

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

FULL COUNCIL AGENDA



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

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

Date/Time: Wednesday 14 March 2018 at 7.30 pm.

[Meeting Open to Press and Public (Items 1 to 10)]

All Town Councillors are hereby summoned to attend.

Signed: _____

H R O Jones
Town Clerk
2 March 2018

(email) clerk@elstreeborehamwood-tc.gov.uk
(telephone) 0208 207 1383

(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:

Cllr E Silver (Mayor) (Kenilworth Ward)
Cllr V Eni (Deputy Mayor) (Brookmeadow Ward)
Cllr C Barker (Brookmeadow Ward)
Cllr C Butchins (Mayor) (Hillside Ward)
Cllr R Butler (Cowley Hill Ward)
Cllr A Coleshill (Cowley Hill Ward)
Cllr G Franklin (Cowley Hill Ward)
Cllr Mrs A Mitchell (Elstree Ward)
Cllr Mrs S Parnell (Hillside Ward)
Cllr S Rubner (Brookmeadow Ward)
Cllr G Silver (Kenilworth Ward)
Cllr Mrs P Strack (Hillside Ward)
Cllr Mrs F Turner (Elstree Ward)

Borehamwood and Elstree Times
Borehamwood Library
Hertsmere Borough Council
Hertfordshire County Council
Aldenham Parish Council
Shenley Parish Council
Hertfordshire Constabulary

PART 1 AGENDA

1. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, apologies for absence have been received from Cllr Mrs A Mitchell (sickness).
2. **Declarations of Interest:** To:
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.
3. **Minutes:** To approve and adopt the Minutes of the **Full Council Meeting** held on **17 January 2018**.

- attached
4. **Financial Risk Assessment and Policy Documentation:** To resolve to adopt:
 - (i) Financial Risk Assessment 2017/18 (in order to comply with Regulation 4(2) of the Accounts and Audit (England) Regulations 2011, the Council must minute an appropriate risk assessment having been carried out during the year).

- attached
 - (ii) Standing Orders;

- attached
 - (iii) Financial Regulations

- attached
 - (iv) Council, Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority document.

- attached
5. **Grant Applications:** To consider and approve, as appropriate, Community Grants referred to Full Council by the General Management Committee at its meeting on 8 February 2018 (to conserve paper the application forms previously submitted are not reproduced with the Council agenda):

	Applicant	Purpose of Grant	Amount Sought	Amount Recommended by General Management Committee of 8 February 2018
(a)	Elstree and Borehamwood Green Belt Society [Resubmission - Cllr Mrs P Strack to update]	Independent Site Survey	£3,000	Nil (Application withdrawn)
(b)	Borehamwood Bandstand Project	Series of Events	£6,000	£3,000 (To cover one season of events)
(c)	Gratitude	Hall hire and catering costs	£750	Nil

6. Mayor's Annual Report and Outside Bodies:

- (i) to approve Mayor's Annual Report 2017/18 contents; and
- (ii) to receive reports from Members serving on Outside Bodies as follows:

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

Councillor (1) (Cowley Hill) **Cllr A Coleshill**

Councillor (2) (Brookmeadow) **Cllr S Rubner**

- Elstree and Borehamwood Museum Group (1 Member)

Councillor (1) **Cllr E Silver**

- Borehamwood & Elstree Twin Town Association (1 Member)

Councillor (1) **Cllr Mrs P Strack**

- China Sister Town Sub-Committee

Lead Member **Cllr Mrs P Strack**

- Elstree, Borehamwood and District Community Association (1 Member)
Councillor (1) **Cllr Mrs S Parnell**
- Hertsmere MENCAP (1 Member with option of additional Member)
Councillor (1) **Cllr A Coleshill**
Councillor (2) **Cllr V Eni**
- Community Hertsmere (1 Member and 1 Standing Deputy)
Councillor (1) **Cllr C Butchins**
Councillor (Standing Deputy) **Cllr Mrs P Strack**
- Aldenham Country Park (1 Member)
Councillor (1) **Cllr Mrs P Strack**
- Maxwell Park Management Group (1 Member)
Councillor (1) **Cllr Mrs S Parnell**
- First Impressions Group (2 Members)
Councillor (1) **Cllr Mrs S Parnell**
Councillor (2) **Cllr Mrs P Strack**

7. Signed Minutes: To:

note the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

A Entertainments Committee	17 October 2017	- attached 7A
B Entertainments Committee	6 February 2018	- attached 7B
C Environment and Planning Committee	28 November 2017	- attached 7C
D Environment and Planning Committee	16 January 2018	- attached 7D
E General Management Committee	2 November 2017	- attached 7E
F Transport Forum	25 October 2017	- attached 7F
G Youth Council	29 November 2017	- attached 5G

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

Page	Vch.	Date	
1-2	390-406	12/01/2018	£ 39,735.92
3	407-417	30/01/2018	£ 64,870.60
4-5	418-440	14/02/2018	£ 30,185.60
		Total	£134,792.12

- Schedules attached

9. **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.

10. **Close of Meeting:** To Close Meeting.

The next meeting of Full Council is scheduled for Wednesday 16 May 2018 at 7.30 pm in Fairway Hall (Annual Meeting of Council - Mayor making).

[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 17th January 2018 at 7.30pm.

Present:

- Cllr E Silver (Kenilworth Ward) (Mayor)
- Cllr V Eni (Brookmeadow Ward) (Deputy Mayor)
- Cllr C Barker (Brookmeadow Ward)
- Cllr C Butchins (Hillside Ward)
- Cllr R Butler (Cowley Hill Ward)
- Cllr G Franklin (Cowley Hill Ward)
- Cllr Mrs A Mitchell (Elstree Ward)
- Cllr Mrs S Parnell (Hillside Ward)
- Cllr S Rubner (Brookmeadow Ward)
- Cllr Mrs P Strack (Hillside Ward)
- Cllr Mrs F Turner (Elstree Ward)

In Attendance:

- A Grady (Borehamwood Brass and BETTA)
- Cllr M Vince (Hertsmere Borough Council) (Minutes 52 -54)
- D Salter - Entertainments Officer
- T Malton - Deputy Clerk
- H Jones – Town Clerk and RFO

One additional Member of the Public was present.

44. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr A Coleshill (Other Business) and Cllr G Silver (Hertsmere Borough Council).

45. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr G Franklin	51 (Voucher 342)	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.

46. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Annual Council Meeting held on 22 November 2017 be signed by the Mayor as a true record and adopted by the Council.

47. OUTSIDE BODIES

Representation Updates

It was RESOLVED that:

Town Council representatives for the following Outside Body vacancies be determined as follows and the relevant organisations be notified of the changes:

- (i) Leeming/Aycliffe Big Local Advisory Panel (Brookmeadow) - Cllr S Rubner;**
- (ii) Borehamwood & Elstree Twin Town Association - None (1 Member only);**
- (iii) Elstree, Borehamwood and District Community Association - None (1 Member only); and**
- (iv) Hertsmere MENCAP - Cllr V Eni (Additional Member).**

Outside Bodies Reports

Elstree and Borehamwood Museum Group

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

- Friends Evening Event with talk on history of Haberdashers Boys' School (and subsequent visit from school).

- Armistice Parade
- Visit by High Sheriff of Hertfordshire to 96 Shenley Road
- Visit from Monksmead School
- Games Evening
- The planning of “All Change” (150 years of Railway Exhibition)

Growing visitor numbers were welcomed in December (393).

China Sister Town Sub-Committee

Cllr C Butchins reported:

“On a cool November Sunday, a group of Councillors and local business representatives set off to Huainan, a city in central China, to represent Elstree & Borehamwood and formalise a Sister Town link. All travel and gifts taken for our hosts were either donated or funded personally by those travelling. A formal ceremony to sign the Memorandum of Understanding started the second day of our visit. The group was then taken on trips to meet local businesses, a university, and government departments. The tour showcased the Dongjin Culture Company that makes traditional Chinese art, a reconstructed village used as a film set, a Data Centre in Huainan, a large New Town construction project, and a visit to a sauce manufacturer. The group also had the opportunity to sample local Chinese dishes and visit a 1300 year-old Buddhist Temple and the Shou County Museum. In the light of the impending ‘Brexit’ and that China is opening up with the Belt and Road initiative we believe that this is an excellent time to move ahead with our link.

The Foreign & Commonwealth Office stated that: “Initiatives such as these have helped to lay the ground for the strong bilateral relationship that we have with China, and will continue to be central to our aspiration to support the growth of both nations.” In this spirit, Introductions were made to various businesses that were keen to make links in the U.K., and a number of opportunities are actively being explored, including links with universities and schools for language exchanges, a football summer camp in Borehamwood and partnerships with film productions. We are also moving ahead to encourage cultural links. Although it is unrealistic to think that the majority of the population can visit China, it is possible to contact using such media as Skype. We are planning to have a competition in the Town Crier that will invite students of all ages to indicate their interest and have a chance to win a prize.”

Elstree, Borehamwood and District Community Association

Cllr Mrs S Parnell provided a report on Allum Manor, House and Hall. Cllr Parnell would continue to act as the Council’s representative on this body and was thanked for her continued work by the Association.

Community Hertsmere

Cllr C Butchins reported that Community Hertsmere had recently been awarded a small grant from Affinity Sutton/Clarion to deliver a community engagement project over a five month period. Before Christmas a small number of coffee morning and senior citizens' groups were attended. The planned daytrips from January to July 2018 could be viewed online (communityhertsmere.org.uk).

Regarding the Junior Dragons' Apprentice Challenge 2018, Cllr C Butchins read out the following Press Release:

"First time in Hertsmere: Junior Dragons' Apprentice Challenge 2018: This year Community Hertsmere held the Junior Dragon's Apprentice Challenge for the first time. Six teams across four schools entered the Challenge with more than 100 students participating. The Challenge runs over six weeks with local primary school teams, giving students in years 5 and 6 an opportunity to experience the business world. Each team is given £50 seed funding, which is invested into the teams business ideas to make a profit for their matched Charity.

The schools taking part include Saffron Green Primary School, Summerswood Primary School, St. Nicolas Elstree C of E and Monksmead Primary School. Business Dragon support has donated by Metro Bank, Hertswood Academy and Hertsmere Borough Council. Local charity and community groups partnered with the teams include Live Well Project, Wheelchair Dance Sports Association, Goods for Good, Borehamwood Drop-in, Barnardos and Gratitude. Junior Dragons' Apprentice Challenge is co-ordinated by Community Hertsmere. Chief Executive Stephen Craker said: 'This is the 1st year we are delivering the Junior Challenge and the response and enthusiasm we have had from Primary Schools has been great. We are looking forward to see which school will become the winner this year.'

Aldenham Country Park

Cllr Mrs P Strack reported that a meeting was scheduled with Hertfordshire County Council to consider the next stages in registering the footpath around the lake at Aldenham Country Park. It was noted that the Town Council would be involved with a further 'Fun Day' on 17 March 2018 and the Civic Festival Run (organised by Park Run UK) on 23 June 2018.

Maxwell Park Management Group (1 Member)

Cllr Mrs S Parnell presented Maxwell Park Community Centre's report to Year End 2017 as follows:

"This year has been another successful year for the Community Centre. The centre has been almost fully booked. The number of regular hirers numbered thirty. This included such varied groups as Synagogue, Church groups, Fifty plus Groups, Table tennis, Fitness clubs, Dancing, Carers' club, Substance Abuse Support Group. They all find the facilities perfectly fitting their requirements.

We catered for various private parties on 57 occasions, such as children's parties and celebratory events for adults. There were 115 educational course days booked in total by "Affinity Sutton/Clarion Group": "Best Practice Training & Development": "Harlow College"

The following special events were held during the year:

- MegaSlam Wrestling in January 7th*
- Let it Shine Audience February 4th, 11th, 18th, 25th*
- Britain's Got Talent Audience May 31st, June 1st, 2nd, 3rd*
- Channel 4 Dance Rehearsals June 29th*
- E & BW Town Council Film Night June 29th*
- Affinity Job Fair October 19th*

New raised floor in the Lounge cost £7,000 this enabled entry and exit out of the room to be level. Acoustic Curtains were fitted to windows and Acoustic Panels to the walls in the hall in December. Extended Wi-Fi facilities were installed in the Lounge and Studio during the year.

The National Lottery Awards for All has recently granted us £8200 for the installation of an IT Digital Hub, which will include 10 computers for hirers' use. This grant will enable us to offer an even more extensive service to the Community. The year has been very rewarding and satisfying to the staff and the management committee of the Centre who have felt that they have done a really good job in serving the Borehamwood and Elstree residents' sporting, recreational and educational facility needs."

First Impressions Group

Cllr Mrs P Strack and Cllr Mrs S Parnell reported on the following items:

- Museum Exhibition (23 January - 21 July 2018)
- Documentary Film
- Network of Supporters
- Publicity
- 2018 Summer Civic Festival ("150 Years of Rail")
- Youth Council
- Additional Events and Activities (including a "by invitation only" event on 15 July 2018 and screenings of *The Railway Children* and *Murder on the Orient Express* on 27 May and 3 June 2018.

48. SIGNED MINUTES AND DELEGATED POWER

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	26 September 2017
B Youth Council	27 September 2017

49. INVESTMENTS

Deputy Clerk, T Malton and Members of the In-House Audit Sub-Committee (Cllr G Franklin and Cllr C Butchins) were thanked for their role in helping to secure competitive levels of interest for the Authority's investment vehicles.

It was RESOLVED that:

- (i) the report on Council Investments at the time of the Full Council meeting be received;**
- (ii) consideration of the option to reinvest £1,000,000 with Investec be deferred until Full Council on 13 June 2018 (previously invested for a three year period) in order to consider more favourable interest rates at that time, including those by alternative providers (to be considered by the In House Audit Sub-Committee); and**
- (iii) Council Officers be authorised to reinvest £100,000 with Aldermore Bank for a twelve month period at 1.4% interest rate.**

50. CIL EXPENDITURE

It was noted that at the time of the meeting Town Council CIL receipts were £318,892.84. Some Members asked for assurances from Hertsmere Borough Council that the future bowling green site would be adequately protected from criminal damage/vandalism.

It was RESOLVED that:

following the recommendation of the Environment and Planning Committee meeting on 16 January 2018 (Minute 47 - E&P 2017/18), the following CIL expenditure from the Town Council's receipts of top sliced (15%) monies be approved:

- £60,000 for match funded project to be arranged by Hertsmere Borough Council for Bowling Green in Aberford Park (artificial surface with casual availability for use) - cheque to be issued to "Hertsmere Borough Council" (A/C Code 546).**

51. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

Page	Vch.	Date	
1-2	292-332	10/11/2017	£ 32,787.64
3-4	333-362	30/11/2017	£ 24,860.39
5-6	363-389	18/12/2017	£ 46,685.46
		Total	£ 104,333.49

[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]

52. FINANCE, BUDGET AND PRECEPT DEMAND REPORT FOR 2018/19

It was RESOLVED that:

- (i) the Budget for 2018/19 (including 1800/108 Transfer £6,250 to Election Reserve 2947/209 and Transfer £1,000 to Van Replacement Reserve) be approved with the following amendments:

<u>Code</u>	<u>Heading</u>	<u>Revised to</u>	<u>Inc./Dec.</u>
• 1296/102	Investments	£4,000	(+£1,000)
• 1602/106	Temp. Staff Contractor	£1,500	(+£800)
• 2538/205	Clock Maint.	£500	(-£4,320)

- (ii) the Precept Demand to Hertsmere Borough Council for a 2018/19 Precept of £461,662.32 be approved (with the cost to Band D Council Tax payer remaining at £36.26) and representing a 0% increase of final Demand on the following basis:

Precept Demand	£461,662.32
Band D Yearly	£36.26
Multiplied by tax base	12,732
Thus making the final demand	£461,662.32

- (iii) the recommended Earmarked reserve transfers within current 2017/18 budget be approved as follows:

- 1800/108 Transfer £6,250 to Election Reserve

- **947/209 Transfer £1,000 to Van Replacement Reserve**
- (iv) **Earmarked reserves from 1 April 2018 be, therefore, agreed as follows:**
- **311 Election Fund £18,000**
 - **312 Van Replacement £6,451**
 - **313 Capital Project £206,025**
 - **325 Future Planning £40,000**
 - **328 Stapleton 106 nil (close EMR)**
 - **(Note: CIL Top Sliced Reserve at 17 January 2018: £318,892.84)**
- (v) **EMR expenditure in 2017/18 be noted and approved as follows:**
- **£9,615 expended from 313 Capital Project EMR for car park barriers**
 - **£24,500.66 expended from 328 Stapleton 106 EMR for Stapleton Gardens allotments site rejuvenation (£5,739.60 on 1 April 2017 and £18,761.0 on 22 May 2017).**
- (vi) **1900/109 General Contingency expenditure in 2017/18be approved as follows:**
- **1900/109: Fairway Hall Roof Repair: £2,500**
- (vii) **the Clerk be asked to prepare relevant information to be submitted to Hertsmere Borough Council for inclusion in the Council Tax leaflet for 2018/19.**

53. PUBLIC PARTICIPATION – QUESTION TIME

Borehamwood Band Stand Proposal

Responding to a query from A Grady (Borehamwood Brass and BETTA), Cllr Mrs P Strack confirmed that following a meeting in early January, further investigative work would be undertaken by interested parties to ascertain the feasibility of installing a permanent (and initially temporary) bandstand at either Aberford Park or Meadow Park. Further details would be provided at the next Council meeting, if available.

China Sister Town Sub-Committee Minutes

Further to a query from Cllr M Vince (Hertsmere Borough Council), the Town Clerk agreed to provide a link to the Sub-Committee minutes of the above group on the Town Council's website:

(<http://www.elstreeborehamwood-tc.gov.uk/index.php/yourcouncil/meeting-minutes/21-council-meetings/167-china-sister-town-sub-committee>).

54. CLOSE OF MEETING

The Meeting closed at 8.20 pm.

It was noted that the Annual Parish Council Meeting was scheduled for Wednesday 7 March 2018 at 7.30 pm in Fairway Hall (public meeting).

The next meeting of Full Council was scheduled for Wednesday 14 March 2018 at 7.30 pm in Fairway Hall (last meeting of 2017/18 Council Year).

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



Elstree and Borehamwood Town Council

FINANCIAL MANAGEMENT RISK ASSESSMENT 2017/18

In order to comply with Regulation 4(2) of the Accounts and Audit (England) Regulations 2011, the Council must minute an appropriate risk assessment having been carried out during the year. The assessment was formulated and considered with the In House Audit Sub-Committee and is presented to Full Council at its meeting on 14 March 2018 with the following recommendation:

That the Financial Risk Assessment 2017/18 be approved and adopted, subject to any amendments agreed by Council, with the Final Version being appended to the Minutes.

	Risk	Control Action Internal Controls	Review Frequency & Responsible Person
¹	Lack of forward planning and budgetary controls	*Business plans in operation *In year budget reviews	Annually by GMC in Budget setting Process ACTION: Council Budget approved on 17/01/18 after Budget Reviews by Committees.
²	Poor reporting to Council	*Timely and accurate financial reporting *Clear instructions to staff *Regular project reports	ACTION: RBS Omega Income/Expenditure reports submitted to all Ordinary GMC Meetings for review by Members during Year.

3	Loss of key staff	<ul style="list-style-type: none"> *Succession Planning *Clear office procedures * Good Record Keeping *Clear budgetary procedures *Up to date job descriptions *Appraisal system *Training for Staff to cover duties when responsible staff absent 	<p>Annually</p> <p>ACTION: All Staff Appraisals conducted in March 2018. All Staff training programmes implemented.</p>
4	Failure to respond to electors' wish to right of inspection	<ul style="list-style-type: none"> *Clear Standing Orders and Operating Protocols *Documented procedures to deal with enquiries from the public 	<p>Annually</p> <p>ACTION: Council Standing Orders reviewed every year. Documented complaints procedure and Publication Scheme every 2 years. Notice of Completion of Audit displayed on all Council notice boards.</p>
5	Poor document control	<ul style="list-style-type: none"> *Clear Standing Orders * Document List *Clear job descriptions *Documented Filing Procedures 	<p>Annually</p> <p>ACTION: Council Standing Orders reviewed every 1 year.</p>
6	<p>Ensure Council complies with law in particular:</p> <ul style="list-style-type: none"> *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability and Discrimination *Employment Law 	<ul style="list-style-type: none"> *Clear Health & Safety, Equal Opportunities, Data Protection, Human Rights, Disability Discrimination and Employment Policies and procedures *Regular review of law * Access to advisory bodies – NALC/HAPTC/Insurers * Staff Training 	<p>Annually</p> <p>ACTION: Review of Health & Safety Audit undertaken together with regular Staff meetings to ensure compliance. Clerk updates to Members following any new advice from NALC and HAPTC. Meetings held with</p>

			Health and Safety Consultants and Insurers. All Staff issued with Staff Handbook (including grievance/disciplinary procedures and conduct). ico Cover and implementation of data protection policy.
⁷	Ensuring all business activities are within legal power	<ul style="list-style-type: none"> *Recording in the minutes the precise power under which expenditure is being approved * Access to advisory bodies – NALC/HAPTC/Insurers * Staff Training 	<p>Monthly</p> <p>ACTION: Expenditure powers recorded in Council and Committee Minutes and on Voucher Sheets.</p>
⁸	Proper, timely and accurate reporting of Council business in the Minutes	<ul style="list-style-type: none"> *Approval by committee and Council *Minutes properly numbered and paginated with a master copy kept in safekeeping 	<p>Monthly</p> <p>ACTION: Clerk completed CiLCA in 2012 to ensure compliance with correct procedures for Council documentation. Deputy Clerk completed CiLCA in 2014/15.</p>
⁹	Meeting the laid down timetables when responding to consultation invitation	*Documented procedures to deal with responses to consultation requests	<p>Annually</p> <p>ACTION: All planning consultation and other consultations responded to within agreed deadlines (with consideration by Committees or</p>

			Council prior to response). Alternatively Special Meetings are held to deal with issues arising or are dealt with by email consultation.
¹ 0	Council lacks relevant skills and commitment	*Training for Councillors * Review of attendance	ACTION: Training for Councillors offered through HAPTC training courses (or others if required). Member training strategy reviewed at GMC meetings.
¹ 1	Councillors benefiting from being on the Council	*Clear Standing Orders *Open system of payment	Annually All meetings
¹ 2	Failure to register Members' interests, gifts etc	*Procedures in place for recording and monitoring Members interests and gifts	ACTION: All Members signed interest forms on election and Interests declared and recorded as appropriate in Minutes and Interests Register.
¹ 3	Lack of maintenance of Council owned property	*Building survey *Regular routine maintenance and inspection *Insurance cover	Annually ACTION: Hall Supervisor and Warden continue to document building inspections and Insurance cover reviewed and updated. All sites

			inspected and secured on rolling basis. Insurance policy reviewed annually prior to renewal.
¹ 4	Damage or loss to Council owned property by third party or act of God Insufficient protection of physical assets owned by the Council - buildings, furniture, equipment etc. Legal liability as a consequence of asset ownership	<ul style="list-style-type: none"> *Insurance cover *Good Fire Alarm *Clear Staff Monitoring and auditing procedures *Maintain an up to date register of assets *Regular maintenance arrangements for physical assets *Annual review of risk and adequacy of insurance cover *Professional Contractors/Personnel *premises security *policy for keyholders 	<p>Annually</p> <p>ACTION: Hall Supervisor and Warden continue to document building inspections and Insurance cover reviewed and updated. Fire Alarm/Equipment tests regularly.</p>
¹ 5	Damage to third party property or individual due to Service or Amenity provided	<ul style="list-style-type: none"> *Public Liability Insurance *Comprehensive event planning *Regular checks of facilities *Ensure all amenities/facilities are maintained to appropriate level *Risk assessments 	<p>As required</p> <p>ACTION: Hall Supervisor and Warden continue to document building inspections. Risk Assessments undertaken for requisite Council activities and stored centrally.</p>
¹ 6	Loss of cash through fraud or dishonesty	<ul style="list-style-type: none"> *Clear financial procedures *Adequate insurance cover *Town Clerk not involved in operation of funds 	<p>Annually</p> <p>ACTION: Fidelity Guarantee Cover of Insurance Policy Reviewed and In House audit checks with 2 Members (x2 per Year).</p>

¹ 7	<p>Inadequacy of Precept</p> <p>Ensuring the adequacy of the annual precept within sound budgeting arrangements</p>	Regular in-year budget progress reports	<p>Every GMC meeting</p> <p>ACTION: Council Budget approved on 17/01/18 after Budget Reviews by Committees. Alternatively Special Meetings are held to deal with issues arising.</p>
¹ 8	<p>Problems due to borrowing or lending. Banking arrangements, including borrowing or lending.</p> <p>Complying with restrictions on borrowing</p>	<p>*Include in annual budget</p> <p>*Clear Standing Orders</p> <p>*Prepare, adopt and adhere to codes of practice for procurement and investment</p>	<p>Quarterly reviews</p> <p>ACTION: Standing Orders adopted. Investments (Savings) under review by In House Audit.</p>
¹ 9	<p>Failure to use grants for intended purposes</p> <p>Ensuring the proper use of funds granted to local community bodies under specific powers or under s137</p>	<p>*Clear minutes</p> <p>*Ensure funds properly ring fenced</p> <p>*Clear financial procedures</p> <p>*Follow up on use</p> <p>*Record clearly in minutes</p> <p>*Maintain a separate record for s137 expenditure</p>	<p>Annually</p> <p>ACTION: Grant Procedures Updates, All Grants recorded in Council Minutes with powers of expenditure and published in Council Newsletter. S.137 Expenditure Record Kept for Year End Accounts on Voucher Sheets. Grant recipients required to provide</p>

			evidence of use together with receipts/invoices/purchase orders.
² 0	Keeping proper financial records in accordance with statutory requirements	Regular scrutiny of financial records and proper arrangements for the approval of expenditure	<p>Annually</p> <p>ACTION: In House Audit Sub-Committee meets twice per Year – reports submitted to GMC/Council with recommendations. Internal and External Audit of Accounts.</p>



Huw Jones
Town Clerk
1 March 2018



Elstree and Borehamwood Town Council

Standing Orders (Policy Document)

MEETINGS

- 1 a) Meetings of the Council shall be held at 7.30pm unless the Council otherwise decides at a previous meeting.
- b) Smoking is not permitted at any meeting of the Council.
- c) All persons attending a Council Meeting should switch off the ring tone on their mobile phone.
- d) 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.
2. **The Statutory Annual Meeting shall be held**
(a) in an election year on the Wednesday or Thursday next following the fourth day after the ordinary day of elections to the Council and
(b) in a year which is not an election year no later than the fourth Thursday in May.
3. a) Other meetings will normally be held on an eight week cycle where practicable, excluding a summer recess, on such dates as are agreed by the Council before the Statutory Annual Meeting.
- b) Notice of Meeting – Three clear working days before a meeting (not including the day of issue and meeting) a notice specifying the date of the meeting and business to be transacted and signed by the proper officer (ie the Town Clerk) must be sent or delivered to the usual residence of each Councillor.
4. Meetings shall close at 9.30pm (unless Standing Orders are suspended).

STANDING ORDERS – Continued

CHAIRMAN OF MEETING

5. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meetings.**

PROPER OFFICER

6. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Town Clerk:
- (a) To receive declarations of acceptance of office.
 - (b) To receive and record notices disclosing interests at meetings.
 - (c) To receive and retain plans and documents.
 - (d) To sign notices or other documents on behalf of the Council.
 - (e) To receive copies of byelaws made by a District Council.
 - (f) To certify copies of byelaws made by another authority.
 - (g) To sign summonses to attend meetings of the Council.
 - (h) To keep proper records of Council meetings.

In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the Town Clerk.

QUORUM

7. **FIVE members shall constitute a quorum.**
8. If a quorum is not present when the Council meets, a waiting period of fifteen minutes shall be allowed. If a quorum is not then present, or if, during a meeting, the number of councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at that meeting, shall be transacted at the next meeting, or on such other day as the Chairman may fix.

VOTING

9. Members shall vote by show of hands, or, if at least five members so request, by signed ballot.
10. **If a member so requires, the Town Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
11. a) Subject to (b) and (c) below the Chairman may give an original vote on any matters put to the vote, and in the case of an equality of votes, may give a casting vote even though he gave no original vote.
- b) If the person presiding at the annual meeting would have ceased to be a member of the Council, but for the Statutory provision which preserves the membership of the Town Mayor and Deputy Town Mayor until the end of their term of office, he may not give an original vote in an election for Town Mayor.
- c) The person presiding must give a casting vote whenever there is an equality of votes, in an election for Town Mayor.

ORDER OF BUSINESS

STANDING ORDERS – Continued

12. **At each Annual Meeting the business shall be conducted in the following order:**
- a) **To elect a Town Mayor.**
 - b) **To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
 - c) **To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct which have not been received as provided by law, shall be received.**
 - d) To elect a Deputy Town Mayor.
 - e) To appoint representatives to serve on Outside Bodies.
 - f) To appoint committees;

and shall thereafter follow the order set out in Standing Order 14.

13. **At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made or, if not then received, to decide when they shall be received.**
14. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
- a) **To confirm and sign the Minutes of the previous Meeting.**
 - b) To consider any matters arising from the Minutes of the previous Meeting.
 - c) **To deal with business expressly required by statute to be done.**
 - d) To dispose of business, if any, remaining from the last meeting.
 - e) To receive Town Mayor's announcements.
 - f) To receive and consider reports from members on outside bodies.
 - g) To receive and adopt Minutes of Committee meetings.
 - h) To receive and consider reports from officers of the Council.
 - i) To authorise the signing/sealing of documents.
 - j. To authorise and/or confirm the signing of orders for payment.
 - k) To consider resolutions or recommendations in the order in which they have been notified.
 - l) To consider any other business specified in the summons.
15. A motion to vary the order of business on the ground of urgency
- a) may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - b) shall be put to the vote without discussion

RESOLUTIONS MOVED ON NOTICE

16. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk not later than Wednesday in the week before the next meeting of the Council.
17. The Clerk shall date every notice of motion or recommendation when received by him/her, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

STANDING ORDERS – Continued

18. The Clerk shall insert in the summons for every meeting all notices of motion or recommendations properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move it at some later meeting or that he withdraws it.
19. If a resolution or recommendation specified in the summons is not moved either by a member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
20. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
21. Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

22. Resolutions dealing with the following matters may be moved without notice:
 - a) To appoint a Chairman of the meeting.
 - b) To correct the Minutes.
 - c) To approve the Minutes.
 - d) To alter the order of business.
 - e) To move that a vote be taken
 - f) To proceed to the next business.
 - g) To close or adjourn the debate.
 - h) To refer a matter to a committee.
 - i) To appoint a Committee or any members thereon.
 - j) To adopt a report.
 - k) To authorise the signing/sealing of documents.
 - l) To amend a resolution.
 - m) To give leave to withdraw a resolution or an amendment.
 - n) To extend the time limit for speeches.
 - o) To exclude the press or public or both.
 - p) To silence or eject from the meeting a member named for misconduct.
 - q) To invite a member having an interest in the subject matter under debate to remain.
 - r) To give the consent of the Council where such consent is required by these Standing Orders.
 - s) To suspend any Standing Order.
 - t) To adjourn the meeting.

QUESTIONS

23. A member may ask the Chairman or the Town Clerk any question concerning the business of the Council, provided three clear days notice of the question has been given to the person to whom it is addressed.
24. A member, with or without notice, may ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council, provided that the question is put before the Council's consideration of those proceedings is finished.

STANDING ORDERS – Continued

- 25. Every question shall be put and answered without discussion.
- 26. A person to whom a question has been put may decline to answer.

RULES OF DEBATE

- 27. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman. The Chairman shall sign and date the Minutes and initial each page of the document.
- 28. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
 - b) A member, when seconding a resolution or amendment, may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
 - c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
 - d) No speech shall exceed three minutes, except by consent of the Council.
 - e) An amendment shall be either –
 - (i) To leave out words.
 - (ii) To leave out words and insert or add others.
 - (iii) To insert or add words.
 - f) An amendment shall not have the effect of negating the motion before the Council.
 - g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
 - h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - i) The mover of a resolution or of an amendment shall have a right of reply.
 - j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
 - k) A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
 - l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
 - m) When a resolution is under debate no other resolution shall be moved except the following:
 - (i) To amend the resolution.
 - (ii) To proceed to the next business.
 - (iii) To adjourn the debate.
 - (iv) That the question be now put.

STANDING ORDERS – Continued

- (v) That a member named be not further heard.
- (vi) That a member named do leave the meeting.
- (vii) That the resolution be referred to a committee.
- (viii) To exclude the public or the press or both.
- (ix) To adjourn the meeting.

29. a) The ruling of the Chairman on a point of order, or on the admissibility of a personal explanation, shall not be discussed.
- b) Members shall address the Chairman.
- c) If two or more members wish to speak, the Chairman shall decide on the order of speakers.
- d) Whenever the Chairman wishes to speak during a debate all other members shall be silent.

CLOSURE

30. At the end of any speech a member may, without comment, move 'that the question be now put', 'that the debate be now adjourned' or 'that the Council do now adjourn'. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion 'to put the question', only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion 'that the question be now put' is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

DISORDERLY CONDUCT

31. a) **All members must observe the Code of Conduct adopted by the Council.**
- b) No member shall, at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is advised to contact the Town Clerk in order to agree a course of action, compliant with the procedures, to resolve the issue.**
- d) If either of the motions mentioned in paragraph (c) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

- 32 The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply

STANDING ORDERS – Continued

shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

- 33 A member may, with the consent of his seconder, move amendments to his own resolution.

RESCISION OF PREVIOUS RESOLUTION

- 34 a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least five members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

35. Where more than two persons have been nominated for any position to be filled by the Council and, of the votes given, there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

36. If at a meeting, there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded.

RESOLUTIONS ON EXPENDITURE

37. Any resolution which is moved otherwise than in pursuance of a recommendation of a committee which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.

EXPENDITURE

38. **Orders for the payment of money shall be approved or confirmed by resolution of the Council and cheques signed by two of the members who have been designated by the Council.**

SIGNING/SEALING OF DOCUMENTS

39. a) A document shall not be signed/sealed on behalf of the Council unless its signing/sealing has been authorised by a resolution.
- b) Any two members of the Council may sign/seal, on behalf of the Council, any document required by law to be issued under seal.

STANDING ORDERS – Continued

COMMITTEES AND SUB-COMMITTEES

40. The Council may, at the Annual Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:
- (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting, and
 - (b) may subject to the provisions of Order No 34 above, at any time dissolve or alter the membership of a committee.
41. The Town Mayor and Deputy Town Mayor, in their capacity as Mayor and Deputy Mayor, shall be ex-officio members of the Entertainments Committee, but may be elected to any other standing committee in the same way as any Councillor may be.
42. 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.
43. The Chairman of a committee, or Town Mayor may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the additional meeting and no other business shall be transacted at that meeting.
44. Every committee may appoint sub-committees for purposes to be specified by the Committee.
45. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
46. Except where ordered by the Council in the case of a committee or by the Council or by the appropriate committee in the case of a sub-committee:
- (a) the quorum of a committee or sub-committee shall be one-half but not less than three Members, whichever is the higher of its members.
 - b) the minimum attendance for discussion and recommendations only to Council be two members, with the exception of the Environment and Planning Committee's consideration of routine planning applications which would be resolved even if only two Members were present.
 - (c) The Council has adopted a system of Committee membership substitution whereby the Clerk is delegated to make changes when required to the standing membership of the Councils Committees in accordance with the following criteria:
 - i) A member who can not attend a particular meeting can nominate a substitute by giving written confirmation to the Clerk, a minimum of two clear working days in advance of the meeting (except in a case of emergency);
 - ii) The period of substitution is limited to the duration of the meeting only;
 - iii) If a validly selected substitute member is present at the same time as a member

STANDING ORDERS – Continued

whom he or she is replacing, the original member is required to withdraw from the proceedings;

- iv) The substitute member may speak and vote in their own capacity but must not take on the mantle of the member being replaced.
 - v) The Committee Chairman shall be given details of the substituted members not later than 5 minutes before the scheduled start time of the meeting.
 - vi) Any substitute member shall be from the same political group as the member who is being substituted.
47. The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to committee and sub-committee meetings.
48. The Council may appoint Special Ad Hoc Committees for specific purposes for limited periods of time.
49. Committees, Sub-Committees and Ad Hoc Committees shall close two hours after the commencing time.

COMMITTEES

50. a) The Council may appoint Committees and shall decide the names of such Committees, their terms of reference, the number and names of members and, if necessary, the Bodies to be invited to nominate members.
- b) A committee may make recommendations for consideration by the Council and decisions within the ambit of its terms of reference – via a Committee where appropriate.
- c) An committee may consist wholly of persons who are not members of the Council.
- d) the terms of reference of committees must be approved by Full Council.

VOTING IN COMMITTEES

51. Members of committees and sub-committees shall vote by show of hands, or, if at least two members so request, by signed ballot.
52. **Chairmen of committees and sub-committees shall, in the case of an equality of votes, have a second or casting vote.**

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

53. A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.
54. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he is not a member.

STANDING ORDERS – Continued

ACCOUNTS AND FINANCIAL STATEMENT

55. a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary/desirable to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer or the Clerk, if different, and approved by two members who have been designated by the Council to sign cheques etc.
- c) All payments authorised under sub-paragraph (b) of this Standing Order, or made without authority of the Council, shall be separately included in the next schedule of payments laid before the Council.
56. The Responsible Financial Officer (RFO) shall supply to each member as soon as practicable after 31 March in each year a statement of the income and expenditure for the completed year. A Financial Statement prepared on the appropriate accounting basis for a year to 31 March shall be presented to each member before the end of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of September.

ESTIMATES

57. Any committee desiring to incur expenditure to be defrayed out of the council tax shall, not later than its November/December meeting, agree an estimate of the expenditure recommended for the coming year. Such estimate shall be submitted to the Council for consideration at its meeting in January, at which meeting the Council will agree the total estimates for the following year.

INTERESTS

58. **If a member has a personal interest, as defined by the Code of Conduct, then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
59. **If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room during consideration of the item to which the interest relates.**
60. **The Clerk may be required to compile and hold a Register of Members interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
61. If a candidate for any appointment under the Council is, to his knowledge, related to any member of, or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without notice.

The Town Clerk shall report to the Council, or to the appropriate committee, any such disclosure. Where relationships to a member is disclosed Standing Orders 58, & 59 as appropriate shall apply. The Clerk shall make known the purpose of this Standing Order to every candidate.

STANDING ORDERS – Continued

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

62. a) Canvassing of members, or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such an appointment or for promotion; but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
63. Standing Orders Nos 61, and 62 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

64. A member may, for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee and, if copies are available, shall, on request, be supplied for the like purpose with a copy.
65. **All Minutes kept by the Council, and by any committee, shall be open for inspection by any member of the Council.**

UNAUTHORISED ACTIVITIES

66. No member of the Council, or member of any committee or sub-committee, shall in the name of, or on behalf of the Council:
- a) inspect any lands or premises which the Council has a right or duty to inspect; or
- b) issue orders unless authorised to do so by the Council or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

67. **The public shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public** by means of the following resolution, viz;
- that the public be excluded from the remainder of the meeting on the grounds that the confidential nature of business to be transacted may be prejudicial to the public interest.
68. The Town Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
69. If a member of the public interrupts the proceedings at any meeting, the chairman may, after warning, order that he be removed from the Council Chamber.
70. No member of the Council, or of any committee or sub-committee, shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

STANDING ORDERS – Continued

PUBLIC QUESTIONS

71. at Council Meetings Members of the Public may:
- a) ask only one substantive question each (with one follow up question) on a topic that was deemed by the Mayor (or Chairman of the meeting) in consultation with the Town Clerk on a matter that was of relevance to the service and remit of the Town Council (with other matters, if relating to other Authorities, being referred on, as appropriate);
 - b) speak for a maximum of 3 minutes for the substantive question;
 - c) speak for a maximum of 2 minutes for the follow up question; and
 - d) speak only during the Public Question allocated period (a designated agenda item) and with the total period granted for the item (including Member responses) remaining at 15 minutes.
72. at Committee Meetings Members of the Public may:
- a) speak (to ask a question or to provide relevant information) only by invitation of the Chairman of the meeting (having indicated a wish to speak first by raising a hand); and
 - b) ask only questions on a topic that were deemed by the Chairman of the meeting in consultation with the Town Clerk on matters that were of relevance to the service and remit of that particular Committee (Terms of Reference) of the Town Council (with other matters, if relating to other Authorities, being referred on, as appropriate).

STANDING ORDER ON CONTRACTS (CONFIDENTIAL BUSINESS)

73. Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works, at least two competitive tenders/quotations shall be obtained unless the Council decides otherwise.
74. Invitations to tender/quote shall contain a statement of the effect of Standing Orders Nos 61, 62 and 63.

FINANCIAL MATTERS

75. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer (RFO).
76. Such Regulations shall include detailed arrangements for the accounting records and systems of internal control
77. Such Regulations shall include detailed arrangements for the assessment and management of risks faced by the Council

STANDING ORDERS – Continued

78. Such Regulations shall include detailed arrangements for the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually and the financial reporting requirements of members and local electors
79. Such Regulations shall include detailed arrangements for procurement policies
80. The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

CODE OF CONDUCT ON COMPLAINTS

81. The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner as adopted by the Council (The Complaints Procedure).

LEADER OF THE COUNCIL

82. Members of the majority party may at any time appoint from amongst themselves a Leader who shall be called “The Leader of the Council”. This is a courtesy title and does not confer any additional powers upon the holder (the titular head of the Council being the Mayor).

Members of the minority party may appoint from amongst themselves a “Leader of the Opposition”

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

83. Any, or every part of the Standing Orders, except those underlined, may be suspended by resolution in relation to any specific item of business.
84. A resolution permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

85. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

<p>Authority: Full Council Meeting: 14 March 2018 Review Body: Full Council Review Period: every 1 year Next Review: March 2019</p>
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Elstree and Borehamwood Town Council

Financial Regulations (Policy Document)

(In these Financial Regulations references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force)

1 GENERAL

- 1.1 These financial regulations govern the conduct of financial management of the council and may only be amended or varied by resolution of the Council.
- 1.2 *The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.] The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.*
- 1.3 The RFO shall be responsible for the production of financial management information.
- 1.4 *At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices (the "In House" Audit Subcommittee meets twice per year for this purpose).*
- 1.5 *In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in 'Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide', which is published jointly by NALC and SLCC and updated from time to time.*

2 ANNUAL ESTIMATES

- 2.1 Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital, *including the use of reserves and sources of funding* for the following financial year not later than the end of December each year.
- 2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO *for consideration by the Council.*
- 2.3 The Council shall review the estimates not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. *The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.*

FINANCIAL REGULATIONS (continued)

- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 *The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.*

3 BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for *that class of expenditure* in the approved budget
- 3.2 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.
- 3.3 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.4 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year *unless placed in an earmarked reserve by resolution of the Council.*
- 3.5 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.6 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4 ACCOUNTING AND AUDIT

- 4.1 *All accounting procedures and financial records of the Council shall be determined by the RFO as required by Accounts and Audit Regulations*
- 4.2 The RFO shall be responsible for completing the annual financial statements of the Council *including the Council's Annual Return* as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with *proper practices*. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5. The Internal Auditor *shall be appointed by and shall* carry out the work required by the Council *in accordance with proper practices*. The Internal Auditor, who shall be competent and

FINANCIAL REGULATIONS (continued)

independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year. *In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.*

4.6 *The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.*

4.7 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5 **BANKING ARRANGEMENTS AND CHEQUES**

5.1 The Council's banking arrangements, *including the Bank Mandate*, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.3 or in accordance with paragraph 6.4, shall be signed by two members of the Council.

5.3 A schedule of payments made since the last meeting, *and signed by the same two signatories who signed the cheques* will form part of the Agenda for each ordinary Meeting of the Council for confirmation by the Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall form part of the Minutes of the meeting.

6 **PAYMENT OF ACCOUNTS**

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted.

6.4 *If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the RFO certifies that there is no dispute or other reason to delay payment, the RFO may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.*

- 6.5
- a) The RFO shall maintain as petty cash a float of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked as provided elsewhere in these regulations.

FINANCIAL REGULATIONS (continued)

- c) Payments to maintain the petty cash float shall be shown on the schedule of payments presented to Council [under 5.3 above]

7 PAYMENT OF SALARIES

- 7.1 *As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.*
- 7.2 Payment of salaries and payment of deductions from salary, such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records *and on the appropriate dates stipulated in employment contracts*, provided that each payment is reported to and ratified by the next available Council Meeting [5.3 above]

8 LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 *The council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.*
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose. *The terms and conditions of any borrowings shall be reviewed at least annually.*
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Clerk with the exception of admission prices for entertainment and leisure events which shall be delegated to the Entertainments Committee and Allotment Fees which shall be delegated to the Environment and Planning Committee.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

FINANCIAL REGULATIONS (continued)

- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11(1) below.
- 10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order; and in the case of new or infrequent purchases or payments. The RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- i) for the supply of gas, electricity, water, sewerage and telephone services
- ii) for specialist services such as are provided by solicitors, accountants, surveyors, architects and planning consultants
- iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.

FINANCIAL REGULATIONS (continued)

- iv) for work to be executed or goods or materials to be supplied which constitute an extension of any existing contract by the Council
 - v) for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the *General Management Committee Chairman* and *Mayor* of the Council)
 - vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where the Council intends to procure or award a public supply contract, public service contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.
- (c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts directive 2014/24/EU, which may change from time to time.
- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (g) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- (h) When it is to enter into a contract of less than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- (i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (j) Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

FINANCIAL REGULATIONS (continued)

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 *The Clerk shall be responsible for the care and custody of stores and equipment.*
- 13.2 *Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.*
- 13.3 *Stocks shall be kept at the minimum levels consistent with operational requirements.*
- 13.4 *The Clerk shall be responsible for periodic checks of stocks and stores at least annually.*

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the locations, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.
- 14.3 *The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.*

15 INSURANCE

- 15.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report these to the Council at the next available meeting.

FINANCIAL REGULATIONS (continued)

- 15.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council (*currently £1,000,000*).

16 CHARITIES

- 16.1 Where the Council is sole trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

- 17.1 *The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.*
- 17.2 *When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.*

18 REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of Full Council to review the Financial Regulations of the Council every year at the March meeting (or at any other time during the course of the year, as appropriate).

<p>Authority: Full Council Meeting: 14 March 2018 Review Body: Full Council Review Period: every 1 year Next Review: March 2019</p>
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Elstree and Borehamwood Town Council

Committees' Terms of Reference & Delegated Authority

A) ALL COMMITTEES:

All Committees are charged with:

- i) recommending to Council appropriate policies and budget estimates for their services;
- ii) providing agreed services and standards of service within policy and budgetary provision; and
- iii) monitoring the services provided.

B) ENVIRONMENT AND PLANNING COMMITTEE:

The Environment and Planning Committee is responsible for the Allotment Sites (Melrose Avenue , Allum Lane and Stapleton Gardens), Closed Churchyards (St Nicholas and All Saints), War Memorials (Elstree and Borehamwood), Street Furniture, Plaques and Clocks (All Saints) and relevant environmental and planning issues within Elstree and Borehamwood, and is required to provide the Council's response to planning applications within the Town Council area.

- i) To consider and comment appropriately and impartially on all planning applications referred to the Council;
- ii) Where possible, to develop simple policy guidelines for the Council's response to planning applications;
- iii) To encourage improvements in the quality of the environment;
- iv) To consider County and District Plans and Reviews concerning town and country planning matters and transportation (or to refer these to the Transport and Road Safety Forum) and their implications for the area;
- v) To maintain, promote and improve the Council's allotment sites;

- vi) To provide and maintain street seating as appropriate;
- vii) To maintain the Council's notice boards;
- ix) To maintain public clocks and the war memorials;
- x) To oversee the maintenance of closed churchyards;
- xi) To consider the maintenance and development of public footpaths within Elstree and Borehamwood and to make representations, as required, to the appropriate Authority with jurisdiction;
- xii) To consider, and where agreed to contribute to, the maintenance of High Street Planters, Pavements and A Boards on Shenley Road and to make representations, as required, to the appropriate Authority with jurisdiction;
- xiii) To consider Community Infrastructure Levy bids and allocation of "top sliced" monies to the Town Council and, as appropriate, make recommendations to Full Council.

C) ENTERTAINMENTS COMMITTEE:

The Entertainments Committee is responsible for the overall management and promotion of the Council's programme of Civic and Public Events.

- i) To determine the arrangements for and to oversee the Annual Civic Festival of the Council; including the agreement of dates and timings, types of events and acts and the requisite levels of support and administration;
- ii) To consider and determine budgeted applications for financial assistance relating to the Annual Civic Festival and other relevant Council organised events;
- iii) To promote the public image of the Town Council's organised events, activities and services through advertising on the Council's notice boards, the local press, the Council website and Social Media, the publication of The Town Crier (in consultation with the General Management Committee) and in all other appropriate ways, including the production of banners and other advertising merchandise;
- iv) To oversee the production of the Town Crier magazine (directly or through the Town Crier Working Group appointed at the first meeting of each Council Year, if required) and to agree on content, production timescales, advertising and costs;

- v) To determine the arrangements for and to oversee the Annual Fireworks Display on or near to 5 November;
- vi) To be responsible for the direct administration and budget of the annual over-60s coach trips and to determine scope of the scheme together with agreed trip destinations;
- vii) To oversee the arrangements for Christmas lighting in designated areas of Elstree and Borehamwood together with the management of a 'Switch On' Event (and to refer any recommendations for the renewal of contracts for the supply of such lights to the General Management Committee);
- viii) To consider any other opportunities for leisure and entertainments facilities or services that would be of benefit to the wellbeing of local residents or visitors to Elstree and Borehamwood and to make recommendations accordingly to the relevant authorities to promote and realise such opportunities; and
- ix) To provide other public entertainments or events (or to contribute to these) as may be deemed appropriate for the benefit to the wellbeing of local residents or visitors to Elstree and Borehamwood.

Ca) TOWN CRIER SUB COMMITTEE

The aims of the Sub Committee are to determine content and publication criteria for the quarterly Town Council Newsletter (Town Crier) and to be guided by the Entertainments Committee on matters of policy and budget (with any editorial clarification requirements being referred to the Committee for final determination, if required).

- i) to meet eight times in the Year (one meeting prior and one meeting post publication) with the with a membership agreed at the first Entertainments Committee meeting of each Council Year (Sub Committee Chairmanship to be an elected Councillor agreed at that meeting);
- ii) to agree Town Crier contents guidelines and FAQ information on a periodic basis, taking account of new legislation and guidance from the Authority's legal advisors and Town Clerk;
- iii) subject to approval of the Entertainments Committee and any budgetary considerations, to agree scope and value of advertising content by way of setting targets for each edition prior to publication; and
- iv) to report to the Entertainments Committee on the outcome of the meetings (above) with recommendations for action, if required.

D) GENERAL MANAGEMENT COMMITTEE:

The General Management Committee is responsible for matters relating to the general administration of the Council and its finances and staffing arrangements and for other 'community services' not provided by the Environment and Planning Committee.

- i) To oversee the maintenance, development, Hall Booking procedure and Fee Scale for the use of Fairway Hall;
- ii) To determine the level of contributory funding to non-core Council Services (if agreed).
- iii) To oversee the IT requirements of the Council (including Web Site development and content);
- v) To oversee the Health and Safety requirements/arrangements of the Council and to be updated on developments/improvements, as appropriate;
- vi) To review and determine the Council's Insurance Policy and Schedules and to ratify prior to the relevant renewal period;
- vii) To promote the public image of the Town Council through advertising on the Council's notice boards, the publication of The Town Crier (in consultation with the Entertainments Committee) and in all other appropriate ways;
- viii) To oversee the Council's office accommodation, administration and finances;
- ix) To consider and determine the Council's staffing structure and all matters relating to the appointment, pay, training, welfare, conditions of service of staff, generally and specifically, in conjunction with any other appropriate Committee and the Town Clerk;
- x) To consider all consultations not relating to Planning, Environment or Transport or to refer these to the Environment and Planning Committee and/or Transport and Road Safety Forum;
- xi) To consider Community Grant Applications twice yearly and to make recommendations to Council on those referred to it with a recommended quantum of award;
- xii) To consider and determine Budgeted Grant Applications, as agreed by Council at the January Budget Setting Process, including (if agreed):

- Community Hertsmere
 - Twin Town Association (BETTA)
 - Elstree Screen Heritage
 - Borehamwood Football Club;
- xiii) To consider regular Finance Reports (Income/Expenditure) and to make recommendations to Council on Annual Budget Setting (for all services);
 - xiv) To determine recommendations from Committees for the use of General Reserve Funds;
 - xv) To make recommendations to Council on the expenditure of Earmarked Reserve monies;
 - xvi) To consider new legislation and powers available to Town and Parish Councils and to make recommendations to Council on their use;
 - xvii) To oversee the management of legal or insurance cases conducted by or against the Council;
 - xviii) To determine recommendations from other Committees or in its own capacity terms of any new leases or contracts (or amendments to existing leases or contracts) relating to Council land or services; and
 - xvix) To appoint the In House Audit Sub-Committee and Internal Auditors of the Council and to receive reports from the same and to confirm any recommendations made or refer these to Council.

Da) IN HOUSE AUDIT-SUBCOMMITTEE:

- i) to meet twice in the Year with the Clerk (Responsible Finance Officer) to review the Council's Financial Arrangements, Regulations and Procedures (including the Council's Finance Package (Omega), Petty Cash, payment of invoices, banking receipts and any other matters, as necessary, dealing with the Council's finances);
- ii) to report to the General Management Committee on the outcome of the meetings (above) with recommendations for action, if required;
- iii) to review Membership and Terms of Reference at the first meeting of the Committee after each annual Council meeting; and
- iv) to consider and recommend for adoption investment opportunities for the Council's assets.

E) TRANSPORT AND ROAD SAFETY FORUM:

The aims of the Forum are to consider, advise and make recommendations concerning transport and road safety matters relevant to the Elstree and Borehamwood area and to liaise with the highway authorities on transport and road safety.

- i) To provide a forum for discussion and constructive ideas concerning the provision of public transport services and road safety in Elstree and Borehamwood;
- ii) To listen to both the providers – such as the highway authorities, train operators and bus operators – and the users – eg passenger and pensioner organisations – of these services, and to others with relevant knowledge or interest; and
- iii) To consider County and District Plans concerning transportation and safety and their implications for Elstree and Borehamwood.

F) COUNCIL:

Council reserves to itself responsibility for:

- i) the making of grants and loans (other than Budgeted Grants determined by the General Management Committee);
- ii) approval of the appointment, discipline or termination of employment of the Clerk of the Council; and
- iii) setting the Annual Precept and finalising the Budget.

G) DELEGATED AUTHORITY:

- a)
 - i) All Committees (including the Transport Forum, Sub-Committees and Working Groups and the Youth Council) are responsible to Full Council
 - ii) but all Committees have authority to take executive action on all matters which are within their:
 - Terms of Reference
 - agreed Council policy; and
 - annual budget
 - iii) and to approve expenditure within the Committee's budget heads

- iv) where the Statutory Power exists to do so, Committees may assign their functions and delegate their powers and duties to a Sub-Committee or a group of their Members or to the Town Clerk, provided that any action taken under delegated powers by the Chairman, Vice-Chairman, Sub-Committee or group of Members is reported to the next meeting of the Committee for information
- b) The Chairman, or in his absence the Vice-Chairman, of a Committee or Sub-Committee, in consultation with the Clerk of the Council or his nominee:
 - i) may decide, deal with or act on behalf of the Committee or Sub-Committee – whether at its request or because of the urgency of the matter
 - ii) may exercise virement between the Committee's budget heads and report the matter to the next meeting of the Committee or Sub-Committee.
 - c) The Town Mayor or, in his absence, the Deputy Town Mayor, in consultation with the Clerk of the Council or his nominee:
 - i) may decide, deal with or act on behalf of the Council –whether at its request or because of the urgency of the matter
 - ii) may, in consultation with the Chairman of the relevant Committee – or, in his absence, the Vice-Chairman – decide, deal with or act on behalf of that Committee because of the urgency of the matter, incurring expenditure not provided for within the budget and report the matter to the next meeting of the Council
 - d) The Clerk of the Council shall have delegated authority, with agreed policies and budget provision, for the following matters – which, at his discretion, he may further delegate to the Council's senior officers:
 - i) the general management of the Council's services in accordance with the policies of the Council and its Committees
 - ii) the initiation of new arrangements and revision of existing arrangements for the improved management of Council establishments
 - iii) the determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance of all buildings, property and equipment
 - iv) the routine investment and re-investment of Council monies at the Bank

- v) the management and letting of the Town Council's facilities
- vi) the implementation of non-discretionary adjustments to the conditions of service of the Council's staff
- vii) the appointment of staff in conjunction with elected members if they so decide
- viii) the authorisation of staff to attend courses, seminars etc. relevant to their position with the Council, reporting the matter to the next meeting of the General Management Committee.

Authority: Full Council
Meeting: 14 March 2018
Review Body: Full Council
Review Period: every 1 year
Next Review: March 2019

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 17 October 2017** at 8.00pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)
Cllr Mrs A Mitchell
Cllr Mrs F Turner
Cllr Mrs S Parnell
Cllr A Coleshill
Cllr C Butchins (Substitutions)

In attendance: D Salter (Entertainments Officer)

32. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr C Barker (Vice Chairman) (Other Business) (Cllr C Butchins Substituted).

33. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

34. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 12 September 2017 were approved and authorised for signing by the Committee Chairman.

35. FIREWORKS 2017

Members received a progress report on arrangements for organising the 5 November 2017 Fireworks Display on Meadow Park.

It was noted that all arrangements for this event had now been completed insofar as this was possible to do so (including obtaining stewards, the issuing and obtaining of proper licenses, permissions, risk assessments, insurance(s) and police and traffic notifications).

It was noted that whilst policing priorities were not within the Council's direct control, every effort had been made to ensure that adequate numbers of PCSOs, Specials and regular Officers would be available on 5 November 2017, especially as the event fell on a Sunday.

36. CHRISTMAS 2017

Responding to calls by some Members of the Public to provide additional safety precautions on Shenley Road, the Town Council had hired J Amer to provide metal safety barriers to be positioned along the pavement outside All Saints Church.

It was noted that the Mayor's 2017/18 Charity (Elstree and Borehamwood Dementia Club) would be the sole charity collectors for the event (although other organisations would be permitted to be present and publicise their chosen charities).

Members received the final programme for the 2017/18 Christmas Lights and 'Switch On' Event taking place on Sunday 26 November 2017 as follows:

Inside All Saints Church

- 2:00pm Children's Concerts performed by Monksmead School, St Teresa's School and Meryfeild School
- 3:00pm Borehamwood Community Choir

[It was noted at the Church's request that this year's Children's Concert would be limited to three schools and 250 tickets.]

Outside All Saints Church

- 3:00pm K's School of Dance
- 3:30pm James Stowell – Local Singer
- 3:45pm Borehamwood Brass
- 4:30pm Switch On by the Town Mayor
- 4:35pm Borehamwood Brass

37. RISK ASSESMENTS

The Committee received and approved the wording of risk assessments prepared by the Entertainments Officer for Fireworks Night, Christmas Coach Trips and The Christmas Lights Switch On.

38. CHRISTMAS COACH TRIPS

Members received a progress report on arrangements for the 2017 Christmas Coach Trips. It was noted that tickets would be on sale from 20 November 2017 and that these would be advertised in the Town Crier publication and on social media.

It was RESOLVED that:

the Christmas coach trip destinations for 2017/18 be Winchester on Monday 11 December 2017 and Canterbury on Thursday 14 December 2017.

39. ENTERTAINMENTS COMMITTEE MEETING DATES

It was RESOLVED that:

the Entertainments Committee meeting taking place on 9 January 2018 be cancelled and replaced with an additional meeting on 8 May 2018.

40. FUTURE EVENTS

The Entertainments officer updated members on the Beacon Lighting event taking place on 11 November 2018 at Woodcock Hill to commemorate the end of the First World War.

Due to the early time of dusk in November it was noted that Borehamwood Brass would perform before the event itself at Fairway Hall then afterwards minibuses would be arraigned to transfer guests to Woodcock Hill for the beacon lighting.

Members also received a proposal from Mrs S Moser (Hertsmere MENCAP) regarding the 'Make a Face' project (an arts and craft initiative for schoolchildren to display pictures on Shenley Road during the Civic Festival) and it was understood that this would be carried out in partnership with the Town Council.

41. COMMITTEE BUDGET 2018/19

Members reviewed the DRAFT 2018/19 Committee Budget.

It was AGREED that:

- (i) a cheque be issued to Elstree Screen Heritage for £3,000 for 2017/18 budget item 150 Years of the Railway Station (coded to 3145/301); and**
- (ii) the Entertainments Committee's Draft Budget 2017/18 be recommended for consideration by the General Management Committee prior to adoption by Council in January 2018 as set out in the report before Members subject to the following additional item:**

- Battle's Over Beacon Lighting - 11th November 2018 £1,000**

42. TOWN CRIER

Members received an update of issue 28.



43. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 14 November 2017.

The meeting closed at 9.00pm.

Date:.....6/2/18..... CHAIRMAN.....P. Struck.....

28

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 6 February 2018** at 7.30pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)
Cllr C Barker (Vice Chairman)
Cllr E Silver (ex-officio)
Cllr V Eni (ex-officio)
Cllr Mrs A Mitchell
Cllr Mrs F Turner
Cllr G Franklin (Substitution)
Cllr C Butchins (Substitutions)

In attendance: N Male (BETTA)
D Salter (Entertainments Officer)

44. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr S Parnell (Other Business) (Cllr C Butchins Substituted) and Cllr A Coleshill (Other Business) (Cllr G Franklin Substituted).

45. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

46. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 17 October 2017 were approved and authorised for signing by the Committee Chairman.

47. TOWN FLAG COMPETITION

Members received a proposal regarding a new Town Flag project (an initiative for residents and school children to enter a design competition via the Town Crier to create a new flag for Elstree and Borehamwood).

It was AGREED that:

a project to design a town flag be approved for submission to Full Council subject to costs being within the 2018/19 budget and competition guidelines being prepared by the Entertainments Officer in consultation with the author of the proposal.

48. PRE FESTIVAL AND CIVIC FESTIVAL 2018

The Entertainments Officer provided Members with an update on arrangements for the 2018 Pre Festival and Civic Festival.

Pre Festival

It was reported that J Amer Amusements would be providing the following fairground rides in the Piazza behind All Saints Church:

Bouncy Castle
Inflatable Slide
Plane Ride

It was suggested that local faith groups be contacted to provide multicultural food stalls.

2018 Civic Festival

Members received an up-to-date rundown of current events taking place during the 2018 Civic Festival.

Saturday 12 May	Pre Festival
Saturday 16 June	Parade
Saturday 16 June	Chamber Orchestra Concert (All Saints Church)
Monday 18 June	BBC Concert Band - Night at the Movies (Allum Hall)
Tuesday 19 June	Schools Performing Arts Day (Allum Hall)
Tuesday 19 June	Chess Night
Wednesday 20 June	Borehamwood's Got Talent (Fairway Hall)
Thursday 21 June	Melrose Allotments Open Day
Friday 22 June	Borehamwood Brass
Saturday 23 June	Festival Park Run
Saturday 23 June	Flower Festival Coffee morning (All Saints)
Sunday 24 June	Civic Service Sunday
Sunday 24 June	Teddy's Trails Festival Walk
Sunday 24 June	Model Railway Display at 96 Shenley Road
Monday 25 June	Flower festival Coffee morning
Wednesday 27 June	Festival Quiz
Thursday 28 June	Schools Art Show at 96
Saturday 30 June	Families Day
Sunday 1 July	Museum Walk

It was AGREED that:

the Chess Club be authorised to use Fairway Hall free of charge for the 2018 Civic Festival Event.

Families Day

Members were shown plans for the new layout for Meadow Park. Due to the uncertainty of the completion date it was agreed to book the arena acts that required a smaller amount of space in the event that the park was not ready on time.

The draft programme for the 2018 Families Day was as follows:

Arena

- 12.00 Air Cadets Marching Band
- 12.10 Ishin-Ryu Jujitsu Display (TBC)
- 12.40 Bob Hogg's Lamb National and Sheepdog Display
- 13.10 Act (TBC)
- 13.40 Hertsmere Academy of Dance (TBC)
- 14.10 K's School of Dance (TBC)
- 14.40 Theatre Club Kids (TBC)
- 15.10 Bob Hogg's Lamb National and Sheepdog Display
- 15.40 Act (TBC)

Walkabouts

- Bubbleologist

Side Activities

- Brighton Punch & Judy
- Bozo and Zizi's Circus Workshop
- St Albans Model Engineering Society Railway
- 2x Fairground Rides
- 1x Giant Slide
- 1x Inflatable Gladiator Game
- 1x Spiderman Bungee Trampoline
- 1x Magical Moonwalk Inflatable
- 1x Bungee Run

49. FUTURE EVENTS

Members received updates on arrangements for the Aldenham Fun Day (18 March 2018).

It was suggested that the Town Council organise a Royal Wedding Screening Event at Fairway Hall on 19 May.

Cllr V Eni put forward a proposal for the Town Council to take part in Black History Week (15 October – 22 October) and to hold a weekend event in Fairway Hall on Saturday 20 October and Sunday 21 October.

It was AGREED that:

the Town Council organise events to take place at Fairway Hall in 2018/19 for Black History Week and the Royal Wedding (to be funded from the New Initiatives budget).

50. CHRISTMAS COACH TRIPS 2017

Members received a report on the 2017 Christmas Coach Trips.

It was AGREED that:

the 2018/19 Coach Trip destinations for Christmas be Winchester and Canterbury.

51. TOWN CRIER

Members received the latest edition (Issue 29).

52. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 6 March 2018.

The meeting closed at 9.00pm.

Date: 6/3/18 CHAIRMAN: P Strank

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENVIRONMENT AND PLANNING COMMITTEE

MINUTES of a meeting held in the Meeting Room of Elstree & Borehamwood Town Council Offices, Fairway Hall, Brook Close, Borehamwood on **Tuesday 28 November 2017** at 7.00pm.

Present: Cllr G Franklin (Chairman) (in the Chair)
Cllr Mrs S Parnell
Cllr C Butchins
Cllr Mrs P Strack
Cllr E Silver

Also Present: Cllr Mrs F Turner (pre-meeting only)

In attendance: S Burton (Hertsmere Borough Council - pre-meeting only)
A Niblett (Hertsmere Borough Council - pre-meeting only)
D Salter - Entertainments Officer (pre-meeting only)
H R O Jones – Town Clerk

Pre-Meeting (6.30-7.00pm)

Members present received a report from Hertsmere Borough Council Officers on proposals to invest s.106 monies into major improvements to Meadow Park. It was noted that the specifications would be put forward so as not to obstruct Town Council events on this site (Fireworks Night and Families Day). Members welcomed the intended enhancement of this area.

32. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

33. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

34. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 26 September 2017 were signed as a true record by the Chairman.

35. PLANNING APPLICATIONS

A total of 68 applications received from the Borough Council were examined, on 49 of which the Committee had no specific objections to make, subject to the views of neighbours.

17/1819/FUL - 9 Grove Road, Borehamwood WD6 5DU

Erection of 2 storey side and rear extension to facilitate conversion of single dwelling to 2 self-contained flats (1x2 bed and 1 x 3 bed) with access and parking (revised application)

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee considered the application to be overdevelopment and commented that family sized dwellings (3 to 4 bedroom) were needed in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/1912/FUL - 2 Furzehill Road, Borehamwood WD6 2DF

Demolition of existing detached dwelling and erection of replacement apartment block comprising 1 x 2 bed and 3 x 3 bed flats with basement car park, cycle store and associated landscaping

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee considered the application to be overdevelopment .

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/0947/FUL - Land at Borehamwood Shopping Park, Theobald Street, B/Wood

Erection of 3 commercial units for a flexible use within classes A1/A3, creation of new car parking spaces and associated works

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee raised concerns about the adequacy of parking provision.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/1950/FUL - Crown Road Garages, Crown Road, Borehamwood

Erection of 18 x 2 bed units and 10 x 1 bed units with associated parking, cycle storage, refuse storage and landscaping in 2 storey modular units for people with urgent housing need

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee applauded Hertsmere Borough Council's intention to reach out to vulnerable sections of the community and to provide housing for those most in need. It was felt that the specifications of the proposal might not deliver the desired solution and that more permanent structures/houses would be preferred.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2025/FUL - 172 Balmoral Drive, Borehamwood WD6 2QS

Subdivision of plot to facilitate conversion from 1 semi-detached house to 1 x 1 bed end of terrace and 1 x 3 bed mid terrace dwellings with new access and minor alterations to the front and rear elevations

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee considered the application to be overdevelopment and raised concerns about the adequacy of parking provision.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/1961/FUL - Former Day Care Centre, Grosvenor Road, Borehamwood

Demolition of an existing derelict shelter and unused toilet block to allow the redevelopment of the site to introduce two new-build residential buildings, totalling 15 x 2 bed, 4 person apartments with associated parking spaces

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee considered the application to be overdevelopment and commented that family sized dwellings (3 to 4

bedroom) were needed in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9. Concerns were also raised about traffic congestion.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

[Note: the Town Council had received a petition concerning the above application.]

17/1963/FUL - Car Park rear of 91-125 Shenley Road, Borehamwood

Redevelopment & reconfiguration of car park comprising the erection of a 2/3 storey building adjoining the flank wall of 91-125 Shenley Road on NE elevation) creating 4 flats (1x1 bed, 3x2bed) to include parking/storage/refuse/recycling & cycle storage on ground floor and outdoor amenity space on second floor, installation of new entrance to existing second floor flats & sectional metal gate to Clarendon House car park, accessed via Clarendon Road

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee considered the application to be overdevelopment and commented that family sized dwellings (3 to 4 bedroom) were needed in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2054/HSE - 17 Sinderby Close, Borehamwood WD6 4JZ

Erection of single storey front porch extension, 2 storey side extension, single storey rear extension and front garden wall (retrospective application) (Revised application to 15/1614/HSE,15/0714/HSE, 16/1053/HSE & 16/1651/HSE)

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee commented that retrospective applications were outside the spirit of planning law.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/1938/HSE - 34 Alban Crescent, Borehamwood WD6 5JF

Erection of single storey rear extension (retrospective)

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee commented that retrospective applications were outside the spirit of planning law.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2061/FUL - 4A Shenley Road, Borehamwood WD6 1DR

Change of use of 3 existing flats (class C3) to create 1 x 5 bed house of multiple occupation (class C4)

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee considered the application to be overdevelopment.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2082/HSE - 24 Delius Close, Elstree, WD6 3DW

Creation of front dormer incorporating Juliet balcony

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee reaffirmed its position that front dormer windows should be avoided.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2126/HSE - 37 Alexandra Road, Borehamwood WD6 5PB

Raising the roof height to facilitate conversion of the loft space to habitable accommodation with new front dormer and insertion of roof lights to both side elevations, new pitch roof to rear extension and construction of front porch

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee reaffirmed its position that front dormer windows should be avoided. The Committee felt that the proposals should be in keeping with the street scene.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2099/FUL - 101 Deacons Hill Road, Elstree WD6 3JF

Conversion of existing house to create 3 x 3 bed and 2 x 2 bed flats with part single, part two storey rear extension; conversion of loft to habitable rooms including side and rear dormers and three front roof lights.

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee considered the application to be overdevelopment.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2041/HSE - 65 Crown Road, Borehamwood WD6 5JJ

Erection of a pre-fabricated granny annexe for ancillary residential use to the main dwelling

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee considered the application to be overdevelopment.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2182/HSE - 77 Torworth Road, Borehamwood WD6 4ES

Retrospective application for the retention of a single storey rear extension

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee commented that retrospective applications were outside the spirit of planning law.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/1757/FUL - Crosskeys, Barnet Lane, Elstree

Demolition of existing dwelling and erection of replacement 2 storey detached 5 bed dwelling to include an integral double garage (Revised application following refusal of 17/1757/FUL)

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee applauded the application which worked to meet the desired Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9 for family sized dwellings.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2260/MPO - Borehamwood Shopping Park, Theobald Street, Borehamwood

Application to modify a planning obligation dated 18 August 1986 (to amend clause 9D relating to car parking charges) pursuant to planning application TP/86/0091 for demolition of existing building and erection of class 1 retail development with associated parking pedestrian servicing & landscaped areas inc no more than 60,000 sq ft retail food use

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee raised concerns about the adequacy of parking provision.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2252/FUL - 191 – 195 Shenley Road, Borehamwood

Erection of first floor infill extensions, alterations to existing flats, enclosure of external staircase and creation of an additional 1 bed flat (Revised application following refusal of 17/1477/FUL)

Observation: At its meeting on 28 November 2017 the Environment and Planning considered that there was no reason to alter the refusal decision.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2254/FUL - 33 Gateshead Road, Borehamwood WD6 4NH

Conversion of single family dwelling into 2 x 2 self-contained units (revised application following withdrawal of 17/1795/FUL)

Observation: At its meeting on 28 November 2017 the Environment and Planning Committee considered the application to be overdevelopment and commented that family sized dwellings (3 to 4 bedroom) were needed in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

36. PLANNING DECISIONS

Details were received of decisions by the Borough Council relating to applications on which the Committee had submitted comments.

37. CIL RECEIPTS AND BIDS

It was noted that further clarity on permissible CIL expenditure would be helpful from HBC. The Clerk was in the process of putting together a costed Fairway Hall extension plan at the request of Town Councillors.

PS reported on a meeting with HBC Officers concerning the possibility of the Town Council deploying top sliced (15%) CIL monies to support an NHS hub near HBC offices.

38. ALLOTMENTS

Stapleton Gardens

It was noted that HBC had indicated that s.106 monies (c.£20,000) might be available to assist the Town Council in building the locker shed(s) at Stapleton Gardens and to complete the perimeter fencing and beekeeping area.

Allum Lane

It was RESOLVED that:

the restriction on bonfires (i.e. bonfire season) at Allum Lane Allotment site be removed until further notice due to the rural nature of the site and at the request of consultations between plot holders and the Town Clerk.

39. STREET FURNITURE AND NOTICE BOARDS

Members received the Clerk's update report. It was further noted that discussions were continuing between Rev T Warr and PS and SP regarding the possibility of a suitable Town Council notice board at or near All Saints Church on Shenley Road.

40. LOCAL PLAN: PLANNING FOR GROWTH ISSUES AND OPTIONS

It was RESOLVED that:

The following text be agreed as the Town Council's consultation response to the Local Plan: Planning for Growth Issues and Options:

"...In response to the options set out in the Planning For Growth Local Plan for Hertsmere, the Town Council's preferred choice from those listed would be for the New Garden Village.

The Council would ask that the comments previously submitted at earlier stages of the consultation exercise be taken into account in any final decision making. At its Environment and Planning Committee meetings Members have recognised that, whilst there is a need for development in the area, this should be balanced with the infrastructure capacity, especially with regard to the local transport network, schooling and the provision of quality health services (e.g. GP and dental surgeries). Members also felt that, ideally, some form of ring fencing should take place to help local people find homes near their families.

In order to protect Aldenham Reservoir, the Town Council is of the view that the land on the south side of the Watford Road should be reserved for housing.

The Town Council is also committed to the concept of encouraging family sized dwellings within Hertsmere for the same reasons as mentioned above and applauds the core strategy 2.47 – 2.50; 9.9 – "within Hertsmere there is strong need for family sized affordable housing (3 and 4 bed properties)".

The Town Council would also encourage Hertsmere Borough Council to take special care in ensuring that it seeks to approach more hard to reach groups within the community, including vulnerable adults and those with disabilities..."

41. CLOSE OF MEETING

The Meeting closed at 9.00 pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 16 January 2018 at 7.00 pm in the Meeting Room, Town Council Offices.

Date: 16 1 18

CHAIRMAN.....



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENVIRONMENT AND PLANNING COMMITTEE

MINUTES of a meeting held in the Meeting Room of Elstree & Borehamwood Town Council Offices, Fairway Hall, Brook Close, Borehamwood on **Tuesday 16 January 2018** at 7.00pm.

Present: Cllr G Franklin (Chairman) (in the Chair)

Cllr C Butchins
Cllr V Eni (Substitution)
Cllr Mrs S Parnell
Cllr Mrs P Strack

In attendance: H R O Jones – Town Clerk

42. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr E Silver (Other Business) (Cllr V Eni substituted).

43. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

44. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 28 November 2017 were signed as a true record by the Chairman.

45. PLANNING APPLICATIONS

A total of 45 applications received from the Borough Council were examined, on 36 of which the Committee had no specific objections to make, subject to the views of neighbours.

17/2448/VOC -102 Shenley Road, Borehamwood WD6 1EB

Removal of condition 4 (Restricted Trading Hours) of planning permission TP/07/0620 to enable premises to trade 24 hours a day Monday to Sunday.

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee raised concerns about the possible negative social and health effects of extending gambling provision.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

C2

17/2333/HSE - Scratchwood House, Barnet Lane, Elstree

Two storey front, side and rear extensions, increase in ridge height, new basement and internal remodelling.

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee raised concerns over the potential impact on the water table by basement development.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2344/FUL - Meadow Park, Brook Road, Borehamwood

Installation of new play area & associated footpath to include tree lined greenway route

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee, Members applauded the development of amenity spaces in this area of Borehamwood and noted that assurances had been received that the Town Council Fireworks Display would not be affected.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2349/FUL - 15 Oddesey Road, Borehamwood WD6 5HZ

Proposed attached two storey, 2 bed dwelling house with associated parking and landscaping

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee raised concerns that the application contributed to "infilling".

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2401/FUL - 58 Nicoll Way, Borehamwood WD6 2PS

Conversion of existing dwelling to 2 x 1 bed flats (Revised)

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee raised concerns over the loss of a family home and commented that family sized dwellings (3 to 4 bedroom) were needed in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2352/FUL - Jasmine Court, Whitehouse Avenue, Borehamwood

Conversion of garage and internal alterations at ground floor level to provide additional bedroom & living area to existing flat; second floor extension and internal alterations to create additional 1x1 bed flat; conversion of loft to provide 1x1 bed flat

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee raised concerns over parking and the loss of a family home and commented that family sized dwellings (3 to 4 bedroom) were needed in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9.

[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2475/FUL - Majestic House, 16-18 Shenley Rd, Borehamwood

Demolition of existing building & construction of 4 storey detached building comprising A1 retail at ground floor with residential units above comprising 11 x 1 bed and 3 x 2 bed flats

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee considered the application to be overdevelopment and raised concerns over parking and the loss of a family home

and commented that family sized dwellings (3 to 4 bedroom) were needed in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50; 9.9.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/2498/FUL - Rear Backlot, Elstree Film & TV Studios, Shenley Rd Borehamwood

Temporary permission for a period of up to 10 years for the erection of building facades, associated structure, storage, areas of hard and soft landscaping & associated works, in connection with the existing use of the site for film and tv production

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee welcomed the development of the local film and tv industry.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/2493/OUT - Land off Cowley Hill, Borehamwood

Outline planning application or the provision of a 2 form entry primary school to include access (all other matters reserved)

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee, voting 4 in favour and 1 against, Members approved of the application on the basis that this could protect Maxwell Community Centre (Cllr G Franklin asked for his vote against to be recorded).

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

46. PLANNING DECISIONS

Details were received of decisions by the Borough Council relating to applications on which the Committee had submitted comments.

It was AGREED that:

Hertsmere Borough Council be asked to provide information on what enforcement measures were in place in connection with the following application:

17/1938/HSE	Refuse Permission	34 Alban Crescent, Borehamwood WD6 5JF
		Single storey rear extension (retrospective)

47. CIL RECEIPTS AND BIDS

It was noted that at the time of the meeting Town Council CIL receipts were £318,892.84. It was understood that as yet, no CIL monies had been deployed by Hertsmere Borough Council. Clarification had been sought from the Planning Department concerning CIL related matters.

It was RESOLVED that:

at its meeting on 17 January 2018, Full Council be recommended to approve the following CIL expenditure from the Town Council's receipts of top sliced (15%) monies:

- **£60,000 for match funded project to be arranged by Hertsmere Borough Council for Bowling Green in Aberford Park (artificial surface with "off the street" availability for use).**

48. ALLOTMENTS

Stapleton Gardens

It was noted that whilst Hertsmere Borough Council had indicated that s.106 monies (c.£20,000) might be available to assist the Town Council in building the locker shed(s) at Stapleton Gardens and to complete the perimeter fencing and beekeeping area, no update had as yet been received.

49. STREET FURNITURE AND NOTICE BOARDS

It was AGREED that:

- (i) the notice board proposed at the Brook Road side of the Council's car park be approved for installation (to be in keeping with design of item at Railway Station); and**
- (ii) the Committee be updated on any response from All Saints Church in connection with the possibility of a suitable notice board being installed at that site.**

50. CLOSE OF MEETING

The Meeting closed at 8.30 pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 13 February 2018 at 7.00 pm in the Meeting Room, Town Council Offices.

Date: 13 2 18

CHAIRMAN. 

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 2 November 2017** at 7.00pm

Present:

- Cllr Mrs S Parnell (Chairman in the Chair)
- Cllr Mrs A Mitchell (Vice Chairman)
- Cllr C Butchins
- Cllr G Franklin
- Cllr E Silver (Substitution)
- Cllr Mrs P Strack (Substitution)

In attendance: H R O Jones - Town Clerk

36. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr G Silver (Other Business) (Cllr E Silver substituted) and Cllr S Rubner (Other Business) (Cllr Mrs P Strack substituted).

37. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs S Parnell	39 (g)	Disclosable Pecuniary Interest (DPI)
Cllr Mrs P Strack	39 (d) and (g)	Disclosable Pecuniary Interest (DPI)
Cllr E Silver	39 (g)	Disclosable Pecuniary Interest (DPI)
Cllr C Butchins	39 (d) and (h)	

Members declaring a Disclosable Pecuniary Interest left the room and refrained from taking part in any discussion or decision making processes relating to those items. For the period of the meeting when the matters contained in Minutes 39 (g) were discussed, the Vice Chairman (Cllr Mrs A Mitchell) took the Chair.



38. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 19 October 2017 be approved and authorised for signing by the Committee Chairman.

39. COMMUNITY GRANT APPLICATIONS

It was noted that the remaining available Community Grant Budget (4161/401) for 2017/18 was £8,775.

It was RESOLVED that:

- (i) a third and final tranche of Community Grant applications in 2017/18 would be considered by the Committee on 8 February 2018 with a recommendation to Council at the 14 March 2018 meeting; and**
- (ii) the following Community Grants for 2017/18 be recommended to Full Council on 22 November 2017:**

	Applicant	Purpose of Grant	Amount Sought by organisation in application	Amount Recommended by General Management Committee of 2 November 2017
(a)	TWF Short Film Awards	Awards Ceremony Costs	£750	£200
(b)	Community Hertsmere	IT Equipment	£4,966	£1,000 with recommendation to seek award from Big Local.

(c)	Aldenham Renaissance	Play Equipment	£800	£800
(d)	Elstree & Borehamwood Green Belt Society	Air Quality Contractors	£3,000	Defer to 3rd tranche
(e)	Elstree Productions	Hall Hire, Advertising and Props	£800	£500
(f)	Holy Cross Church	Replacement Boiler	£2,000	nil
(g)	Elstree and Borehamwood Dementia Support Group	Hall Hire and Running Costs	£3,500	£500 plus 12 months 'free use' of Fairway Hall
(h)	Borehamwood and Elstree Synagogue JLEX Project	Costs towards transport and hosting Exhibition	£1,000	£500

40. POLICIES AND PROCEDURES

It was RESOLVED that:

having been reviewed, the following Council Policies and Procedures be readopted and the review period and body be noted:

- (i) Code of Conduct (5 Year Review);**
- (ii) Lone Worker Policy (1 Year Review);**
- (iii) Equality and Diversity Policy (1 Year Review); and**
- (iv) Grants Policy (1 Year Review).**

41. FINANCIAL REPORT

It was RESOLVED that:

- (i) the draft Budget 2018/19 set out in the report before Members be approved for recommendation to Full Council for setting both Budget and Precept at on 17 January 2018 to include:**
 - 4190/401 Budgeted Grant BETTA £1,500 (£500 increase from 17/18)**
 - 4464/404 Town Twinning £1,500 (£500 increase from 17/18)**
- (ii) the Detailed Income and Expenditure Report to 24 October 2017 be received; and**
- (iii) the update report on Council Banking be received.**

42. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that:

under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst terms of an existing contract and staffing matters were discussed.



43. CAR PARK LEASE (HARLEY HOUSE DENTAL PRACTICE)

It was RESOLVED that:

the report on the car park lease with Harley House Dental Practice be received.

44. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

- (i) **the report on outstanding cases/insurance claims be received;**

Training and Work Placements Update

- (ii) **the report on training update (Staff and Members) be received and the work placement positions be noted:**

- **5-9 March 2018 Grounds Staff (Support) - 1 Student**
- **12-16 March 2018 Grounds Staff (Support) - 1 Student; and**

Staffing Matters

- (iii) **the report on issues from the Staff meeting be received.**

45. CLOSE OF MEETING

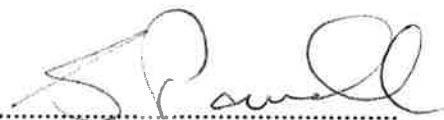
It was noted that the next meeting was scheduled for Thursday 8 February 2018.

The Meeting closed at 8.50 pm.

Date:

8 / 2 / 18

CHAIRMAN.....



ELSTREE AND BOREHAMWOOD TOWN COUNCIL (EBTC)

TRANSPORT FORUM

MINUTES of a meeting held at Fairway Hall, Brook Close, Borehamwood, WD6 5BT on Wednesday 25 October 2017 at 7.00pm

Present:

- Cllr C Butchins (Transport Forum Chairman - EBTC)
- Cllr V Eni (EBTC)
- A Plancey (Hertfordshire County Council)
- D Sullivan (Sullivan Buses)
- C Izzard (Metroline)
- E Aherne-Sime (Metroline)
- PCSO 6344 T J Hainsworth (Hertfordshire Constabulary)
- L Heyman (GTR)
- H Matereke (GTR - Elstree and Borehamwood Station Manager)
- J Cartledge (Resident)
- N Clark (Resident)
- S Alford (EBRA)
- P Ravin (Resident)
- A de Swarte (Resident)
- S Melinek (Residents)
- 2 other residents
- T Malton (Deputy Town Clerk)

[Only those residents wishing their names to be included in the Minutes are recorded above.]

09. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr S Rubner (EBTC- Deputy Chairman), Cllr Mrs S Parnell (EBTC), Cllr G Silver (EBTC), O Dowden MP (Hertsmere MP), A Dismore AM (London Assembly: Barnet and Camden), G Brigden (Hertfordshire County Council), M and C Blake (Residents), R Redman (First Impressions Group) and S Simmonds (Sullivan Buses).

10. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

11. TRANSPORT FORUM MINUTES

The Minutes of the meeting of the Forum held on 5 July 2017 were approved and duly signed as a true record by the Chairman.

CB

12. SIGNAGE

The Transport Forum received a report from J Cartledge in connection with signage problems at the intersection at Hillside and Cardinal Avenues in Borehamwood (photographs attached at APPENDIX A).

He indicated: *"The stop lines, warning triangles and "slow" markings in Hillside Avenue are badly eroded, and approaching drivers may be distracted by the more obvious markings associated with the adjacent speed tables. As it is not immediately clear to drivers using Hillside Avenue that they do not have priority at this crossroads, the situation is potentially hazardous. I believe that, in addition to renewing the carriageway markings, it would be helpful to install "Give Way" signs as well."*

It was noted that the matter had been reported to both Hertfordshire County Council and Hertfordshire Constabulary.

It was AGREED that:

Hertfordshire County Council Highways Department be informed of the Forum's support for renewed/enhanced and markings at the intersection at Hillside and Cardinal Avenues in Borehamwood be reported to Hertfordshire. Cllr A Plancey would make similar representations, and the Forum be kept informed of developments, as appropriate.

13. PARKING MATTERS

The Chairman referred Forum Members to the PetrolPrices.com Ltd publication appended to the agenda, *'1 in 5 car parking spaces wasted due to bad parking'*. It was generally accepted that parking etiquette and instances of nuisance or illegal parking were national problems not peculiar to Elstree and Borehamwood. Particular areas of concern included:

- Parking on grass verges (causing damage);
- Parking on junction corners;
- Use of mobile telephones whilst parking;
- Parking on double and single yellow lines;
- Parking at bus stops/bays;
Vehicles not correctly positioned because bays arranged at right angles to the direction of approach (instead of diagonally) are difficult to manoeuvre into and out of; and
- Insufficient availability of parking spaces (for residents and visitors alike).

It was recognised that parking was likely to continue to be a topic of concern due to the closure of parking facilities locally and the anticipated increase in development.

14. BUS SERVICES IN ELSTREE AND BOREHAMWOOD

C Izzard (Metroline) and D Sullivan (Sullivan Buses) provided reports, indicating that a new timetable was in place for the 306 and 398 services. It was noted that one change to the Uno service 601 took place in September (affecting Journeys between St Albans and Welwyn Garden City).

Information on new Bus Timetables could be found at:

Sullivan' Buses	www.sullivanbuses.co.uk
Metroline	www.metroline.co.uk
Uno	www.unobus.info

Some members of the Forum commented that bus service operators could be made aware of issues for users including:

- Buses leaving stops earlier or later than the advertised departure time;
- Roadwork delays especially at the Barnet bypass with resulting consequences for Borehamwood and road resurfacing affecting the B3 service (a recognised and often reported matter at the Transport Forum);
- Irresponsible parking by parents near schools; and
- Reports that the 107 service had improved were welcomed.

15. TRAFFIC AND ROAD SAFETY REPORT: HERTFORDSHIRE CONSTABULARY

Members the Forum received a report from PCSO 6344 T J Hainsworth (Hertfordshire Constabulary) (a copy of the report is appended to these Minutes at **APPENDIX B**).

Particular areas of concern included:

- irresponsible cycling (especially a long term problem reported in Hillside ward);
- road traffic collisions – particularly in Hillside and Kenilworth wards including:
 - damage only
 - suspected injury
 - road offence
 - vehicle nuisance or inappropriate use;
- School run traffic congestion; and

- congestion at Elstree and Borehamwood railway station roundabout (junction of Shenley Road and Allum Lane).

16. TRAIN SERVICES

The Forum received a report from L Heyman (GTR) (copy of slides attached at **APPENDIX C**) who introduced Mr H Matereke as the recently-appointed Elstree and Borehamwood station manager. The Forum welcomed Mr Matereke to the community.

Matters raised in response to the report included:

- Trains 'overshooting' platforms at Elstree and Borehamwood station;
- Last minute track changes at West Hampstead with no prior warning or announcements and associated consequences for passengers further north;
- Un-discernible signage on platforms; and
- Insufficient ticket machine information re concessionary fares.

L Heyman agreed to note the concerns and report back to colleagues, where appropriate. It was also reported that improvements to the ticket hall experience for passengers were scheduled to be completed by March 2019. J Cartledge observed that the station had had six footbridges and four ticket halls in its existence.

17. 150 YEARS OF ELSTREE AND BOREHAMWOOD RAILWAY STATION

The Transport Forum received a report from J Cartledge deputising for R Redman of "All Change" on plans to mark the 150th anniversary of the opening of Elstree and Borehamwood railway station (Photographs attached at **APPENDIX D**). Some of the salient points made were:

- The "All Change" group (a partnership between First Impressions and Elstree and Borehamwood Museum put forward the proposal that 150 years of railway services should be marked locally in some way;
- 'All Change' had received a substantial grant from the National Lottery fund to finance an exhibition project (with an additional £3,000 being budgeted for a Festival Event by Elstree and Borehamwood Town Council);

- The display at the museum would include interesting artefacts and images relating to the history and evolution of the station and recorded talks by past and present users and employees;
- Other events planned included school visits, film shows and a guided walk;
- The Bedford to London line opened on 13 July 1868 triggering the rapid development of the town and the transformation of the local economy;
- A major partner in "All Change" is "Elstree Screen Heritage" which raises the awareness of the history of the TV and film studios in the town whose presence was originally due in part to its ease of rail access from London.
- 'Elstree Screen Heritage' is responsible for the film-related enhancement that can be seen at the station and in the town, including the station planters and, station benches, photo images mural, high street plaques and banners. The maintenance of the plaques is the responsibility of the Town Council); and
- The project should also raise awareness of the interaction between town TV/films and the railway station.

Anyone who would like to contribute in any way should contact R Redman as soon as possible.

18. OPEN SESSION

[For clarity and context, questions raised in the Open Session but relating to other agenda items are recorded in the text of the relevant minute above].

Depression in Station Road

Responding to an observation by C Izzard (Metroline), the Forum noted that a depression in the road surface near the railway station continued to be problematic for vehicle drivers especially buses.

It was AGREED that:

A Plancey (Hertfordshire County Council) would be requested to notify the Highways Department of the forum's concern in relation to the depression on Station Road by Elstree and Borehamwood Railway station.

Traffic Lights Exiting Tesco's Store, Borehamwood

S Alford (EBRA) observed that the management of the traffic lights at the Tesco' store in Borehamwood did not appear to be the most efficient insofar as exit times for vehicles were unduly long. The issue had been raised previously by the Forum but the site was in Tesco's control and there was no obligation for the road markings and lights to conform with those that would be permitted on a public highway.

19. CLOSURE AND DATE OF NEXT MEETING

The meeting closed at 9.00pm.

It was noted that the next meeting was scheduled for Wednesday 21 February 2018 at 7.00pm at Fairway Hall, Brook Close, Borehamwood, WD6 5BT.

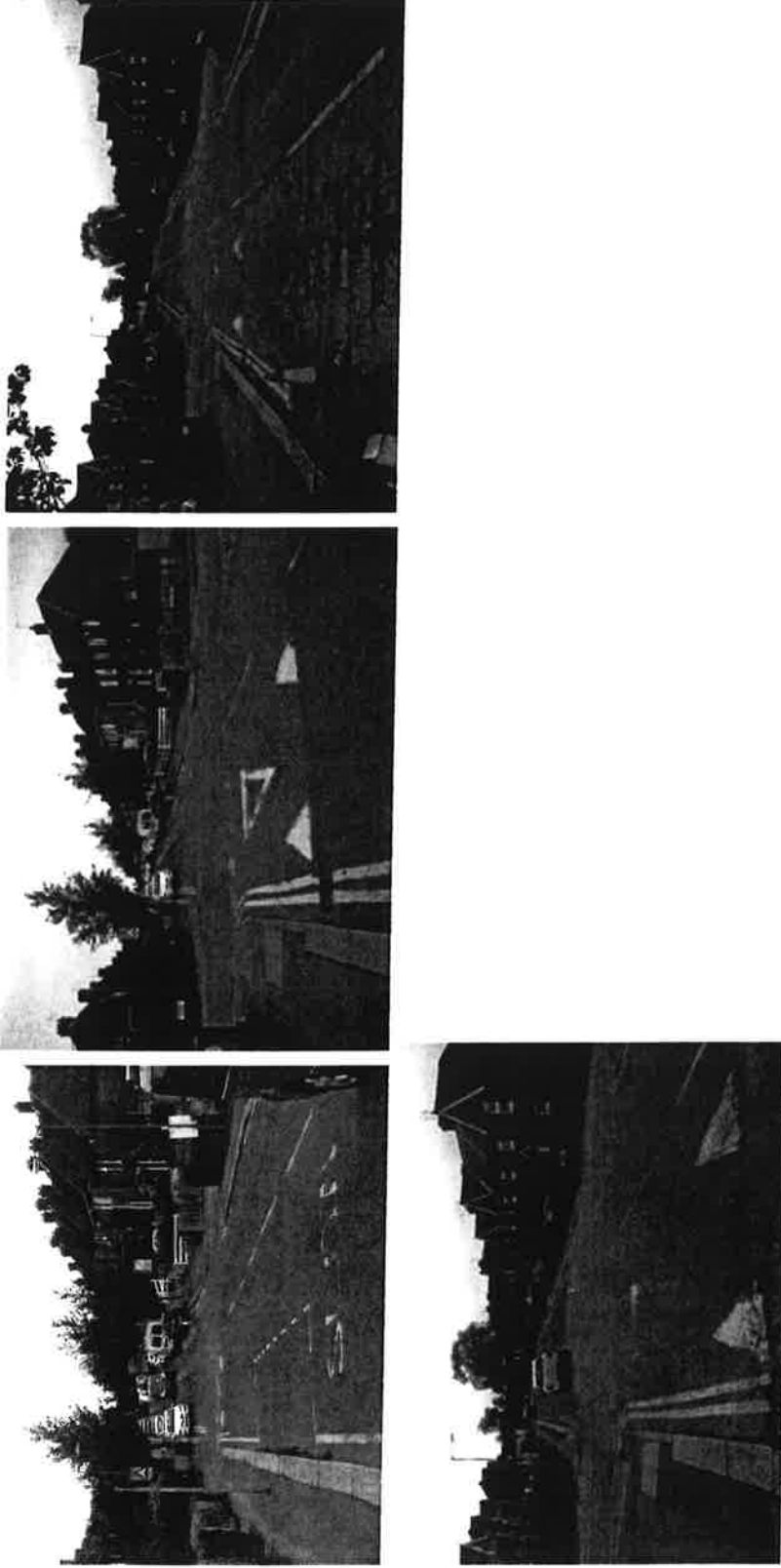
Date: 21/02/2018 CHAIRMAN 

CB

Transport Forum 25 October 2017

Minute 12 - SIGNAGE

Issues at Hillside / Cardinal Avenues



APPENDIX B

ELSTREE & BOREHAMWOOD TOWN COUNCIL

TRANSPORT AND ROAD SAFETY FORUM WEDNESDAY 25 OCTOBER 2017

The following is a summary of the number of incidents reported for six consecutive two month periods under the following headings. All of these categories include all types of vehicle, including bicycles:

- Road Traffic Collision, Damage Only
- Road Traffic Incident, Suspected Injury
- Road Offence
- Vehicle Nuisance Or Inappropriate Use

Road Traffic Collision, Damage Only

Ward	01.03.2016 30.04.2016	01.05.2016 30.06.2016	01.07.2016 31.08.2016	01.09.2016 31.10.2016	01.11.2016 31.12.2016	01.01.2017 28.02.2017	Totals
Elstree	2	2	3	4	6	10	27
Brookmeadow	6	3	5	4	7	11	36
Cowley Hill	1	4	0	7	6	3	21
Hillside	7	7	9	9	8	17	57
Kenilworth	7	6	8	9	10	9	49
Totals	23	22	25	33	37	50	190

Ward	01.03.2017 30.04.2017	01.05.2017 30.06.2017	01.07.2017 31.08.2017	01.09.2017 22.10.2017	01.11.2017 31.12.2017	01.01.2018 28.02.2018	Totals
Elstree	1	5	7	7			
Brookmeadow	3	4	2	5			
Cowley Hill	1	3	1	4			
Hillside	9	9	12	9			
Kenilworth	7	4	9	4			
Totals	21	25	31	29			

Road Traffic Incident, Suspected Injury

Ward	01.03.2016 30.04.2016	01.05.2016 30.06.2016	01.07.2016 31.08.2016	01.09.2016 31.10.2016	01.11.2016 31.12.2016	01.01.2017 28.02.2017	Totals
Elstree	7	5	0	4	6	4	26
Brookmeadow	3	0	2	1	5	3	14
Cowley Hill	2	1	2	1	2	2	10
Hillside	8	5	6	7	3	1	30
Kenilworth	3	1	7	11	5	3	30
Totals	23	12	17	24	21	13	110

Ward	01.03.2017 30.04.2017	01.05.2017 30.06.2017	01.07.2017 31.08.2017	01.09.2017 22.10.2017	01.11.2017 31.12.2017	01.01.2018 28.02.2018	Totals
Elstree	2	1	2	2			
Brookmeadow	1	1	4	6			
Cowley Hill	1	1	5	3			
Hillside	4	7	3	1			
Kenilworth	2	3	0	4			
Totals	10	13	14	16			

Road Offence

Ward	01.03.2016 30.04.2016	01.05.2016 30.06.2016	01.07.2016 31.08.2016	01.09.2016 31.10.2016	01.11.2016 31.12.2016	01.01.2017 28.02.2017	Totals
Elstree	5	9	5	8	8	2	37
Brookmeadow	3	4	7	3	9	8	34
Cowley Hill	5	7	3	1	4	3	23
Hillside	11	11	11	10	11	15	69
Kenilworth	6	7	8	11	11	7	50
Totals	30	38	34	33	43	35	213

Ward	01.03.2017 30.04.2017	01.05.2017 30.06.2017	01.07.2017 31.08.2017	01.09.2017 22.10.2017	01.11.2017 31.12.2017	01.01.2018 28.02.2018	Totals
Elstree	3	5	3	4			
Brookmeadow	8	9	3	5			
Cowley Hill	2	10	4	5			
Hillside	16	10	11	10			
Kenilworth	13	7	9	3			
Totals	42	41	30	27			

Vehicle Nuisance Or Inappropriate Use

Ward	01.03.2016 30.04.2016	01.05.2016 30.06.2016	01.07.2016 31.08.2016	01.09.2016 31.10.2016	01.11.2016 31.12.2016	01.01.2017 28.02.2017	Totals
Elstree	3	2	4	3	5	3	20
Brookmeadow	7	8	14	7	6	14	56
Cowley Hill	12	14	6	5	7	7	51
Hillside	23	19	11	21	13	19	106
Kenilworth	10	11	7	8	5	7	48
Totals	55	54	42	44	36	50	281

Ward	01.03.2017 30.04.2017	01.05.2017 30.06.2017	01.07.2017 31.08.2017	01.09.2017 22.10.2017	01.11.2017 31.12.2017	01.01.2018 07.02.2018	Totals
Elstree	4	2	2	2			
Brookmeadow	10	20	8	7			
Cowley Hill	12	14	17	6			
Hillside	26	24	15	10			
Kenilworth	9	10	4	0			
Totals	61	70	46	25			

CB

Govia Thameslink Railway (GTR)

Elstree & Borehamwood Town Council Transport Forum

Larry Heyman, Local Development Manager, Thameslink and Great Northern
Hilton Matereke, Station Manager

25 October 2017

1



ThamesLink/

Our unique contract

- All farebox revenue is passed to the DfT, who determine the level of all fares increases
- All performance income from Network Rail is passed to the DfT
- The DfT funds all payments against Delay Repay claims but GTR funds the necessary administration costs
- GTR receives a payment from the DfT for running the franchise.
- The payment varies and depends on performance against Service Delivery, Customer Experience and Ticketless Travel benchmarks

2



ThamesLink/

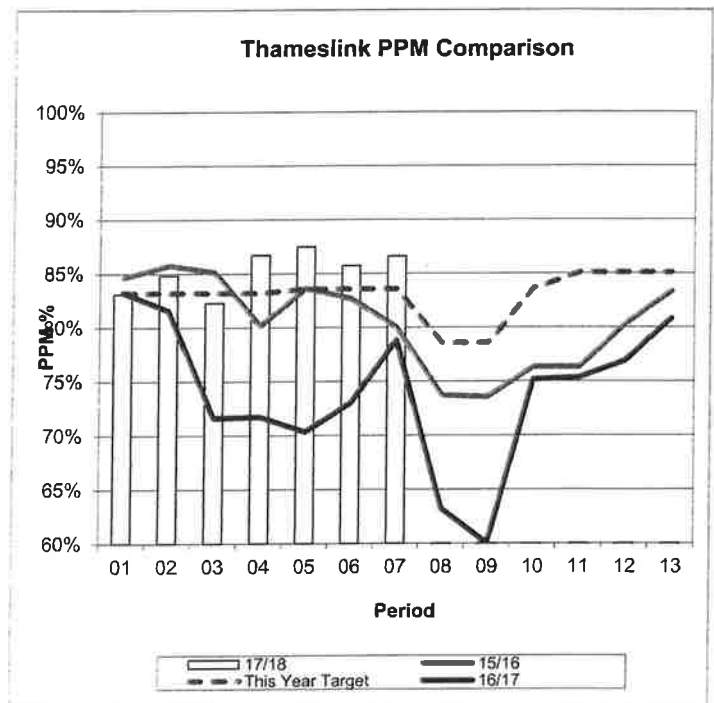
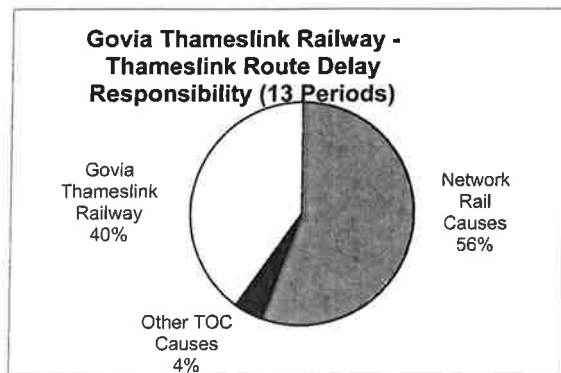
Performance – Thameslink- Period 7

Public performance measure (PPM)

86.6% PPM (17 September to 14 October)

Main incidents affecting performance

- 23 Sept: Track circuit failure near Balcombe tunnel – 960 delay mins and 43 cancellations
- 2 Oct: Track defect near Stoats Nest Jn – 340 delay mins and 10 cancellations
- 2 Oct: Suspect package at East Croydon – 700 delay mins and 42 cancellations



GN
GATWICK EXPRESS

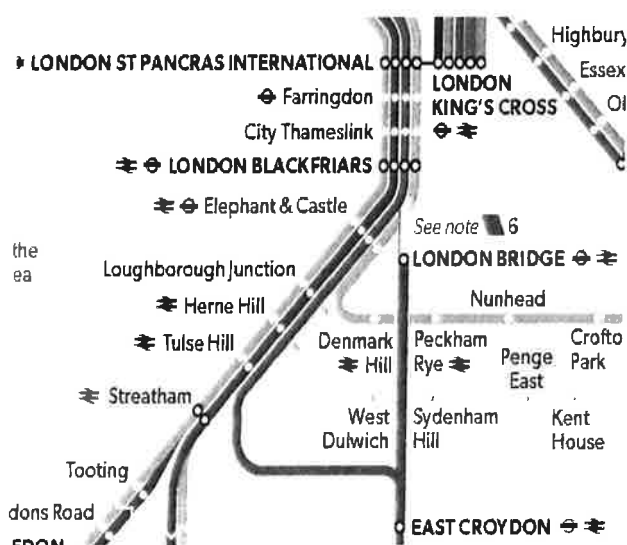
Great Northern

SOUTHERN

ThamesLink/

3

London Bridge impact on performance



- Since 20 December 2014 the Thameslink cross-London route through London Bridge has been closed to allow the station to be rebuilt
- It will reopen to cross-London Thameslink services in May 2018
- Since December 2014 all trains to and from the Brighton Main Line have to go via the heavily congested route through Herne Hill and Tulse Hill
- The impact of any performance issues on the Brighton Main Line on the Public Performance Measure (PPM) was greatly underestimated by the DfT and Network Rail.

GN
GATWICK EXPRESS

Great Northern

SOUTHERN

ThamesLink/

4

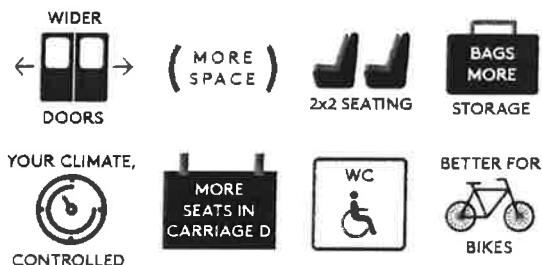
CB

Siemens Class 700 trains

- 115 fixed formation trains on order – 55 x 12-car and 60 x 8-car, built and maintained by Siemens
- 56 units (16 x 12-car and 40 x 8-car) currently in traffic
- Since 18 September the entire Thameslink fleet has been composed of the Class 700s
- The DfT have agreed that Wi-Fi and seat back tables will be installed.
- Reliability has improved in recent months but is still not where it should be. Following successful testing of the latest software download, it is now being rolled out to all units in the expectation that there should be a rapid improvement in performance. This will be measured by a reduction in technical failures and a resolution of issues with the air conditioning on some peak services.



Key features



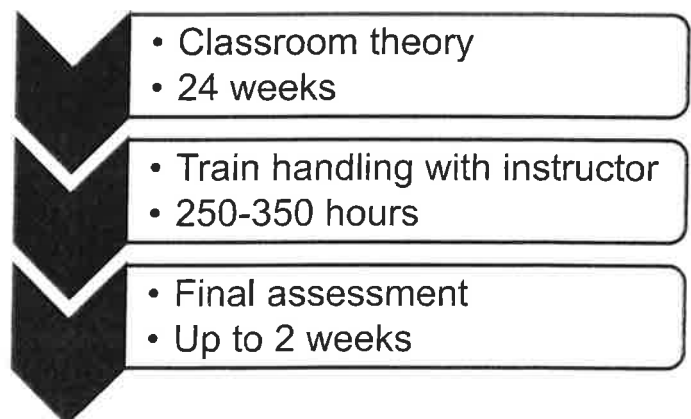
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ThamesLink/

Thameslink driver recruitment and training

Date	Qualified drivers	Trainee drivers	Driver Target
Jan-15	327	18	356
May-15	327	59	366
Dec-15	330	83	371
May-16	343	96	371
Aug-16	354	91	371
Dec-16	370	134	390
31-Jan-17	369	148	390
14-Mar-17	372	159	390
17-Apr-17	374	183	390
08-Jun-17	384	180	390
04-Jul-17	389	168	390
06-Sep-17	398	171	390



It takes 12-14 months to train a driver from scratch

6



ThamesLink/

CB

Modernising the south east rail network

- Most congested railway in the UK
- Doubling on passenger journeys in the last 16 years
- We are transforming and future proofing the busiest part of the UK network
- Halfway through our challenge to modernise & enhance rail experience across four interconnected networks
- New trains, UK's biggest ever driver recruitment programme, joint working with Network Rail to realise benefits of infrastructure investment
- Investing in new technology and trains to improve performance
- Modernising working practices to improve customer experience



7

GN
GATWICK EXPRESS

Great Northern

SOUTHERN

ThamesLink/

Gibb review

- Chris Gibb's review assessed the performance on the Southern network
- It was commissioned by DfT
- It makes clear that industrial action was the most significant reason for disruption
 - It also recognised many long standing issues re maintenance, timetable & rapid growth
 - Relevant recommendations are now being implemented (e.g. the allocation of £300m and longer overnight access to the infrastructure for Network Rail)
- Chris Gibb now heads the Industry Readiness Board for 2018



Changes to improve the performance of the Southern network and train services, and restore passenger confidence

An independent report by Chris Gibb
28th December, 2018

Contents

1	Review of Southern Rail Network and other related issues
2	Appendix 1 – Background information
3	Appendix 2 – The Plan
4	Appendix 3 – The Overnight Railway
5	Appendix 4 – Review of GTR's routes
6	Appendix 5 – Modernising the Lockfield line
7	Appendix 6 – Future Commercial Strategy for GTR
8	Appendix 7 – Objectives, outcomes and Performance Metrics
9	Appendix 8 – Thameslink 2019 Industry Readiness Board
10	Appendix 9 – Recommendations regarding the GTR franchise agreement
11	Appendix 10 – The status of the £23m NR fund to tackle problems on the line
12	Appendix 11 – List of recommendations contained in the Review

8

GN
GATWICK EXPRESS

Great Northern

SOUTHERN

ThamesLink/

CB

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

YOUTH COUNCIL MINUTES of a meeting held at, Fairway Hall, Brook Close on Wednesday 29 November 2017

Youth Councillors present: YC Ikenna Eni (Vice Chair in the Chair)
YC Rahma Hayat
YC Raisa Hayat
YC Habibah Islam
YC Olivia Favids
YC Joel Berman
YC Noah Arazi
YC Gabriella Jessup
YC Nabrisa Badu
YC Ara Caetano
YC Greta Galiero
YC Daniel Saleh
YC Harry Shorrick
YC Noah Grose

In Attendance: T Malton – Deputy Clerk (YC Secretary)
Cllr C Barker

Also present: P Ambler – YC Hertfordshire

19. WELCOME AND INTRODUCTION

Youth Council Secretary T Malton welcomed three new members to the Youth Council.

20. ELECTION OF YOUTH COUNCIL CHAIRMAN

A vote was taken by showing of hands that resulted in 7 votes in favour of Youth Councillor Rahma Hayat being elected Chairman of the Youth Council.

It was RESOLVED that:

- (i) **Youth Councillor Rahma Hayat be elected Youth council Chairman of the Youth Council for the ensuing Year November 2017/18 to November 2018/19**

In her incoming announcement, the Youth Council Chairman stated: *“I would like to thank you all for selecting me to be Chairman of the Youth Council for the coming year and I look forward to working with you all.*

21. ELECTION OF THE YOUTH COUNCIL VICE CHAIRMAN

A vote was taken by showing of hands that resulted in 6 votes in favour of Youth Councillor Habibah Islam being elected Vice Chairman of the Youth Council.

It was RESOLVED that:

RH

- (i) **Youth Councillor Habibah Islam be elected Youth council Vice Chairman of the Youth Council for the ensuing Year November 2017/18 to November 2018/19**

22. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received by Cllr Mrs S Parnell (other business), L Altberg (other business), YC Sasha Cohen (School Commitment), YC Tomisin Osibona (School Commitment), YC Adam Duke (Other Business), YC Kaila Maze (Other Business), YC Dovid Goldstein (Other Business).

23. DECLARATIONS OF INTEREST

There were none.

24. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Youth Council held on 27 September 2017 were approved and authorised for signing by the Youth Council Chairman Rahma Hayat.

25. WORKING GROUP REPORTS

It was noted that new member of the Youth Council Simran Shah would be in attendance during all three working group sessions.

• CHARITY WORKING GROUP (Urban Angels and MENCAP)

Chairman	YC Raisa Hayat	(Present)
Vice-Chairman	YC Tomisin Osibona	(Absent)
YC Councillor (1)	YC Sasha Cohen	(Absent)
YC Councillor (2)	YC Kaila Maize	(Absent)
YC Councillor (3)	YC Sammi Patnick	(Absent)
YC Councillor (4)	YC Rahma Hayat	(Absent)
YC Councillor (5)	YC Habibah Islam	(Present)

It was reported that further quotes would be sought to place the 'Urban Angels' logo on the tie dye t shirts before they would be sold with expenditure met from the Youth Council budget (4666/406).

It was AGREED that:

- (i) Leanne Altberg would be seeking cost effective quotes for the 'Urban Angels' t shirts; and**
- (ii) expenditure for above project be taken referred to meeting of Youth Council on 7 February.**

• **ENVIRONMENT WORKING GROUP**

Chairman	YC Ikenna Eni	(Absent)
Vice-Chairman	YC Joel Berman	(Present)
YC Councillor (1)	YC Noah Grose	(Absent)
YC Councillor (2)	Vacancy	
YC Councillor (3)	Vacancy	
YC Councillor (4)	Vacancy	

It was noted that there had been no action or report from members of the 'Environment Working Group'. It was agreed that ideas for the future development of the group would be discussed at future meetings.

• **RAILWAY STATION 150TH ANNIVERSARY**

Chairman	YC Adam Duke	(Absent)
Vice-Chairman	YC Gabriella Jessup	(Present)
YC Councillor (1)	YC Dovid Goldstein	(Absent)
YC Councillor (2)	YC Noah Arazi	(Present)
YC Councillor (3)	Vacancy	
YC Councillor (4)	Vacancy	

It was reported that Mr R Redman (Elstree Screen Heritage – First Impressions) had been in attendance at the working group meeting on 17 January 2018 with the following report:

The Railway station is to be decorated with banners and murals because of the importance of railway. Railway brought in films, as they would not have existed without the train lines.

To commemorate the important anniversary, there is a logo with the train coming out of the '150th' sign, using the official colours. This will be advertised in the Town Crier, on the Front Page. The article will cover the exhibition, the change the trains have brought and the film made for the occasion. The information on the exhibition will also be available in leaflets for primary schools.

An exhibition of the Railway will be held on the second floor of 96 Library. The exhibition will premiere at 6:30pm on Monday 22nd for exclusive viewing.

At 12:00 on Tuesday 23rd, the free exhibition is open to the public. The exhibition will be open until July 21st. The project will be financed by Heritage Fund.

The Library space will be divided into little rooms and they have built walls to maximise the 'shoebox', with a recreated railway station inside the museum, made by a professional artist called Mike. There will be an exciting selfie opportunity for guests.

There are speakers including 94 year old ex drivers from age 17 at 1940, to the people who work at the station will share their stories in the film. The film was made by students at the technical school.

There will be archives to share the exhibition. The exhibition is the centre of all the projects. They will be selling souvenirs at exhibition four days a week. They will possibly collaborate with Mark Cohen's company in St Pancras, to sell their merchandise. They are finalising the target market and pricing for these souvenirs.

On June 24th, the civic festival day will consist of organising screenings of the Murder on the Orient Express Original and Railway Children's.

The anniversary of the station is on 13th July, and is being held 15th July. There will be special guests including a brass band, costumes, celebration and a Cream Tea after. There be floats and costumes and special entertainment to commemorate the event, which belongs to the community.

Mr Redman requested some volunteers from the Youth Council and in particular the Railway Working Group with the Following:

- **Acting as “meeters and greeters” at film screenings**
“The Railway Children” (#96, PM, 27th May)
“Murder on the Orient Express” (#96, PM, 3rd June)
- **Acting as “meeters and greeters” at model railway displays**
To be held at #96 on 24th June and possibly 21st April
- **Handing out flyers to local shops**
Doubtless there will be additional opportunities, such as writing articles about the 150th anniversary for the “Town Crier”.

It was noted that Mr Redman would be in attendance at the next full Youth Council meeting on 7 February 2018.

24

Peter Ambler of YC Hertfordshire gave an update report on the programmes delivered to the Youth of Hertfordshire in particular:

- DofE Award @ 96 Shenley Road
- Project: 96 Girls Group - (sports, skills building, Cooking and art) Thursday night's 7-9pm for 13 to 19 year olds. @ 96 Shenley Road
- Fridays @ 96 – Boys and Girls ((sports, skills building, Cooking and art) Friday Night's 7 – 9pm @ 96 Shenley Road
- Boxing @ Brookside boys Club for boys and Girls Wednesday's 6.30- 7.30pm for 14 to 19 year olds.

27. CLOSURE

The meeting closed at 7.45

The next meeting date was noted as scheduled for **Wednesday 7 February 2018.**

Date: 7/2/2018

Chair: ~~HCOZ~~

AGENDA ITEM 8

Elstree and Borehamwood Town Council

2017/18

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
390	800089	AMC Computer Supplies Ltd	Government On-Line Licence	£716.40	£119.40	1439/104	LGA 1972 s. 111
391	800090	Angel Springs Ltd	Water Cooler bottle	£8.34	£1.39	1410/104	LGA 1972 s. 111
392	800091	Borehamwood Brass Band	All Saints Church 26/12/2017	£150.00	£0.00	4847/408	LGA 1972 s. 145
393	800092	British Red Cross Society	First Aiders 26/12/2017	£297.00	£49.50	3143/301	LGA 1972 s. 145
394	800093	Capel Manor College	x 1 Staff Chainsaw Training	£527.00	£0.00	1407/104	LGA 1972 s. 111
395	800094	First Class Business Solutions	Photocopier Costs	£82.94	£13.82	1438/104	LGA 1972 s. 111
396	800095	Hearns Coaches Ltd	School Swimming Programme Dec 17	£2,100.00	£0.00	4363/403	LGA (MP) 1976 s. 19
397	800096	Hertfordshire County Council	Hall / Office Supplies	£268.39	£44.73	1422/104,1616,106	LGA 1972 s. 111
398	800097	Hertfordshire County Council	Payroll: Superannuation January 2018	£4,636.93	£0.00	1301/103,1303/103	LGA 1972 s. 112 (2)
399	800098	HMRC	Payroll: Tax & NI January 2018	£4,799.15	£0.00	1301/103,1302/103	LGA 1948 s. 112 (2)
400	800099	Ironwood Flooring Services Ltd	Fairway Hall Floor Maintenance	£1,440.00	£240.00	1640/106	LGA 1972 s. 111
401	800100	R Jarvis	Weekend Hall Cover 5-7 Jan 18	£112.80	£0.00	1602/106	LGA 1972 s. 111
402	800101	Lamps & Tubes Illuminations Ltd	Christmas Lights 2017	£13,224.00	£2,204.00	4846/408,4868,408	LGA 1972 s. 145
403	DD15/1/18	METRO Bank	Payroll: January 2018	£10,786.88	£0.00	1301/103	LGA 1972 s. 112 (2)
404	800102	Cash	Petty Cash Top Up	£237.72	£0.00	Transfer 1-3	LGA 1972 s. 111
405	DD8/1/18	Right Fuelcard Company	Fuel Drawing Fee	£0.67	£0.11	2944/209	LGA 1972 s. 111
406	800103	Purchase Power	Franking Machine Postage	£347.70	£57.95	1421/104	LGA 1972 s. 111
			Total Amounts	£39,735.92	£2,730.90		

[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]

Councillor

Finance Officer



..... Responsible Finance Officer

Confirmed Approved Signed by Council on

14/3/18

[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-Jan-18

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
407	800104	"The Automobile Association"	AA Breakdown Repair	£323.90	£0.00	2943/209	LGA 1972 s. 111
408	800105	AMC Communications	Sound System 26/11/2017	£50.00	£0.00	3142/301	LGA 1972 s. 145
409	800106	Auditing Solutions Ltd	Internal Audit 134/11/17 (Interim 17/18)	£504.00	£84.00	1457/104	LGA 1972 s. 111
410	800107	J Cox	x2 Advertisement Posters	£50.00	£0.00	3125/301	LGA 1972 s. 145
411	100108	First Class Business Solutions	Photocopier Costs	£47.41	£7.90	1438/104	LGA 1972 s. 111
412	100109	Greenbarnes Ltd	Signwriting Strip for Allotment Board	£92.18	£15.36	2647/206	LGA 1972 s. 111
413	800110	"Hertsmere Borough Council"	Match Funded Bowling Green	£60,000.00	£0.00	546	LGA (MP) 1976 s. 19
414	800111	Hertsmere Leisure	Kitchen & Hall Hire 26/11/17	£385.00	£0.00	3241/302,3127/301	LGA 1972 s. 145
415	800112	Lamps & Tubes Illuminations Ltd	Various Christmas Lighting Items	£2,926.74	£487.79	4846/408,4870/408	LGA 1972 s. 145
416	800113	A Nicodemus (Reimbursement)	Tools / Petrol Leaf Blower	£333.87	£45.87	1427/104,2116/201	LGA 1948 s. 111
417	800114	Silvernag Computer Services	IT Support	£157.50	£0.00	1439/104	LGA 1948 s. 111
			Total Amounts	£64,870.60	£640.92		

 Councillor

 Councillor

 Finance Officer

 Responsible Finance Officer

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[Open Spaces Act]

30-Jan-18

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
418	800115	AAI Security Systems	Alarm Systems Maintenance to Dec 18	£46.80	£7.80	1637/106	LGA 1972 s. 111
419	800116	Affinity for Business	Stapleton Allotments	£17.29	£2.88	3142/301	SHAA 1908 s. 23
420	800117	Angel Springs Ltd	Water Cooler Rental	£24.82	£4.14	1410/104	LGA 1972 s. 111
421	DD9/2/18	BNP Paribas	Photocopier Rental	£485.51	£80.92	1438/104	LGA 1972 s. 111
422	800118	Cardiac Science	Replacement Defib Pads	£43.14	£7.19	1415/104	LGA 1972 s. 111
423	800119	Greenbarnes Ltd	Car Park Notice Board	£3,079.26	£513.21	2647/206	LGA 1972 s. 142
424	800120	Hearns Coaches Ltd	School Swimming Programme Jan 18	£3,225.00	£0.00	4363/403	LGA (MP) 1976 s. 19
425	800121	Hertfordshire County Council	Payroll: Tax & NI February 2018	£4,629.90	£0.00	1301/103,1303/103	LGA 1972 s. 112 (2)
426	800122	HMRC	Payroll: Superannuation February 2018	£4,791.52	£0.00	1301/103,1302/103	LGA 1972 s. 112 (2)
427	800123	R Jarvis	Weekend Hall Cover 3/4/Feb 18	£65.80	£0.00	1602/106	LGA 1972 s. 111
428	800124	Kenilworth Primary School	15% Swimming Contribution	£207.90	£0.00	4363/403	LGA (MP) 1976 s. 19
429	DD13/2/18	METRO Bank Fast Payments	Payroll: February 2018	£10,769.17	£0.00	1301/103	LGA 1972 s. 112 (2)
430	800125	A Nicodemus (Reimbursement)	Transit Van MOT	£51.20	£0.20	2943/209	LGA 1972 s. 111
431	800126	A Nicodemus (Reimbursement)	Allotment Trophies/x10 Padlocks/Safety Clothing	£234.77	£39.11	1415/104,2126/201,211	SHAA 1908 s. 23
432	800127	Parkside Community Primary School	15% Swimming Contribution	£75.60	£0.00	4363/403	LGA (MP) 1976 s. 19
433	800128	Cash	Petty Cash Top Up	£267.94	£0.00	Transfer	LGA 1972 s. 111
434	DD12/2/18	Right Fuelcard Company	Vehicle Drawing Fee	£0.67	£0.11	2944/209	LGA 1972 s. 111
435	DD19/2/18	Right Fuelcard Company	Vehicle Fuel	£44.59	£7.43	2944/209	LGA 1972 s. 111
436	800129	Saffron Green Primary School	15% Swimming Contribution	£75.60	£0.00	4363/403	LGA (MP) 1976 s. 19
437	DD17/2/18	Total Gas & Power	Gas Office Supply 31/12/17 to 31/1/18	£333.85	£15.90	1614/106	LGA 1972 s. 111
438	DD17/2/18	Total Gas & Power	Gas Hall Supply 31/12/17 to 31/1/18	£1,281.07	£61.01	1614/106	LGA 1972 s. 111
439	DD20/2/18	Total Gas & Power	Elec Hall Supply 1/1/17 to 31/1/18	£407.25	£19.39	1613/106	LGA 1972 s. 111
440	800130	Travis Perkins	Planned Timber	£26.95	£4.49	1637/106	LGA 1972 s. 111
			Total Amounts	£30,185.60	£763.78		

estimate


Councillor


Councillor


Finance Officer


Responsible Finance Officer

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14-Feb-18