

# ELSTREE AND BOREHAMWOOD TOWN COUNCIL

## FULL COUNCIL AGENDA



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

**Venue:** Fairway Hall, Brook Close, Borehamwood, WD6 5BT

**Date/Time:** Wednesday 23 June 2021 at 7.30 pm.

**[Meeting Open to Press and Public (Items 1 to 11)]**

All Town Councillors are hereby summoned to attend.

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

H R O Jones  
Town Clerk  
15 June 2021

(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 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). This permission does not extend to private meetings or parts of meetings which are not open to the public.

#### **Distribution List:**

Town Council Members:

Cllr Mrs F Turner - Elstree (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 S Rubner – Brookmeadow  
Cllr Mrs P Strack – Hillside  
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 **Annual Council Meeting** held on **4 May 2021**.

**- attached**
  
4. **Annual Return 2020/21:** To:
  - (i) note that the Certificate of Exemption 2020/2021 does not apply to Elstree and Borehamwood Town Council; and
  
  - (ii) approve:
    - a) *To approve the Annual Accounts 2020/21 (additional information attached to assist with Close Down documentation)*

**- attached**
  
    - b) *To approve the Annual Internal Auditor Report (Final) for the year 2020/2021*

**- attached**
  
    - c) *To approve Section 1, the Annual Governance Statement 2020/21 (Completed by Internal Auditor)*

**- attached**
  
    - d) *To approve Section 2, Accounting Statements 2020/21*

**- attached (as above)**
  
    - e) *To agree the dates for the public rights period (see iii below)  
24 June – 6 August 2021*
  
  - (iii) To appoint Auditing Solutions Ltd as Internal Auditor to the Council for the municipal year 2021/22.

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]**

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 R Challice

First Impressions Group (2)  
Councillor (1)                      Cllr S Parnell  
Councillor (2)                      Cllr A Collins

6. **Signed Minutes:** In order to allow Committee Chairmen to sign physical copies of Minutes, these will be presented to Full Council on 1 September 2021.

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

		2020/21	
Page	Vch.	Date	Amount
1	343-356	12 /03/21	£ 31,634.62
2	357-364	26/03/21	£ 1,781.17
		2021/22	
3	1-16	19/04/21	£ 43,210.80
4-5	17-34	13/05/21	£ 32,257.95
6	35-47	13/05/21	£ 4,550.00
		Grand Total	£ 113,434.54

- attached

8. **Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority:** To review and adopt Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority.

- attached

9. **Code of Conduct:** To adopt new Code of Conduct (recommended by the General Management Committee at its meeting on 22 April 2021 (Minute 68(i)).

- attached

10. **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.

11. **Close of Meeting:** To Close Meeting.

The next meeting of Full Council is scheduled for Wednesday 1 September 2021 at 7.30 pm at Fairway Hall.

[End of Agenda]