

ELSTREE AND BOREHAMWOOD TOWN COUNCIL



FULL COUNCIL

MINUTES of a meeting held at Fairway Hall, Town Council Offices, Brook Close, Borehamwood, WD6 5BT on Wednesday 13th March 2019 at 7.30pm.

Present: Cllr V Eni (Brookmeadow Ward) (Mayor)
Cllr Mrs A Mitchell (Elstree Ward) (Deputy Mayor)
Cllr C Butchins (Hillside Ward)
Cllr C Barker (Brookmeadow Ward)
Cllr Mrs S Parnell (Hillside Ward)
Cllr S Rubner (Brookmeadow Ward)
Cllr E Silver (Kenilworth Ward)
Cllr G Silver (Kenilworth Ward)
Cllr Mrs P Strack (Hillside Ward)
Cllr Mrs F Turner (Elstree Ward)

In Attendance: 2 Members of the Public
H Jones – Town Clerk and RFO

58. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr A Coleshill (Sickness), Cllr R Butler (Other Business) and Cllr G Franklin (Family).

59. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs P Strack	(62. iv)	Disclosable Pecuniary Interest (DPI)

Members declaring a Disclosable Pecuniary Interest refrained from taking part in any discussion or decision making processes relating to those items.

60. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Annual Council Meeting held on 16 January 2019 be signed by the Mayor as a true record and adopted by the Council.

61. FINANCIAL RISK ASSESSMENT AND POLICY DOCUMENTATION

It was noted that in order to comply with Regulation 4(2) of the Accounts and Audit (England) Regulations 2011, the Council was required to minute an appropriate risk assessment having been carried out during the year.

It was RESOLVED that:

the following Council Risk Assessments and Policy Documents be adopted subject to any amendments listed below for review in 12 months by Full Council:

- (i) Financial Risk Assessment 2018/19 (as set out before Members and previously considered by the In House Audit Sub Committee);**
- (ii) Standing Orders (with amendment/addition to Standing Order 12f to read as follows):**

“12f draft Minutes (Full Council, Committees, Forums and China Sub-Committee) shall be published on the Council’s website within 10 working days of the date on which the meeting took place.”

- (iii) Financial Regulations;**
- (iv) Council, Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority document with amendments to Terms of Reference G and H to read as follows:**

“G) STAFFING COMMITTEE

Members: 2 (Comprising the Mayor and General Management Committee Chairman) and the Town Clerk

Where the Mayor and/or Chairmen and/or Town Clerk of the above Committees are unavailable, the Deputy Mayor and/or Vice Chairmen and/or Deputy Town Clerk shall deputise. However, where a grievance or disciplinary case is being heard, the subject of such a hearing is deemed to be unavailable to sit on the Committee but will be asked to attend in line with the Council’s policies.”

and

“H) APPEALS COMMITTEE

Members: 2 (Comprising the Entertainments Committee Chairman and Environment and Planning Committee Chairman) and the Town Clerk

Where the Chairmen and/or Town Clerk of the above Committees are unavailable, the Vice Chairmen and/or Deputy Town Clerk shall deputise. However, as the Committee deals solely with stage two grievance or disciplinary cases, the subject of such a hearing is deemed to be unavailable to sit on the Committee but will be asked to attend in line with the Council’s policies.”; and

- (v) **at its meeting on 18 April 2019, the General Management Committee be delegated power to adopt revised (a) Disciplinary Policy and Procedure, and (b) Grievance Policy taking into account up to date employment legislation and the revised Terms of Reference agreed at (iv) above at G and H.**

62. GRANT APPLICATIONS

It was noted and reaffirmed that the Council had agreed to a 3rd tranche of Community Grant award for 2018/19.

These were considered by the General Management Committee (GMC) at its meeting on 7th February 2019 for consideration by Full Council on 13 March 2019.

It was RESOLVED that:

The Community Grant Applications referred to Full Council by the GMC meeting of 7 February 2019 be approved as set out in the report as follows:

	Applicant	Purpose of Grant	Amount Sought	Amount recommended by GMC and approved by Full Council	Authority/ Statutory Power of Expenditure
(i)	RESUBMISSION - The Chai Centre (Jewish Life Centre)	Help towards Opening of Jewish Community Centre - Security and Kitchen	£8,000	£1,800 for security costs (with CIL application for funding to follow)	Local Government (Miscellaneous Provisions) Act 1976 s.19

(ii)	Elstree Productions	Costs towards production of show at Radlett Centre in November 2019	£500	£500	Local Government Act 1972 s.145
(iii)	Boreham Wood Otters Swimming Club for the Disabled	Swimming Teacher	£250	£250	Local Government (Miscellaneous Provisions) Act 1976 s.19
(iv)	Elstree Mozart Players (original application form listed as Community Charity)	Expenses for players, hire of music and website costs	£4,000	£500	Local Government Act 1972 s.145
		Total	£12,750	£3,050	

63. CIL EXPENDITURE: BOREHAM WOOD FOOTBALL CLUB

It was noted that all Councillors had had the opportunity to read the detailed proposal for the North Stand project at Boreham Wood Football Club in Meadow Park.

It was further noted that the recommendation at Minute 73(c) of the Environment and Planning Committee meeting of 12 February 2019 had been considered in detail at that meeting.

Members applauded the excellent work of Boreham Wood Football Club in the Community, its involvement with the Town Council's entertainments programme and the significance it held in raising the profile of the town.

It was RESOLVED that:

£150,000 be agreed to be awarded from CIL top sliced funds to Boreham Wood Football Club for the purpose of contributing to the costs of building a new North Stand at the Meadow Park site (on the basis of the submission sent to the Town Council by the Club).

64. MAYOR'S ANNUAL REPORT AND OUTSIDE BODIES

Mayor's Annual Report 2018/19

It was **RESOLVED** that:

the Mayor's Annual Report 2018/19 be approved and adopted (with the final report being included in Edition 34 of the Town Crier to be distributed to all residents in May/June 2019 and placed on the Town Council's website).

Outside Bodies Reports

- **Fairway Hall** Town Clerk

It was reported that Fairway Hall was booked/closed for 211 hours in the period between 17 January 2019 and 12 March 2019:

<u>Category</u>	<u>Hours</u>	<u>Income</u>
Uncategorised	12	£35
Parties	29	£1,165
Charity	16	£304
Children's Groups	8	£200
Children's Parties	19	£665
Closures	3	Nil
Community	38	£608
Council Use	2	Nil
Dance	34.5	£668
Fitness Classes	32.5	£642
Religious Groups	11	£220
Teenage Parties	8	£370

It was noted that the Town Clerk was meeting with Hertsmere Constabulary and Hertsmere Borough Council Licensing Team to discuss measures to be taken by the Council following an incident involving a teenage party on 9 March 2019. A report and recommendations would be submitted to the General Management Committee on 18 April 2019.

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

Councillor (1) Cllr G Franklin – Cowley Hill
Councillor (2) Cllr S Rubner – Brookmeadow

It was noted that there had been no meeting since last Full Council.

- **Elstree & Borehamwood Museum Group (1)**

Councillor (1)

Cllr E Silver

Cllr E Silver reported on the Museum's achievements in recent months, including:

- Talk to Jewish Primary School - 'The Growth of Borehamwood since 1936';
- Museum Accreditation (27 February 2019) from Arts Council;
- Friends Evening with talk by John Schoonraad about making prosthetics for the Film Industry; and
- Planned visit by Haberdashers boys' school in March 2019.

Other statistics included:

- Museum visitors to date: 20,245 (visitor numbers January 223 and February 239);
- Total Volunteer Hours: 25,000 (with the Town Council wishing to record its thanks and appreciation to all volunteers for their hard work) (Volunteers hours January 366 and February 384);
- Events and Presentations: 72;
- Reminiscence: 45 meetings;
- Schools: 35 visits;
- Volunteer meetings: 31

- **Borehamwood and Elstree Twin Town Association (1)**

Councillor (1)

Cllr P Strack

Cllr Mrs P Strack presented the following report:

- A Twin Town trip to Offenburg was planned for September 2019 Festival and it was further noted that up to four Town Council staff hoped to attend; and
- Applications to join BETTA could be found at the following website address: www.betta.org.uk/media/betta_membership_form_2014.pdf

- **Elstree, Borehamwood and District Community Association (2)**

Councillor (1) Cllr S Parnell
Councillor (2) Cllr P Strack

Cllr Mrs S Parnell provided a comprehensive report of activities and an update on maintenance and investment of the premises which included:

- CCTV;
- Boiler replacement;
- Car park lighting repair;
- Hall foyer lighting;
- Manor House foyer flooring;
- New leaflet racking;
- Gents toilets refurbishment;
- Nappy bins and baby changing facilities; and
- Replaced curtains in Manor House Rooms.

It was noted that in April 2019 Star Wars would come to Allum Hall with a celebration and fund raising event for “Make A Wish.”

- **Hertsmere MENCAP (1)**

Councillor (1) Cllr V Eni

It was noted that the fund raising Jazz evening and dinner was taking place at Fairway Hall on 20 March 2019.

- **Community Hertsmere (1 Member, 1 Standing Deputy)**

Councillor (1) Cllr S Parnell
Standing Deputy Cllr P Strack

Cllr Mrs P Strack reported that Community Hertsmere had submitted a report via the Chief Executive.

- **Aldenham Country Park (1)**

Councillor (1) Cllr P Strack

It was noted that there had been no meeting since last Full Council.

- **Maxwell Park Management Group (1)**

Councillor (1)

Cllr S Parnell

It was noted that the Centre continued to look for additional Trustees. Cllr Mrs S Parnell provided a comprehensive report of activities that took place during the 2018/19 Financial Year, including:

- 61 private events;
- 68 days of training courses;
- All day Monday Job Club run by Clarion Housing;
- List of 29 regular users; and
- New users from 2019/20 - Beezee Families, Krav Maga Martial Arts, U3A Card Group, Diabetes Support Group, Meditation, Latin/ballroom dancing and psychotherapy and counselling.

- **First Impressions Group (2)**

Councillor (1)

Cllr Parnell

Councillor (2)

Cllr Strack

Cllr Mrs S Parnell reported that information about First Impressions and the Railway Station had been reported at the Transport Forum meeting on 20 February 2019.

- **Elstree Aerodrome (1)**

Councillor (1)

Cllr G Silver

Cllr G Silver reported that the Aerodrome had had no meetings since the last Full Council. He reminded Members that queries about the aerodrome could be emailed to walbrosplc@aol.com.

65. SIGNED MINUTES

It was RESOLVED that:

the signed Minutes of the following Committee meetings be received together with any recommendations not previously adopted:

A Environment and Planning Committee	27 November 2018
B Environment and Planning Committee	5 December 2018 (Special Meeting)
C Environment and Planning Committee	15 January 2019

D Entertainments Committee	13 November 2018
E Entertainments Committee	5 February 2019
F General Management Committee	8 November 2018
G Transport Forum	24 October 2018
H Youth Council	6 June 2018
I Youth Council	27 June 2018
J Youth Council	5 September 2018
K Youth Council	17 October 2018
L Youth Council	28 November 2018
M Youth Council	16 January 2019

66. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

2018/19

Page	Vch.	Date	Amount
1	392-401	17/01/2019	£36,214.29
2	402-411	31/01/2019	£6,713.82
3-4	412-437	20/02/2019	£27,527.43

Grand Total £70,455.54

[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]

67. LOCAL COUNCIL AWARD SCHEME: QUALITY AWARD

Members congratulated all Town Council Staff on helping to achieve the Local Council Award Scheme: Quality Award in February 2019.

It was noted that Elstree and Borehamwood Town Council was the first of over 100 parish/town councils in Hertfordshire to be rated 'Quality' level in the Local Councils Award Scheme.

The Town Council received the prestigious award for demonstrating best practice in governance, community engagement and administration. Notably, the quarterly Town Crier Magazine, involvement in clubs and local organisations and well thought out

policy documents were highlighted together with its commitment to seek new opportunities to improve and develop further.

It was further noted that the Local Council Award Scheme existed to celebrate the successes of the very best local Councils, and to provide a framework to support all local Councils to improve and develop to meet their full potential. The scheme offered Councils the opportunity to show that they met the standards set by the sector, assessed by their peers, and put in place the conditions for continued improvement.

Full details about the scheme were available on the National Association of Local Councils website:

www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme

68. PUBLIC PARTICIPATION – QUESTION TIME

Events Notifications

Responding to a query from a Member of the Public, it was noted that the Town Council would further investigate (through the Entertainments Committee) how it could assist local groups in advertising their events, including the possibility of an online Community Calendar. It was noted that such groups were encouraged to contact the Town Crier editor to include details on the “What’s On” page of the magazine.

Pollution from Vehicles

Responding to a query from a Member of the Public, it was agreed that the Transport Forum would be asked to advance the query made concerning levels of nitrogen oxides resulting from vehicle usage in Elstree and Borehamwood.

69. CLOSE OF MEETING

The Meeting closed at 8.45pm.

It was noted that the next meeting of Full Council was scheduled for Wednesday 8 May 2019 at 7.30pm in Fairway Hall (first Council Meeting of 2019/20 Municipal Year - Mayor Making).

[The Mayor thanked his Family, Members and Staff for all their support to him during 2018/19. He remarked that he felt sure that the Council would grow from strength to strength following the 2 May 2019 elections].

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