

# ELSTREE AND BOREHAMWOOD TOWN COUNCIL

## ANNUAL COUNCIL 2019/20 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 8 May 2019 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  
1 May 2019

(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 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:

[As elected on 2 May 2019]

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 2019/20;
- (ii) receive incoming Town Mayor's declaration of acceptance of office;
- (iii) receive outgoing Mayor's video presentation and any announcements; and
- (iv) receive incoming Mayor's announcement.

**2. Deputy Town Mayor: To:**

- (i) elect a Deputy Town Mayor for the Municipal Year 2019/20; 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 **13 March 2019**.

**- attached**

**6. General Power of Competence:** To resolve to adopt General Power of Competence for 2019/20 for, *inter alia*, the purpose of any grant awards agreed by Council outside of the scope of the Grants Policy and for any expenditure of CIL monies which satisfy the relevant criteria in accordance with the Localism Act 2011.

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

Appointments are required as follows:

• **ENTERTAINMENTS COMMITTEE** (8 Members)

- Chairman \_\_\_\_\_
- Vice-Chairman \_\_\_\_\_
- Mayor (ex officio) \_\_\_\_\_
- Deputy Mayor (ex officio) \_\_\_\_\_
- Councillor (1) \_\_\_\_\_
- Councillor (2) \_\_\_\_\_
- Councillor (3) \_\_\_\_\_
- Councillor (4) \_\_\_\_\_

• **ENVIRONMENT AND PLANNING COMMITTEE** (5 Members)

- Chairman \_\_\_\_\_
- Vice-Chairman \_\_\_\_\_
- Councillor (1) \_\_\_\_\_
- Councillor (2) \_\_\_\_\_
- Councillor (3) \_\_\_\_\_

• **GENERAL MANAGEMENT COMMITTEE** (5 Members)

- Chairman \_\_\_\_\_
- Vice-Chairman \_\_\_\_\_
- Councillor (1) \_\_\_\_\_
- Councillor (2) \_\_\_\_\_
- Councillor (3) \_\_\_\_\_

• **TRANSPORT & ROAD SAFETY FORUM** (5 Members)

Chairman \_\_\_\_\_  
Vice-Chairman \_\_\_\_\_  
Councillor (1) \_\_\_\_\_  
Councillor (2) \_\_\_\_\_  
Councillor (3) \_\_\_\_\_

• **COMMUNITY SAFETY MEETING** (5 Members)

Chairman \_\_\_\_\_  
Vice-Chairman \_\_\_\_\_  
Councillor (1) \_\_\_\_\_  
Councillor (2) \_\_\_\_\_  
Councillor (3) \_\_\_\_\_

• **CHINA SISTER TOWN SUB-COMMITTEE** (5 Members and 1 co-opted non-Member)

Chairman \_\_\_\_\_  
Vice-Chairman \_\_\_\_\_  
Councillor (1) \_\_\_\_\_  
Councillor (2) \_\_\_\_\_  
Councillor (3) \_\_\_\_\_  
Co-opted non-Member (1) \_\_\_\_\_

- **YOUTH COUNCIL** (2 Members to represent the Town Council)

Councillor (1) \_\_\_\_\_

Councillor (2) \_\_\_\_\_

- **STAFFING COMMITTEE** (Appointments as per Terms of Reference)

Councillor (1) Town Mayor (Lead Member)

Councillor (2) General Management Committee Chairman

Officer (1) Town Clerk

(Deputy positions to cover in event of absence/requirement)

- **APPEALS COMMITTEE** (Appointments as per Terms of Reference)

Councillor (1) Entertainments Committee Chairman (Lead Member)

Councillor (2) Environment and Planning Committee Chairman

Officer (1) Town Clerk

(Deputy positions to cover in event of absence/requirement)

**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 Chairman and may elect a Vice-Chairman, who shall hold office until the next Annual Meeting of the Council, ***unless the Chairman is elected at the Council's Annual Meeting.***

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

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

- Fairway Hall (Town Clerk)
  
- Leeming/Aycliffe Big Local Advisory Panel (2 Ward Members)  
Councillor (1) (Cowley Hill) \_\_\_\_\_  
Councillor (2) (Brookmeadow) \_\_\_\_\_
  
- Elstree and Borehamwood Museum Group (1 Member)  
Councillor (1) \_\_\_\_\_
  
- Borehamwood & Elstree Twin Town Association (1 Member)  
Councillor (1) \_\_\_\_\_
  
- Elstree, Borehamwood and District Community Association (2 Members)  
Councillor (1) \_\_\_\_\_  
Councillor (2) \_\_\_\_\_
  
- Hertsmere MENCAP (1 Member)  
Councillor (1) \_\_\_\_\_
  
- Community Hertsmere (1 Member and 1 Standing Deputy)  
Councillor (1) \_\_\_\_\_  
Councillor (Standing Deputy) \_\_\_\_\_
  
- Aldenham Country Park (1 Member)  
Councillor (1) \_\_\_\_\_
  
- Maxwell Park Management Group (1 Member)  
Councillor (1) \_\_\_\_\_
  
- First Impressions Group (2 Members)  
Councillor (1) \_\_\_\_\_  
Councillor (2) \_\_\_\_\_

9. **Cheque Signatories and Investment Vehicles:** To agree four cheque signatories to be authorised to sign Council Cheques for payment on Bank Mandate (MetroBank) and for the purposes of the Authority's investments.

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 Council is scheduled for Wednesday 12 June 2019 at 7.30 pm in Fairway Hall.

[End of Agenda]



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 13<sup>th</sup> 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:

<b>Committee Member</b>	<b>Minute Number</b>	<b>Nature of Interest</b>
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 3<sup>rd</sup> tranche of Community Grant award for 2018/19.

These were considered by the General Management Committee (GMC) at its meeting on 7<sup>th</sup> 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:**

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

(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
		<b>Total</b>	<b>£12,750</b>	<b>£3,050</b>	

### **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](http://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**



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

## **66. ACCOUNTS FOR PAYMENT**

**It was RESOLVED that:**

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

<b>2018/19</b>			
<b>Page</b>	<b>Vch.</b>	<b>Date</b>	<b>Amount</b>
<b>1</b>	<b>392-401</b>	<b>17/01/2019</b>	<b>£36,214.29</b>
<b>2</b>	<b>402-411</b>	<b>31/01/2019</b>	<b>£6,713.82</b>
<b>3-4</b>	<b>412-437</b>	<b>20/02/2019</b>	<b>£27,527.43</b>

**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](http://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](http://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.....