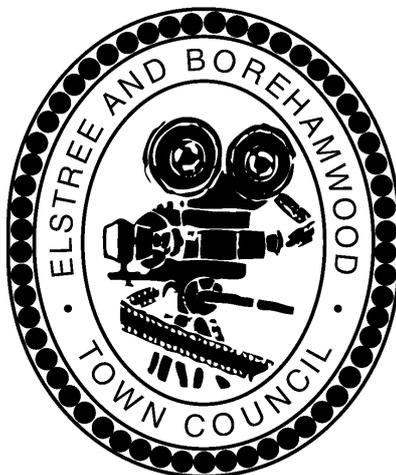


**ELSTREE AND BOREHAMWOOD
TOWN COUNCIL**

ANNUAL COUNCIL 2022/23 AGENDA



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

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

Date/Time: **Wednesday 11 May 2022 at 7.30 pm.**

[Meeting Open to Press and Public (Items 1 to 12)]

All Town Councillors are hereby summoned to attend.

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

Signed:

H R O Jones
Town Clerk
3 May 2022

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 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. **Town Mayor:** To:
 - (i) elect a Town Mayor for the Municipal Year 2022/23;
 - (ii) receive incoming Town Mayor's declaration of acceptance of office;
 - (iii) receive outgoing Mayor's announcement; and
 - (iv) receive incoming Mayor's announcement.

 2. **Deputy Town Mayor:** To:
 - (i) elect a Deputy Town Mayor for the Municipal Year 2022/23; and
 - (ii) receive incoming Deputy Town Mayor's declaration of acceptance of office and any announcements.

 3. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, there were none.

 4. **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.

 5. **Minutes:** To approve and adopt the Minutes of the Meeting of the Council held on 23 March 2022.
- attached**
6. **General Power of Competence:** To resolve to adopt General Power of Competence for 2022/23.

 7. **Committee Appointments:** To appoint Members to serve on Standing Committees/Advisory Committees.

Appointments are required as follows:

- Entertainments Committee
- General Management Committee
- Environment and Planning Committee
- Youth Council (2 Town Councillor representatives to sit on Youth Council)
- Sustainable Transport Sub-Committee
- Transport and Community Safety Forum
- International Affairs Sub-Committee

Note on Standing Orders and Committee Appointments:-

(i) Standing Order No. 41 states that the Town Mayor and Deputy Town Mayor shall be ex-officio members of the Entertainments Committee but may be elected to any other Committee in the same way as any Councillor may be.

(ii) Standing Order 42 states that every Committee shall, at its first meeting, before proceeding to any other business elect a Chair and may elect a Vice-Chair, who shall hold office until the next Annual Meeting of the Council, ***unless the Chair is elected at the Council's Annual Meeting.***

The historic practice at this Council has been to appoint Chairs and Vice-Chairs at the Annual Meeting.

8. Outside Bodies: To appoint Members to serve on Outside Bodies as follows:

- Leeming/Aycliffe Big Local Advisory Panel (2 Ward Members)
- Elstree and Borehamwood Museum Group (1 Member)
- Borehamwood & Elstree Twin Town Association (1 Member)
- Elstree, Borehamwood and District Community Association (2 Members)
- Hertsmere MENCAP (1 Member)
- Aldenham Country Park (1 Member)
- Maxwell Park Management Group (1 Member)
- First Impressions Group (2 Members)

9. Freedom of Information Requests: Council is asked to note the receipt of a request under the Freedom of Information Act relating to the Freeman/Freewomen awards will be published for Full Council at the 15 June 2022 meeting or when the confidential process of selection has been completed (following advice from the Monitoring Officer at HBC).

10. Mayor's Annual Report 2021/22: To adopt Mayor's Annual Report 2021/22.

- attached

- 11. 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.

12. Exclusion of Press and Public

The Mayor to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst matters pertaining to individual nominations for civic awards are discussed.

Note:

As this is the Mayor Making meeting with anticipated guests – rather than exclude them from Fairway Hall – the upstairs meeting room has been arranged so that Town Councillors can convene there to consider the confidential item and then return to the Hall to close the meeting.

- 13. Honorary Freeman/Freewomen:** To take a decision to confer the title of Honorary Freeman or Freewoman of Elstree and Borehamwood (two positions).

- attached (Members Only – orange papers)

- 14. Close of Meeting:** To Close Meeting.

The next meeting of Council is scheduled for Wednesday 15 June 2022 at 7.30 pm in Fairway Hall.

[End of Agenda]



Elstree and Borehamwood Town Council

Annual Report 2021/22

Mayor's Summary

Summing up at the Council meeting on 11 May 2022, the Town Mayor Cllr Farida Turner said *"I felt especially honoured to meet the Ukrainian refugees in Borehamwood recently. I wanted them to know that they are very welcome in our Town and that we will do everything we can locally to support them in this time of need, especially in helping them to communicate with family and loved ones. My chosen charity, as you know, is the Foodbank who do an amazing job in providing essential support to families in Elstree and Borehamwood. I was staggered to find out just how much they do – not just food but school uniforms and practical advice and help of all kinds. I was also fascinated to see the volunteer work at the vaccination centre in Allum Manor – the sheer scale and professionalism of that operation was beyond words"*

Community Services

Hall Bookings: Fairway Hall was open for the entire Municipal Year with a total usage of 1,535 hours (total income of £26,866) .

Allotments

Site	Managed	Occupied	Occupancy
Allum Lane	56	56	100%
Melrose Avenue	104	104	100%
Stapleton Gardens	55	52	94%
Total	215	212	98%

The Council continues to produce a biannual newsletter for all plot holders and a dedicated page (Compost Corner) is published quarterly in the Town Crier magazine. The biggest achievement was the installation of a locker shed at Stapleton Gardens funded through s.106 Developer monies.

Planning and Consultations: The Council continued to consider planning applications referred to it by Hertsmere Borough Council as a statutory consultee. 282 were considered in total. Comments were made on 36 of these with concerns including issues of smaller unit developments failing to meet local needs for family sized homes and concerns over the high levels of retrospective applications locally.

Site and Street Maintenance: The Council maintains the film plaques in Borehamwood, 56 benches and 10 notice boards. Both War Memorials, St Nicholas and All Saints Churchyard (and Church Clocks) are maintained by the grounds team. A dedicated bench to Keyworkers to thank them for their work during the height of the pandemic was unveiled by the Mayor adjacent to the Tesco’s roundabout.

Grants: In 2021/22 the Town Council was proud to have assisted the following organisations with grant awards (or CIL expenditure) to contribute to the cost of local activities which are of benefit to the Community (or a section of it):

Award	Amount	Purpose
Hertsmere Borough Council	£58,751	Community Performance Area “Bandstand”
Borehamwood and Elstree Twin Town Association (BETTA)	£1,500	Running Costs
Boreham Wood Football Club	£1,600	Advertising
The Chai Centre aka Jewish Life Centre	£15,000	Chanukar Event
Elstree and Borehamwood Unity Network	£1,000	Diversity Festival
Herts Inclusive Theatre	£500	Workshops
Borehamwood Foodbank	£760	10 Microwaves
Woodlands Primary School	£1,000	Defibrillator
Borehamwood Brass	£480	Venue Hire
The Women’s Institute	£250	Craft Activities

Leisure and Entertainment

Replacement events and activities were held to compensate for the reduction in entertainments services the Council was able to host due to the pandemic. These included:

- Festival Quiz
- Park Run
- Virtual Literary Festival (with writer and TV personality Will Self)
- Chess Night
- Indoor Circus skills for children
- Guided Walk
- Allotment Tour
- New Town Flag Raising Day

Fireworks Night: Fireworks Night returned to Meadow Park with a bang celebrating the music of James Bond films. The event was attended in a safe environment by some 5,000 residents/visitors (the only free on entry fireworks display in the local area of this size).

Christmas Switch On Display: The Christmas Lights were lit in person by EastEnders star Lorraine Stanley (playing the character of Karen Taylor in the BBC flagship show). Extra lights were installed on the trees outside of All Saints Church to give a festive feel to the High Street. All activities – including the ice skating rink, Santa’s grotto and live music resumed.

Town Crier: Four editions of the popular Town Magazine were published and distributed to 16,000 residents and businesses. The publication is available online and in hard copy format at the Elstree and Borehamwood Railway station, Library, Museum and Communities First.

Teddys Trails: This local walking book and local history guide, *Teddy’s Trail’s*, continues to popular with 251 copies being sold to date. Updates are published monthly on the Council’s website.

Coach Trips: there were none (taking special account of the vulnerability of the target users of this service, i.e. senior citizens) with this much used service resuming in Summer 2022.

Children and Young People

School Swimming: The Council was delighted to supported local schools in meeting the cost of travel to The Venue swimming pool for lessons as this was a permitted activity following the end of Covid restrictions.

Youth Council: The Youth Council continues to grow and has actively encouraged recruitment. It has had increased input into Council decision making with

representation at the Sustainable Transport Subcommittee and Neighbourhood Plan steering group. The YC is planning to launch a public awareness initiative to reduce car travel locally – “Walk Under a Mile” scheme. Plans were made to launch a Question Time event later in the year with local MP, Oliver Dowden and political leaders to increase civic pride and civic awareness for young people in Hertsmere.

Public Access Report and Communications

The report contents were approved by Full Council on 11 May 2022 and the report is available for inspection by any elector in the Parish area by contacting the Town Council Offices or viewing on the Council website (www.elstreeborehamwood-tc.gov.uk). The report is published in the quarterly Town Crier publication distributed to every resident in Elstree and Borehamwood (16,000 copies). Copies are available at the Town and Borough Councils and at Borehamwood Library.

Finances

The summary of Council Finances at Year End is as follows:

	Current annual budget	Actual year to date
General Management		
Income	£518,305	£527,845
Expenditure	£423,320	£3672,639
Environment and Planning		
Income	£10,639	£14,367
Expenditure	£20,160	£19,965
Leisure and Entertainment		
Income	£9,894	£3,331
Expenditure	£119,900	£78,564
Community Support		
Income	Nil	Nil
Expenditure	£30,000	£29,514
TOTALS		
Income	£538,838	£545,543
Expenditure	£593,380	£500,681
Net Income over Expenditure	(£54,542)	£44,862

General Reserve Fund at Year End: £8,270 (plus 3 Savings vehicles £300,000)
 Earmarked Reserves at Year End: (Van: £9,671, Capital Projects: £124,375, Election: £26,250 and Community Wellbeing: £32,375 and Top Sliced CIL fund £264,702).

Town Councillors

2021/22 Mayor: Cllr Mrs Farida Turner

2021/22 Deputy Mayor: Cllr Mrs S Parnell

The new Mayor (Cllr Mrs S Parnell) and Deputy Mayor (Cllr C Butchins) were appointed at the Annual Council meeting on 11 May 2022 along with Committee Chairmen and representatives on outside bodies.

[Councillor details, Staff Contact details and Meeting dates appended to published document.]