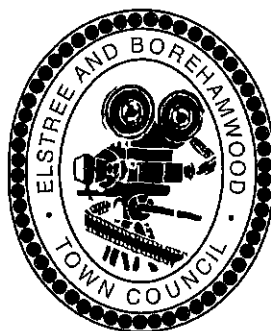


ELSTREE AND BOREHAMWOOD TOWN COUNCIL



**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:

<https://us02web.zoom.us/j/85350326611?pwd=UzgzV0hqSHlyL3N5UkJOBFVacDNxdz09>

Passcode: 528605

on Wednesday 25 November 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 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

In Attendance: H Jones – Town Clerk

Also Present: A total of 2 spectators/attendees

**Cllr S Rubner in the Chair (Mayor)**

**29. MAYOR'S WELCOME**

The Mayor's address to Council was received which included reference to:

- the work of The Gratitude charity at Allum Hall;
- Volunteer work in the Community;
- Mayoral Engagements; and
- ongoing Council commitments.

**30. APOLOGIES FOR NON-ATTENDANCE**

There were none.

**31. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Committee Member</b>	<b>Minute Number</b>	<b>Nature of Interest</b>
Cllr A Collins	33(iii)	Disclosable Pecuniary Interest

Members declaring a Disclosable Pecuniary Interest left the meeting and refrained from taking part in any discussion or decision-making processes relating to that item.

**32. MINUTES OF COUNCIL**

It was **RESOLVED** that:

**the Minutes of the Full Council Meeting held on 2 September 2020 be signed by the Mayor as a true record and adopted by the Council.**

### 33. COMMUNITY GRANTS AND SPECIAL GRANTS

It was RESOLVED that:

the Community Grant Applications referred to Full Council be approved as set out in the report as follows:

Applicant	Purpose of Grant	Amount Sought	Amount Agreed by Full Council	Funding Source with Power
(i) The Chai Centre aka Jewish Life Centre	50% costs of Hanukkah Celebration event	£7,500	£5,000	3229/302 Artistes Fees  Local Government Act 1972, s.145
(ii) All Saints Church	Studio Light for better illuminating webcasts	£500	£500	4161/401 Community Grants  Local Government (Miscellaneous Provisions) Act 1976, s.19
(iii) St Michael and All Angels Church	- New Toilet (£3,000) - window repair (£500) - window replacement (£1,500) - Notice Banners (£400) - hampers (£1,000) - trees (£100)	£6,500	£6,500	4161/401 Community Grants £2,932  9023/901 (EMR 329) £3,568  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).

#### **34. ENTERTAINMENTS COMMITTEE “IN YEAR” BUDGET VIREMENTS**

It was **RESOLVED** that:

- (i) **£3,500 of Artiste Fees Budget (302/3229 Budget of £14,000) be utilised for installation at Fairway Hall or alternative location of a flag pole and flag purchase (previously agreed as an action plan by Entertainments Committee on 6 October 2020 Minute 39 (ii));**
- (ii) **up to £10,000 of Fireworks Display Budget (301/3130 Budget of £10,000) be utilised for “Key Worker Thank You Event” in current or next Financial Year (previously agreed as an action plan by Entertainments Committee on 6 October 2020 Minute 43);**
- (iii) **up to £2,000 of Pre-Festival Event Budget (301/3202 Budget of £2,000) be utilised for Covid-19 Memorial Ceremony in current or next Financial Year (previously agreed as an action plan by Entertainments Committee on 6 October 2020 Minute 43); and**
- (iv) **all of New Initiatives Budget (301/3147 Budget of £2,500) and £2,340 of Item Purchase hire Budget (302/3248 Budget of £2,874) be utilised for the purpose of installing electrical supply for Christmas Lights and other events at All Saints Church frontage costing £4,839.96.**

#### **35. COUNCIL MEETING SCHEDULE**

It was **RESOLVED** that:

**the 2021 Meeting Schedule as recommended by the General Management Committee at its meeting on 15 October 2020 (Minute 31(ii)) be approved and adopted for 2021.**

#### **36. 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, noting the updated guidance for safe use of multi-purpose community facilities:

Elstree, Borehamwood and District Community Association (2)

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

Council Members paid tribute to Jim McKean who had died aged 96. Jim led the community organisation of Allum Hall for more than 20 years and was instrumental in building the manor in Allum Lane into what it is today, having served on the board of trustees since the 1990s.

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. Cllr V Eni indicated that MENCAP still needed support and volunteer assistance.

Communities First (1 Member, 1 Standing Deputy)

Councillor (1)                      Cllr F Turner  
Standing Deputy                      Cllr P Kaza

**It was RESOLED that:**

**the Outside Bodies report of Communities First be removed from routine Council Agendas (except for when a report from the AGM was available).**

First Impressions Group (2)

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

It was reported that £80,000 of Railway Station improvements had been agreed (£16,000 planters and £64,000 kiosk). Cllr A Collins called for additional information to be provided by First Impressions.

**37. ACCOUNTS FOR PAYMENT**

**It was RESOLVED that:**

**the payment of accounts be confirmed as follows:**

		2020/21	
Page	Vch.	Date	Amount
1	89-101	18 Jun 15	£4,550.00
2-3	102-124	30 Jun 20	£5,848.21
4-5	125-141	21 Jul 20	£26,672.48
6	142-152	7 Aug 20	£32,522.65
7-8	153-171	25 Aug 20	£8,596.79
9-10	172-185	10 Sep 20	£39,383.94
11	186-196	25 Sep 20	£6,124.61
12	197-205	29 Sep 20	£17,450.00
13	206-223	14 Oct 20	£39,873.85
14	224-241	29 Oct 20	£11,106.57
		<b>Total</b>	<b>£192,129.10</b>

[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](http://www.elstreeborehamwood-tc.gov.uk)]

#### 38. 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.

However, at the time of the meeting, the Return had been received indicating an unqualified audit.

The AGAR would be formally submitted to the next Full Council meeting on 13 January 2021 to be formally approved.

#### 39. PUBLIC PARTICIPATION – QUESTION TIME

There was none.

#### 40. CLOSE OF MEETING AND PUBLIC QUESTIONS

The Meeting closed at 9.36pm.

The next meeting was scheduled to take place on 13 January 2021 at 7.30 pm.

Members were asked to note the start time of the next meeting (reverting to 7.30pm to allow those Members commuting back from London to access the meeting more easily).

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

# AGENDA ITEM 4(i)

09/20

## Elstree & Borehamwood Town Council

### Annual Budget - By Committee (Actual YTD Month 9)

Page 1

Note: Budget Report 2021/22

	Last Year		Brought Forward	Net Virement	Current Year			Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR	Carried Forward
<b>General Management</b>											
<u>101</u> <u>Precept</u>											
1176    PRECEPT	472,717	472,718	0	0	493,879	0	493,879	493,879	495,577	0	0
	<b>Total Income</b>	<b>472,717</b>	<b>472,718</b>	<b>0</b>	<b>493,879</b>	<b>0</b>	<b>493,879</b>	<b>493,879</b>	<b>495,577</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>472,717</b>	<b>472,718</b>		<b>493,879</b>		<b>493,879</b>	<b>493,879</b>	<b>495,577</b>		
<u>102</u> <u>Interest</u>											
1296    INTEREST	2,800	4,354	0	0	4,712	0	4,712	4,071	2,728	0	0
	<b>Total Income</b>	<b>2,800</b>	<b>4,354</b>	<b>0</b>	<b>4,712</b>	<b>0</b>	<b>4,712</b>	<b>4,071</b>	<b>2,728</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>2,800</b>	<b>4,354</b>		<b>4,712</b>		<b>4,712</b>	<b>4,071</b>	<b>2,728</b>		
<u>103</u> <u>Salaries</u>											
1301    SAL-STAFF SALARIES	227,000	218,769	0	0	236,988	0	236,988	158,897	240,000	0	0
1302    SAL-EMP/RS NI	22,000	29,660	0	0	23,151	0	23,151	33,517	45,000	0	0
1303    SAL-EMP/RS SUPERANN	54,000	50,403	0	0	56,601	0	56,601	33,497	52,000	0	0
	<b>Overhead Expenditure</b>	<b>303,000</b>	<b>298,832</b>	<b>0</b>	<b>316,740</b>	<b>0</b>	<b>316,740</b>	<b>225,911</b>	<b>337,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(303,000)</b>	<b>(298,832)</b>		<b>(316,740)</b>		<b>(316,740)</b>	<b>(225,911)</b>	<b>(337,000)</b>		
<u>104</u> <u>Administration</u>											
1402    MEMBERS' ALLOWANCES	3,600	3,600	0	0	3,600	0	3,600	3,600	3,600	0	0
1404    COST OF INDEPENDANT REMUNER	0	0	0	0	1,000	0	1,000	0	1,000	0	0
1405    CLERK TRAINING	500	315	0	0	1,000	0	1,000	0	1,000	0	0
1407    ADM-OFFICERS TRAININ	3,000	694	0	0	3,000	0	3,000	0	3,000	0	0

Continued on next page



Elstree & Borehamwood Town Council

Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget Report 2021/22

	Last Year		Current Year					Next Year			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1408 ADM-OFFICERS TRAVEL	200	233	0	0	300	0	300	81	300	0	0
1410 ADM-Kitchen Supplies	800	538	0	0	800	0	800	408	800	0	0
1411 ADM-RECRUITMENT FEE	1,000	500	0	0	1,000	0	1,000	0	1,000	0	0
1415 HEALTH & SAFETY	3,000	2,655	0	0	4,500	0	4,500	2,258	2,600	0	0
1416 COVID 19 COSTS	0	0	0	0	0	0	0	3,321	0	0	0
1420 ADM-TELEPHONES	2,500	2,372	0	0	2,600	0	2,600	1,678	2,600	0	0
1421 ADM-POSTAGE	1,700	1,806	0	0	1,700	0	1,700	2,250	1,800	0	0
1422 ADM-STATIONERY	1,500	1,549	0	0	2,000	0	2,000	676	2,000	0	0
1423 ADM-SUBS & PUBS	3,750	3,323	0	0	3,750	0	3,750	3,834	4,100	0	0
1424 ADM-INSURANCE	4,000	3,691	0	0	4,000	0	4,000	3,730	3,900	0	0
1425 GDPR Payments	200	775	0	0	0	0	0	0	0	0	0
1426 ADM-HOSPITALITY	1,300	435	0	0	1,300	0	1,300	151	1,300	0	0
1427 FLOWERS ETC-SICKNESS/CONDOL	150	25	0	0	150	0	150	65	150	0	0
1430 BRITISH LEGION - R SUNDAY	500	254	0	0	500	0	500	123	500	0	0
1434 ADM-MAYORAL ALLOW	950	950	0	0	950	0	950	950	950	0	0
1435 ADM-MEMBERS TRAINING	250	360	0	0	750	0	750	120	750	0	0
1438 PHOTOCOPIER & PRINTING	2,700	2,818	0	0	2,700	0	2,700	1,752	2,500	0	0
1439 I.T.SERVICES	3,000	3,611	0	0	4,000	0	4,000	3,172	4,000	0	0
1440 SOFTWARE SUPPORT	2,000	2,720	0	0	2,000	0	2,000	2,420	2,600	0	0
1441 Website Maintenance	0	0	0	0	1,000	0	1,000	700	700	0	0
1448 HBC-PAYROLL SERVICES	400	333	0	0	500	0	500	333	500	0	0
1451 ADM-BANK CHARGES	100	78	0	0	100	0	100	189	370	0	0
1456 ADM-REP & LEGAL FEES	2,000	2,833	0	0	5,500	0	5,500	2,556	5,000	0	0
1457 ADM-AUDIT	2,000	3,096	0	0	3,000	0	3,000	2,305	3,000	0	0

Continued on next page

Elstree & Borehamwood Town Council

Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget Report 2021/22

	Last Year		Brought Forward	Net Virement	Current Year				Actual YTD	Next Year	
	Budget	Actual			Agreed	EMR	Total	Actual YTD		Agreed	EMR
1459 ADVERTISING-PUBLICITY	500	320	0	0	1,000	0	1,000	0	1,000	0	0
1483 CIVIC REGALIA	1,000	478	0	0	500	0	500	307	500	0	0
1484 PARTNERSHIP WORKING	2,000	476	0	0	2,000	0	2,000	0	2,000	0	0
1485 Neighbourhood Planning	0	0	0	0	2,000	0	2,000	0	2,000	0	0
1487 MERCHANDISING	1,000	103	0	0	1,000	0	1,000	0	2,000	0	0
<b>Overhead Expenditure</b>	<b>45,600</b>	<b>40,940</b>	<b>0</b>	<b>0</b>	<b>58,200</b>	<b>0</b>	<b>58,200</b>	<b>36,980</b>	<b>55,520</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(45,600)</b>	<b>(40,940)</b>			<b>(58,200)</b>		<b>(58,200)</b>	<b>(36,980)</b>	<b>(55,520)</b>		
<b>106 Community Hall</b>											
1680 COVID INCOME	0	0	0	0	0	0	0	10,000	0	0	0
1681 COM-LETTINGS	35,000	35,538	0	0	35,000	0	35,000	-3,035	35,000	0	0
1683 COM-CAR PARK RENT	1,870	779	0	0	3,000	0	3,000	0	0	0	0
<b>Total Income</b>	<b>36,870</b>	<b>36,317</b>	<b>0</b>	<b>0</b>	<b>38,000</b>	<b>0</b>	<b>38,000</b>	<b>6,965</b>	<b>35,000</b>	<b>0</b>	<b>0</b>
1611 COM-BUSINESS RATES	4,000	0	0	0	4,000	0	4,000	0	0	0	0
1612 COM-WATER RATES	400	582	0	0	600	0	600	428	600	0	0
1613 COM-ELECTRICITY	2,000	2,132	0	0	3,000	0	3,000	1,496	3,000	0	0
1614 COM-GAS	3,300	3,367	0	0	4,500	0	4,500	977	4,500	0	0
1616 CONSUMABLE SUPPLIES	800	901	0	0	1,000	0	1,000	708	1,100	0	0
1617 COM-REFUSE COLLECTIO	2,300	2,474	0	0	2,700	0	2,700	2,559	2,700	0	0
1625 COM-PUBLICITY	500	525	0	0	600	0	600	0	0	0	0
1627 COM-HIRERS REFUNDS	0	245	0	0	0	0	0	0	0	0	0
1628 COM-LICENSES	800	1,009	0	0	800	0	800	265	800	0	0
1637 COM-MAINTENANCE	4,000	4,012	0	0	4,000	0	4,000	2,459	4,000	0	0

Continued on next page

Elstree & Borehamwood Town Council

Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget Report 2021/22

	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1640 COM-REFURBISHMENT	2,000	0	0	0	2,000	0	2,000	293	0	0	0
1641 COM-LETTINGS LOSSES	0	200	0	0	0	0	0	0	0	0	0
Overhead Expenditure	20,100	15,448	0	0	23,200	0	23,200	9,185	16,700	0	0
Movement to/(from) Gen Reserve	16,770	20,869			14,800		14,800	(2,220)	18,300		0
<b>108 Cost of Elections</b>											
1800 TO ELECTION FUND	6,250	0	0	0	10,000	0	10,000	0	10,000	0	0
1801 COST OF ELECTIONS	1,500	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure	7,750	0	0	0	10,000	0	10,000	0	10,000	0	0
Movement to/(from) Gen Reserve	(7,750)	0			(10,000)		(10,000)	0	(10,000)		0
<b>109 Contingency</b>											
1900 GENERAL CONTINGENCY	2,500	136	0	0	2,500	0	2,500	1,315	2,500	0	0
Overhead Expenditure	2,500	136	0	0	2,500	0	2,500	1,315	2,500	0	0
Movement to/(from) Gen Reserve	(2,500)	(136)			(2,500)		(2,500)	(1,315)	(2,500)		0
General Management - Income	512,387	513,389	0	0	536,591	0	536,591	504,915	533,305	0	0
Expenditure	378,950	355,356	0	0	410,640	0	410,640	273,391	421,720	0	0
Movement to/(from) Gen Reserve	133,437	158,032			125,951		125,951	231,524	111,585		0

**Elstree & Borehamwood Town Council**  
**Annual Budget - By Committee (Actual YTD Month 9)**  
**Note: Budget Report 2021/22**

	Last Year		Brought Forward	Net Virement	Current Year			Actual YTD	Next Year	
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR
<b>Environment &amp; Planning</b>										
<b>201 Allotments</b>										
2185 ALL-RENT RECEIPTS	4,000	4,791	0	0	4,500	0	4,500	4,800	4,850	0
<b>Total Income</b>	<b>4,000</b>	<b>4,791</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>4,800</b>	<b>4,850</b>	<b>0</b>
2112 ALL-WATER RATES	1,800	1,800	0	0	2,000	0	2,000	464	1,000	0
2116 ALL-SUPPLIES	1,000	855	0	0	1,000	0	1,000	355	600	0
2117 TROPHIES	500	89	0	0	500	0	500	0	500	0
2140 ALL-SITE IMPROVEMENT	3,000	2,892	0	0	0	0	0	660	0	0
2141 TREE MAINTENANCE	500	0	0	0	600	0	600	600	1,200	0
2142 ALL-SKIP HIRE	1,200	1,195	0	0	1,300	0	1,300	946	1,300	0
2143 ALL-MOWER MAINT	300	38	0	0	300	0	300	81	200	0
2146 ALL-MOWER REPLACEMENT	3,000	1,774	0	0	2,000	0	2,000	1,622	0	0
<b>Overhead Expenditure</b>	<b>11,300</b>	<b>8,643</b>	<b>0</b>	<b>0</b>	<b>7,700</b>	<b>0</b>	<b>7,700</b>	<b>4,728</b>	<b>4,800</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(7,300)</b>	<b>(3,853)</b>			<b>(3,200)</b>		<b>(3,200)</b>	<b>72</b>	<b>50</b>	
<b>202 War Memorials</b>										
2203 WAR MEM-MAINTENANCE	1,000	426	0	0	1,000	0	1,000	329	3,500	0
<b>Overhead Expenditure</b>	<b>1,000</b>	<b>426</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>329</b>	<b>3,500</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,000)</b>	<b>(426)</b>			<b>(1,000)</b>		<b>(1,000)</b>	<b>(329)</b>	<b>(3,500)</b>	
<b>203 Churchyards</b>										
2377 CHU-BOROUGH GRANT	1,589	1,589	0	0	1,589	0	1,589	0	2,589	0

Continued on next page

**Elstree & Borehamwood Town Council**  
**Annual Budget - By Committee (Actual YTD Month 9)**  
**Note: Budget Report 2021/22**

	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
2378 SECTION 106-AGREEMT	2,100	2,276	0	0	2,200	0	2,200	0	2,200	0	0
2337 TREE WORKS	300	0	0	0	400	0	400	300	1,200	0	0
2339 CHU-MAINTENANCE	1,000	568	0	0	6,000	0	6,000	112	1,000	0	0
Overhead Expenditure	1,300	568	0	0	6,400	0	6,400	412	2,200	0	0
Movement to/(from) Gen Reserve	2,389	3,298			(2,611)		(2,611)	(412)	2,589		
<u>205</u> <u>Clocks</u>											
2538 CLO-MAINTENANCE	500	658	0	0	500	0	500	492	1,500	0	0
Overhead Expenditure	500	658	0	0	500	0	500	492	1,500	0	0
Movement to/(from) Gen Reserve	(500)	(658)			(500)		(500)	(492)	(1,500)		
<u>206</u> <u>Street Furniture</u>											
2637 STR-MAINTENANCE	300	0	0	0	3,300	0	3,300	2,054	1,000	0	0
Overhead Expenditure	300	0	0	0	3,300	0	3,300	2,054	1,000	0	0
Movement to/(from) Gen Reserve	(300)	0			(3,300)		(3,300)	(2,054)	(1,000)		
<u>207</u> <u>Equipment</u>											
2746 EQU-NEW TOOLS/EQUIPM	500	452	0	0	500	0	500	256	760	0	0
Overhead Expenditure	500	452	0	0	500	0	500	256	760	0	0
Movement to/(from) Gen Reserve	(500)	(452)			(500)		(500)	(256)	(760)		
<u>209</u> <u>Van</u>											

Continued on next page

**Elstree & Borehamwood Town Council**  
**Annual Budget - By Committee (Actual YTD Month 9)**  
**Note: Budget Report 2021/22**

	Last Year		Brought Forward	Net Virement	Current Year				Next Year		
	Budget	Actual			Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
2943 VAN-SERVICE, MOT & REPAIR	2,300	2,360	0	0	2,600	0	2,600	76	2,600	0	0
2944 VAN-PETROL	800	639	0	0	800	0	800	471	800	0	0
2945 VAN-TAX & INSURANCE	1,000	1,014	0	0	1,500	0	1,500	869	1,000	0	0
2947 VAN-REPLACEMENT FUND	1,000	0	0	0	2,000	0	2,000	0	2,000	0	0
Overhead Expenditure	5,100	4,013	0	0	6,900	0	6,900	1,416	6,400	0	0
Movement to/(from) Gen Reserve	(5,100)	(4,013)			(6,900)		(6,900)	(1,416)	(6,400)		0
<b>303 Town Centre - Initiatives</b>											
3305 Teddy's Trails Book Sales	0	80	0	1,000	0	0	1,000	699	1,000	0	0
Total Income	0	80	0	1,000	0	0	1,000	699	1,000	0	0
3302 High St Planter Maintenance	800	0	0	0	0	0	0	0	0	0	0
3303 Teddy's Trails	0	0	0	0	500	0	500	-260	0	0	0
3304 Do Not Use	0	0	0	-1,000	1,000	0	0	0	0	0	0
Overhead Expenditure	800	0	0	-1,000	1,500	0	500	-260	0	0	0
Movement to/(from) Gen Reserve	(800)	80			(1,500)		500	959	1,000		0
<b>Environment &amp; Planning - Income</b>											
Expenditure	7,689	8,736	0	1,000	8,289	0	9,289	5,500	10,639	0	0
Movement to/(from) Gen Reserve	20,800	14,760	0	-1,000	27,800	0	26,800	9,427	20,160	0	0
	(13,111)	(6,024)			(19,511)		(17,511)	(3,927)	(9,521)		0

Continued on next page

## Elstree &amp; Borehamwood Town Council

## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget Report 2021/22

	Last Year		Brought Forward	Net Virement	Current Year			Actual YTD	Next Year	
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR
<b>301 Entertainments</b>										
3148 Fireworks Sponsorship	200	0	0	0	200	0	200	0	0	0
3186 TICKET SALES CHRISTMAS	780	744	0	0	780	0	780	0	700	0
<b>Total Income</b>	<b>980</b>	<b>744</b>	<b>0</b>	<b>0</b>	<b>980</b>	<b>0</b>	<b>980</b>	<b>0</b>	<b>700</b>	<b>0</b>
3110 EVENT STAFF	1,400	1,068	0	0	1,500	0	1,500	0	2,000	0
3125 ENT-PUBLICITY	450	229	0	0	450	0	450	0	450	0
3126 BAND & HALL CHRISTMAS	1,100	950	0	0	1,100	0	1,100	0	1,100	0
3127 EVENTS-HOSPITALITY	1,500	479	0	0	1,500	0	1,500	0	600	0
3130 ENT-FIREWORKS DISPLA	10,000	10,000	0	0	10,000	0	10,000	0	10,000	0
3131 FIREWORKS SOUND	900	900	0	0	1,250	0	1,250	0	1,250	0
3142 EQUIPMENT PURCHASE & HIRE	1,600	1,423	0	0	1,600	0	1,600	127	1,600	0
3143 British Red Cross-First Alder	1,000	958	0	0	1,100	0	1,100	0	1,500	0
3147 New Initiatives	2,500	3,000	0	0	2,500	0	2,500	0	3,500	0
3192 VE DAY	0	0	0	0	1,000	0	1,000	0	0	0
<b>Overhead Expenditure</b>	<b>20,450</b>	<b>19,007</b>	<b>0</b>	<b>0</b>	<b>22,000</b>	<b>0</b>	<b>22,000</b>	<b>127</b>	<b>22,000</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(19,470)</b>	<b>(18,263)</b>			<b>(21,020)</b>		<b>(21,020)</b>	<b>(127)</b>	<b>(21,300)</b>	
<b>302 Civic Festival</b>										
3287 Ticket Sales-Others	1,200	528	0	0	600	0	600	0	600	0
3290 CIV-DONATION/SPONSOR	200	0	0	0	200	0	200	0	0	0
3291 STALLS HIRE-F/DAY	300	200	0	0	260	0	260	0	400	0

Continued on next page

Elstree & Borehamwood Town Council

Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget Report 2021/22

	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3202 PRE FESTIVAL	0	0	0	0	2,000	0	2,000	0	2,500	0	0
3210 EVENT STAFF	2,500	2,525	0	0	2,750	0	2,750	0	3,000	0	0
3225 CIV-PUBLICITY	300	22	0	0	300	0	300	0	300	0	0
3229 CIV-EVENT/ARTISTE FEES	14,000	15,878	0	0	14,000	0	14,000	5,000	14,000	0	0
3232 CIV-PRIZES/TROPHYS	300	366	0	0	400	0	400	0	400	0	0
3235 FLOATS-F/ASSISTANCE	1,500	2,025	0	0	2,000	0	2,000	0	2,050	0	0
3241 CIV-PREMISES HIRE	800	600	0	0	700	0	700	0	700	0	0
3245 PHOTOGRAPHIC SERVICE	200	0	0	0	0	0	0	0	0	0	0
3248 ITEM PURCHASE/HIRE	3,500	2,256	0	0	3,000	0	3,000	376	3,000	0	0
<b>Overhead Expenditure</b>	<b>23,100</b>	<b>23,672</b>	<b>0</b>	<b>0</b>	<b>25,150</b>	<b>0</b>	<b>25,150</b>	<b>5,376</b>	<b>25,950</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(21,400)</b>	<b>(22,944)</b>			<b>(24,090)</b>		<b>(24,090)</b>	<b>(5,376)</b>	<b>(24,950)</b>		<b>0</b>
<b>405 Town News</b>											
4581 Town Crier Adverts	1,500	3,443	0	0	2,310	0	2,310	1,375	3,000	0	0
<b>Total Income</b>	<b>1,500</b>	<b>3,443</b>	<b>0</b>	<b>0</b>	<b>2,310</b>	<b>0</b>	<b>2,310</b>	<b>1,375</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
4566 Town Crier Production	26,000	23,895	0	0	26,000	0	26,000	18,038	25,500	0	0
4568 Town Crier Distribution	3,780	3,915	0	0	4,500	0	4,500	1,890	4,200	0	0
<b>Overhead Expenditure</b>	<b>29,780</b>	<b>27,810</b>	<b>0</b>	<b>0</b>	<b>30,500</b>	<b>0</b>	<b>30,500</b>	<b>19,928</b>	<b>29,700</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(28,280)</b>	<b>(24,367)</b>			<b>(28,190)</b>		<b>(28,190)</b>	<b>(18,553)</b>	<b>(26,700)</b>		<b>0</b>
<b>407 Coach Trips</b>											

Continued on next page



**Elstree & Borehamwood Town Council**  
**Annual Budget - By Committee (Actual YTD Month 9)**  
**Note: Budget Report 2021/22**

	Last Year		Brought Forward	Net Virement	Current Year				Next Year		
	Budget	Actual			Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4787 COA-TICKET SALES	5,194	5,084	0	0	5,194	0	5,194	0	5,194	0	0
<b>Total Income</b>	<b>5,194</b>	<b>5,084</b>	<b>0</b>	<b>0</b>	<b>5,194</b>	<b>0</b>	<b>5,194</b>	<b>0</b>	<b>5,194</b>	<b>0</b>	<b>0</b>
4767 COA-COACH HIRE/ADMIN	9,125	8,610	0	0	9,400	0	9,400	0	9,400	0	0
<b>Overhead Expenditure</b>	<b>9,125</b>	<b>8,610</b>	<b>0</b>	<b>0</b>	<b>9,400</b>	<b>0</b>	<b>9,400</b>	<b>0</b>	<b>9,400</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,931)</b>	<b>(3,526)</b>			<b>(4,206)</b>		<b>(4,206)</b>	<b>0</b>	<b>(4,206)</b>		<b>0</b>
<b>408 Christmas Decorations</b>											
4881 Christmas Sponsorship	200	0	0	0	200	0	200	0	0	0	0
<b>Total Income</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4846 CHR-HIRE CHARGE	11,010	11,020	0	0	11,010	0	11,010	0	12,000	0	0
4847 SWITCH ON CEREMONY	5,000	5,100	0	0	5,000	0	5,000	0	5,500	0	0
4868 CHR-CONTRACT	9,904	10,015	0	0	15,000	0	15,000	0	12,000	0	0
4869 CHR-MAINT/ELECTICITY	625	811	0	0	700	0	700	0	850	0	0
4870 CHR-REWIRING/TIME C	2,500	1,947	0	0	2,500	0	2,500	0	2,500	0	0
<b>Overhead Expenditure</b>	<b>29,039</b>	<b>28,893</b>	<b>0</b>	<b>0</b>	<b>34,210</b>	<b>0</b>	<b>34,210</b>	<b>0</b>	<b>32,850</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(28,839)</b>	<b>(28,893)</b>			<b>(34,010)</b>		<b>(34,010)</b>	<b>(9,647)</b>	<b>(32,850)</b>		<b>0</b>
<b>Leisure &amp; Entertainment - Income</b>	<b>9,574</b>	<b>9,999</b>	<b>0</b>	<b>0</b>	<b>9,744</b>	<b>0</b>	<b>9,744</b>	<b>1,375</b>	<b>9,894</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>111,494</b>	<b>107,991</b>	<b>0</b>	<b>0</b>	<b>121,260</b>	<b>0</b>	<b>121,260</b>	<b>35,078</b>	<b>119,900</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(101,920)</b>	<b>(97,993)</b>			<b>(111,516)</b>		<b>(111,516)</b>	<b>(33,704)</b>	<b>(110,006)</b>		<b>0</b>

Continued on next page

**Elstree & Borehamwood Town Council**  
**Annual Budget - By Committee (Actual YTD Month 9)**  
**Note: Budget Report 2021/22**

	Last Year		Current Year						Next Year			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<b>Grants &amp; Community Support</b>												
<u>401</u>	<b>Grants</b>											
4161	Community Grant Awards	10,000	4,870	0	0	30,000	0	30,000	30,000	10,000	0	0
4166	Football Marketing	1,600	0	0	0	0	0	0	0	1,600	0	0
4190	Budgeted Grant - BETTA	1,500	1,000	0	0	1,500	0	1,500	1,000	1,600	0	0
	Overhead Expenditure	13,100	5,870	0	0	31,500	0	31,500	31,000	13,100	0	0
	Movement to/(from) Gen Reserve	(13,100)	(5,870)			(31,500)		(31,500)	(31,000)	(13,100)		
<u>403</u>	<b>School Swimming</b>											
4363	SWI-TRANS & ADMITANC	32,500	32,500	0	0	12,500	0	12,500	867	12,500	0	0
	Overhead Expenditure	32,500	32,500	0	0	12,500	0	12,500	867	12,500	0	0
	Movement to/(from) Gen Reserve	(32,500)	(32,500)			(12,500)		(12,500)	(867)	(12,500)		
<u>404</u>	<b>Town Twinning</b>											
4464	TWI-ACTIVITIES	1,500	295	0	0	5,500	0	5,500	0	5,500	0	0
	Overhead Expenditure	1,500	295	0	0	5,500	0	5,500	0	5,500	0	0
	Movement to/(from) Gen Reserve	(1,500)	(295)			(5,500)		(5,500)	0	(5,500)		
<u>406</u>	<b>Youth Council</b>											
4666	YOU-ACTIVITIES	500	-248	0	0	500	0	500	334	500	0	0
	Overhead Expenditure	500	-248	0	0	500	0	500	334	500	0	0
	Movement to/(from) Gen Reserve	(500)	248			(500)		(500)	(334)	(500)		

Continued on next page

Elstree & Borehamwood Town Council

Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget Report 2021/22

	Last Year		Brought Forward	Net Virement	Current Year			Actual YTD	Next Year	
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR
<b>Grants &amp; Community Support - Income</b>	0	0	0	0	0	0	0	0	0	0
Expenditure	47,600	38,417	0	0	50,000	0	50,000	32,201	31,600	0
Movement to/(from) Gen Reserve	<u>(47,600)</u>	<u>(38,417)</u>			<u>(50,000)</u>		<u>(50,000)</u>	<u>(32,201)</u>	<u>(31,600)</u>	

Elstree & Borehamwood Town Council

Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget Report 2021/22

	Last Year		Brought Forward	Net Virement	Current Year			Actual YTD	Next Year	
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR
<b>EMR</b>										
<b>901 Ear Marked Reserves</b>										
9025 EMR - CIL Funds Received	0	84,025	0	0	0	0	33,209	0	0	0
<b>Total Income</b>	0	84,025	0	0	0	0	33,209	0	0	0
9011 EMR - Election Fund	0	36,662	0	0	0	0	0	0	0	0
9013 Capital Projects	0	28,733	0	0	0	0	0	0	0	0
9014 COMMUNITY WELLBEING PROJECT	0	7,625	0	0	0	0	9,095	0	0	0
9023 EMR - CIL Funds Spent	0	95,417	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	0	168,437	0	0	0	0	3,827	0	0	0
<b>901 Net Income over Expenditure</b>	0	-84,412	0	0	0	0	12,922	0	0	0
6000 plus Transfer from EMR	0	50,411	0	0	0	0	20,287	0	0	0
6001 less Transfer to EMR	0	0	0	0	0	0	12,922	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	(34,001)			0	0	33,209	0	0	0
<b>EMR - Income</b>	0	84,025	0	0	0	0	33,209	0	0	0
<b>Expenditure</b>	0	168,437	0	0	0	0	12,922	0	0	0
<b>Net Income over Expenditure</b>	0	-84,412	0	0	0	0	20,287	0	0	0
plus Transfer from EMR	0	50,411	0	0	0	0	12,922	0	0	0
less Transfer to EMR	0	0	0	0	0	0	33,209	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	(34,001)			0	0	0	0	0	0

Continued on next page

**Elstree & Borehamwood Town Council**  
**Annual Budget - By Committee (Actual YTD Month 9)**  
**Note: Budget Report 2021/22**

	Last Year		Current Year					Next Year			
	Budget	Actual	Brought Forward	Net Viement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	529,650	616,148	0	1,000	554,624	0	555,624	544,999	553,838	0	0
<b>Expenditure</b>	558,844	684,961	0	-1,000	609,700	0	608,700	363,020	593,380	0	0
<b>Net Income over Expenditure</b>	-29,194	-68,814	0	2,000	-55,076	0	-53,076	181,979	-39,542	0	0
plus Transfer from EMR	0	50,411	0	0	0	0	0	12,922	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	33,209	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(29,194)</b>	<b>(18,403)</b>			<b>(55,076)</b>		<b>(53,076)</b>	<b>161,691</b>	<b>(39,542)</b>		

# AGENDA ITEM 6

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
242	DD	BT	Telephone Charges October 2020	£142.80	£23.80	1420/104	LGA 1972 s. 111
243	DD	BNP Paribas Leasing	Photocopier Rental	£498.00	£83.00	1438/104	LGA 1972 s. 111
244	801232	Blue A Ltd	Asbestos Removal Melrose Allotments	£348.00	£58.00	1900/109	SHAA 1908 s. 23
245	801233	Cowley Hill School	Replacement/Damaged Chg 801193	£2,500.00	£0.00	4161/401	LGA 1972 s. 137
246	BACS	G Franklin	Elstree Memorial Maintenance Autumn	£130.00	£0.00	2203/202	LGA 1948 s.133
247	801234	Greenbarnes Ltd	Commemorative Bench Plaque	£120.00	£20.00	2637/206	LGA 1972 s. 111
248	801235	Greenbarnes Ltd	Installation of Bench in Byron Avenue	£315.00	£52.50	2637/206	LGA 1972 s. 111
249	801036	Hearns Coaches Ltd	School Swimming Programme Oct 20	£420.00	£0.00	4363/403	LGA (MP) 1976 s. 19
250	BACS	HMRC	Payroll: Tax & NI November 2020	£6,386.38	£0.00	1301,1302/103	LGA 1972 s. 112 (1)
251	BACS	Hertfordshire County Council	Payroll: Superannuation November 2020	£5,612.03	£0.00	1301,1303/103	LGA 1972 s. 112 (1)
252	801237	S Hall	Hall, Allotment & Office Supplies	£45.78	£7.63	1687/0621/6/20	LGA 1972 s. 111
253	BACS	METRO Bank	Payroll: November 2020	£13,667.88	£0.00	1301/103	LGA 1972 s. 112 (1)
254	801238	Riatas Business Solutions Ltd	Hall Bookings Software Support	£355.20	£59.20	1440/104	LGA 1972 s. 111
255	DD	RMS	Card Machine Quarterly Payments	£81.02	£10.17	1451/104	LGA 1972 s. 111
256	801239	Waterlogic GB Ltd	Water Cooler Rental	£13.30	£2.22	1410/104	LGA 1972 s. 111
<b>Total Amounts</b>				<b>£30,615.39</b>	<b>£316.52</b>		

*[Signature]*  
Councillor

*[Signature]*  
Councillor

*[Signature]*  
Finance Officer

*[Signature]*  
Responsible Finance Officer

Confirmed Approved  
Signed by Council on **13.01.21**

- [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]
- 12<sup>th</sup> Nov-20

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
257	801240	Absolute Technologies	All Site Maintenance	£270.00	£0.00	1301/103	LGA 1972 s. 112 (1)
258	801241	S Hall (Reimbursement)	All Sites & Warden Supplies	£179.34	£0.00	2116/201,1416/104	LGA 1972 s. 111
259	801242	H Jones (Reimbursement)	Christmas Tree Lights x 8 Sets	£97.28	£0.00	3142/301	LGA 1972 s. 144
260	801243	Lamps & Tubes Illuminations Ltd	Christmas Lights Display	£7,753.50	£1,292.25	4868/408	LGA 1972 s. 144
261	801244	PKF Littlejohn LLP	Annual Return Fee For 2019/20	£1,560.00	£260.00	1457/104	LGA 1972 s. 111
262	DD	Right Fuelcard Company	Transit Van Fuel	£11.68	£1.95	2944/209	LGA 1972 s. 111
263	801245	Sharp Business Systems UK Plc	Photocopier Rental 1/11/20-31/1/21	£173.29	£28.88	1438/104	LGA 1972 s. 111
264	801246	Smith of Derby	All Saints Church Clock Maintenance	£290.40	£48.40	2538/205	PCA 1957 s. 2
265	DD	Total Gas & Power	Hall Gas Supply 31/7/20-31/10/20	£201.93	£9.61	1614/104	LGA 1972 s. 111
266	801247	Riatas Business Solutions Ltd	Allotment Software Support	£206.40	£34.40	1440/104	LGA 1972 s. 111
<b>Total Amounts</b>				<b>£10,743.82</b>	<b>£1,675.49</b>		

*[Signature]*  
Councillor

*[Signature]*  
Councillor

*[Signature]*  
Finance Officer

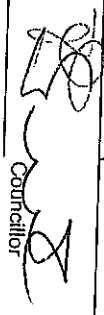
*[Signature]*  
Responsible Finance Officer

Confirmed Approved  
Signed by Council on **13.01.21**

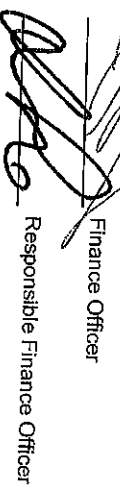
- [LGA: Local Government Act]
- [PCA: Local Parish Councils Act]
- [WM (LAP) A: War Memorials (Local Authorities' Powers) Act]
- [LGRA: Local Government and Ratings Act]
- [LG (MP) A: Local Government (Miscellaneous Provisions) Act]
- [SHAA: Small Holding & Allotments Act]
- [LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]
- [Employee Fidelity, Employers Liability (Compulsory Insurance)]
- [Local Authorities' Powers Act Extended by Local Government Act]
- [Open Spaces Act]
- 03-Dec-20

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
267	801248	AAI Security Systems	Audible Alarm Maintenance to 31/12/21	£168.00	£28.00	1637/106	LGA 1972 s. 111
268	801249	All Saints DCC	Community Grant Award 20/21	£500.00	£0.00	4161/401	LGA (MP) 1976 s. 19
269	DD	BT	Telephone Charges for October 20	£137.30	£22.88	1420/104	LGA 1972 s. 111
270	801250	The Chal Centre	Community Grant Award 20/21	£5,000.00	£0.00	3229/302	LGA 1972 s. 145
271	801251	Hertsmere Borough Council	Town Cher Production Issue #39	£5,637.30	£172.80	4566/405	LGA 1972 s. 144
272	801252	Hertsmere Borough Council	Town Cher Production Issue #40	£6,518.94	£231.60	4566/405	LGA 1972 s. 144
273	801253	Hertsmere Borough Council	Payroll Services 15/12/20-14/12/21	£400.00	£66.67	1448/104	LGA 1972 s. 111
274	801254	Hertfordshire County Council	Hall / Office Supplies	£106.38	£17.73	1422/104, 1616/106	LGA 1972 s. 111
275	BACS	Hertfordshire County Council	Payroll: Superannuation December 20	£5,612.03	£0.00	1301, 1303/103	LGA 1972 s. 112 (1)
276	BACS	HMRC	Payroll: Tax & NI December 2020	£4,835.38	£0.00	1301, 1302/103	LGA 1972 s. 112 (1)
277	BACS	METRO Bank	Payroll: December 2020	£15,218.88	£0.00	1301/103	LGA 1972 s. 112 (1)
278	DD	Purchase Power	Paper Invoice Fee (Final)	£6.00	£1.00	1421/104	LGA 1972 s. 111
279	DD	Right Fuelcard Company	Transit Van Fuel	£22.46	£3.74	2944/209	LGA 1972 s. 111
280	DD	Right Fuelcard Company	Fuel Drawing Fee	£1.34	£0.22	2944/209	LGA 1972 s. 111
281	801255	St Michael and . All Angels DCC	Community Grant Award 20/21	£6,500.00	£0.00	1416/104, 1616/106	LGA (MP) 1976 s. 19
282	DD	Total Gas & Power	Hall Electricity Supply 1/9/20-30/11/20	£151.91	£7.23	1613/106	LGA 1972 s. 111
283	DD	Total Gas & Power	Office Electricity Supply 1/9/20-30/11/20	£302.11	£14.39	1613/106	LGA 1972 s. 111
284	801256	Waterlogic GB Ltd	Water Cooler Rental	£13.30	£2.22	1410/104	LGA 1972 s. 111
			<b>Total Amounts</b>	<b>£51,131.33</b>	<b>£568.48</b>		

  
Councillor

  
Finance Officer

  
Responsible Finance Officer

Confirmed Approved  
Signed by Council on **13.01.21**

- [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]
- 15-Dec-20



## Elstree & Borehamwood Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

<p>1. The audit of accounts for <b>Elstree &amp; Borehamwood Town Council</b> for the year ended 31 March 2020 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Elstree &amp; Borehamwood Town Council</b> on application to:</p> <p>(a) <u>Huw Jones - Town Clerk (RFO)</u>  <u>Fairway Hall Brook Close,</u>  <u>Borehamwood, Herts, WD6 5BT</u></p> <p>(b) <u>10.00 am - 4.00 pm Mon-Fri</u></p> <p>3. Copies will be provided to any person on payment of £ <u>1</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p> <p>Announcement made by: (d) <u>H Jones</u></p> <p>Date of announcement: (e) <u>23/11/20</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
---	--

# Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		"Yes" means that this authority:
	Yes	No <sup>2</sup>	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

03/06/20

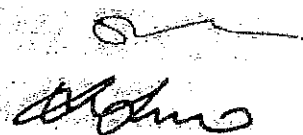
and recorded as minute reference:

FC 20/21 Minute 07 (iii)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

elstreeborehamwood-tc.gov.uk

# Section 2 – Accounting Statements 2019/20 for

EUSTREE AND BORHAMWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	544,547	452,060	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	461,662	472,718	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	240,637	143,430	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	310,766	299,147	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	484,021	385,814	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	452,060	383,246	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	456,929	389,538	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,440,950	1,563,730	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	N/A	N/A	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

03/06/20

I confirm that these Accounting Statements were approved by this authority on this date:

03/06/20

as recorded in minute reference:

FC 20/21 Minute 07 (iv)

Signed by Chairman of the meeting where the Accounting Statements were approved



### Section 3 – External Auditor Report and Certificate 2019/20

In respect of

**ELSTREE & BOREHAMWOOD TOWN COUNCIL – HT0037**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

19/11/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))