021 at 7.30 pm.

[Meeting Open to Press and Public (Items 1 to 9)]

All Town Councillors are hereby summoned to attend.

Signed: _____

H R O Jones
Town Clerk
2 March 2021

(email) 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 Challice - 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. **Minutes:** To approve and adopt the Minutes of the **Full Council Meeting** held on **13 January 2021**.

- attached

4. **Financial Risk Assessment and Policy Documentation:** To resolve to adopt:

(i) Financial Risk Assessment 2020/21 (in order to comply with Regulation 4(2) of the Accounts and Audit (England) Regulations 2011, the Council must minute an appropriate risk assessment having been carried out during the year).

- attached

(ii) Standing Orders;

- attached

(iii) Financial Regulations

- attached

(iv) the Council, Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority document will be reviewed by Council at its meeting on 9 June 2021 (i.e. once the Annual Council meeting has agreed the Committees and Sub-Groups of the Council).

5. **Outside Bodies:** To receive reports from Members serving on Outside Bodies as follows:

[Members are asked to limit reports to a maximum time of 3 minutes each]

To receive:

- (i) Coronavirus Report by Town Mayor detailing actions taken during Pandemic together with annual report (video presentation, if available).

- (ii) Outside Bodies reports as follows (it is understood that many of these organisations may not have met since the last Council meeting):

Fairway Hall Town Clerk

Leeming/Aycliffe Big Local Advisory Panel (2 Ward Members)

Councillor (1) Cllr M Vince – Cowley Hill
Councillor (2) Cllr S Rubner – Brookmeadow

Elstree & Borehamwood Museum Group (1)

Councillor (1) Cllr A Collins

Borehamwood and Elstree Twin Town Association (1)

Councillor (1) Cllr M Vince

Elstree, Borehamwood and District Community Association (2)

Councillor (1) Cllr S Parnell
Councillor (2) Cllr Richard Butler

Hertsmere MENCAP (1)

Councillor (1) Cllr V Eni

Aldenham Country Park (1)

Councillor (1) Cllr P Strack

Maxwell Park Management Group (1)

Councillor (1) Cllr J Newmark

First Impressions Group (2)

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

6. **Accounts for Payment:** To confirm the payment of accounts, as approved, as follows:

		2020/21	
Page	Vch.	Date	Amount
1	285-299	7 January 2021	£ 5,133.94
2	300-309	14 January 2021	£ 47,129.76
3	310-322	12 February 2021	£ 27,674.66
4	323-332	26 February 2021	£ 11,246.00
5	333-342	26 February 2021	£ 4,574.27
		Total	£ 95,758.63

- attached

7. **Annual Parish Meeting:** To consider any actions arising from the 3 March 2021 meeting and to review the success of the meeting.
8. **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.

9. **Close of Meeting:** To Close Meeting.

The next meeting of Full Council is scheduled for Wednesday 12 May 2021 at 7.30 pm on Zoom Webinar or in Fairway Hall subject to Covid-19 regulations (Mayor Making and Annual Council Meeting – First meeting of the 2021/22 Municipal Year).

[End of Agenda]