

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 28 November 2018 at 7.30 pm.

[Meeting Open to Press and Public (Items 1 to 9)]

All Town Councillors are hereby summoned to attend.

Signed: _____

H R O Jones
Town Clerk
20 November 2018

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

Equality Act 2010: The general public sector equality duty places an obligation on a wide range of public bodies (including Town and Parish Councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Religion or Belief	Disability
Sex	Gender Reassignment
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings: The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public. Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

Distribution List:

Town Council Members:

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

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

1. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, apologies for absence have been received from Cllr A Coleshill (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 **5 September 2018**.

- attached
4. **Outside Bodies:** To receive reports from Members serving on Outside Bodies as follows:
 - **Fairway Hall** Town Clerk
 - **Leeming/Aycliffe Big Local Advisory Panel (2 Ward Members)**

Councillor (1)	Cllr G Franklin – Cowley Hill
Councillor (2)	Cllr S Rubner – Brookmeadow
 - **Elstree & Borehamwood Museum Group (1)**

Councillor (1)	Cllr E Silver
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 - **Borehamwood and Elstree Twin Town Association (1)**

Councillor (1)	Cllr P Strack
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 - **Elstree, Borehamwood and District Community Association (2)**

Councillor (1)	Cllr S Parnell
Councillor (2)	Cllr P Strack
 - **Hertsmere MENCAP (1)**

Councillor (1)	Cllr V Eni
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- **Community Hertsmere (1 Member, 1 Standing Deputy)**

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

- **Aldenham Country Park (1)**

Councillor (1)	Cllr P Strack
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- **Maxwell Park Management Group (1)**

Councillor (1)	Cllr S Parnell
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- **First Impressions Group (2)**

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

- **Elstree Aerodrome (1)**

Councillor (1)	Cllr G Silver
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5. **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	10 July 2018	- attached 5A
B Entertainments Committee	16 October 2018	- attached 5B
C Environment and Planning Committee	17 July 2018	- attached 5C
D General Management Committee	12 July 2018	- attached 5D
E General Management Committee	18 October 2018	- attached 5E
F Transport Forum	4 July 2018	- attached 5F
G Community Safety Meeting	18 July 2018	- attached 5G

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

		2018/19	
Page	Vch.	Date	Amount
1	228-240	07/09/18	£24,807.11
2-3	241-259	01/10/18	£12,704.95
4	260	18/10/18	£688.96
5-6	261-278	19/10/18	£44,307.10
7	279-287	31/10/18	£6,130.28
8-9	288-328	15/11/18	£30,771.09
Grand Total			£119,409.49

- Schedules attached

7. Financial Report: To:

- (i) note completion of 2017/18 Audit (papers from External Auditors) attached of unqualified audit with no recommendations for the Authority;

- attached

- (ii) confirm General Management Committee recommendation to approve £43,000 of General Reserve Fund to cover Pension Fund strain cost liabilities (as advised by Hertfordshire County Council) from 2016 to 2018 (see Minute 33(vii) General Management Committee 18 October 2018);
- (iii) confirm General Management Committee recommendation to approve Community Grant to EBLOS of £1,000 (4161/401) towards December pantomime fundraiser (see Minute 44(ii) of General Management Committee 8 November 2018);
- (iv) confirm up to £60,000 of Top Sliced CIL funds, as recommended by the Environment and Planning Committee, to meet the costs of the notice boards and benches replacement project (subject to approval by the Committee at its meeting on 27 November 2018); and
- (v) consider Precept/Draft Budget for 2019/20 following Budget Setting process in Autumn 2018 by Committees of the Council and prior to final approval by Full Council on 16 January 2019.

- attached

8. **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.

9. **Close of Meeting:** To Close Meeting.

The next meeting of Full Council is scheduled for Wednesday 16 January 2019 at 7.30 pm in Fairway Hall (Budget and Precept setting meeting).

[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 5th September 2018 at 7.30pm.

Present:

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

In Attendance:

- Mrs M Eni (BETTA)
- H Jones – Town Clerk and RFO

[The Mayor, Cllr V Eni, welcomed all to the meeting and hoped that all Members and Staff had enjoyed a good Summer].

28. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr G Silver (Hertsmere Borough Council Meeting), Cllr A Coleshill (Other Business), Cllr C Barker (Other Business), Cllr R Butler (Other Business), Cllr C Butchins (Family Sickness) and Cllr Mrs S Parnell (Other Business).

29. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr G Franklin	35 (Voucher 119)	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.

30. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Annual Council Meeting held on 13 June 2018 be signed by the Mayor as a true record and adopted by the Council.

31. OUTSIDE BODIES

- **Fairway Hall** Town Clerk

It was reported that Fairway Hall was booked/closed for 453 hours in the period between 13 June and 30 August 2018:

<u>Category</u>	<u>Hours</u>	<u>Income</u>
Uncategorised	159.5	Uncharged
Parties	20.5	£742.50
Children's Groups	23	£485
Children's Parties	18	£630
Closures	19.5	Uncharged
Community	64.5	£705.75
Dance	41.5	£793.25
Fitness Classes	81.5	£1,702.40
Religious Groups	24	£585.80
Teenage Parties	1	£100

It was noted and agreed that the damage to the Hall floor resulting from party poppers being used by hall bookers would be referred to the Council's insurance company for reclamation of costs associated with repair (to take place over the Christmas period/break to minimise disruption of service). The matter would be fully reported to the General Management Committee at its meeting on 18 October 2018.

It was noted that quotes were being obtained for air conditioning at Fairway Hall. This was seen as desirable in the event of a hot Summer in 2019 akin to the one experienced in the current year.

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

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

Report to follow at Full Council on 28 November 2018.

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

Councillor (1)

Cllr E Silver

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

- Woodlands School visit to museum included building and testing steam turbines, learning about the early days of railway transport and dressing up as railway workers. They had to complete a museum trail. Object handling session included railway watch and whistle, paraffin lamp and ticket clippers and map reading, looking at the way the railway changed Borehamwood.
- Flower Festival – based on the All Change Railway Exhibition and displayed in All Saints Church.
- Model Railway Day at 96 Shenley Road which involved Bushey Model Railway Club.
- Families Day in Meadow Park. Two stands plus a sit-on-and-ride steam railway from St Albans Model Engineer Club. A very hot and long day for the museum volunteers who also dressed up in railway clothes. The ticket inspector gave out and punched tickets. 374 visitors.
- History Walk. Another hot day for the 26 brave walkers who walked 3 miles around NE Borehamwood
- Access to Museums Passport scheme. This is a children's passport for use in Herts and Beds museums. Each museum stamps the passport. There is a prize after visiting 4 museums.
- Friends of the Museum – visit to Haberdashers Boys School. Tour and afternoon tea on 20 August 2018.
- Museum visitors: May 280 June 237 July 255
- Volunteers hours June 474 July 342

On behalf of the Council, Members wished to formally record their thanks and appreciation to the museum volunteers for their efforts over recent months.

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

Councillor (1)

Cllr P Strack

Cllr Mrs P Strack reported on:

- the Annual Carol Concert being organised;
- Sunday 2nd September 2018: The Fisheries Elstree Folk Evening;
- Offenbun Visit 2018 (with a dozen residents attending);

- Fundraising Jazz Night; and
- French and German national flags for Fairway Hall to be flown on days of visits from Fontenay and Offenburg.

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

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

Report to follow at Full Council on 28 November 2018.

- **Hertsmere MENCAP (1)**

Councillor (1)	Cllr V Eni
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The Mayor reported the following:

- Radlett Fun Run had raised £1,700;
- Families Day stall had helped to attract public donations and interest;
- The AGM was planned for 8 October 2018;
- Christmas party was being planned;
- Website was in development;
- Jazz Night planned for 14 November 2018; and
- The Mayor's Coffee and Cake event 13 October 2018.

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

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

Cllr Mrs P Strack reported on:

- The AGM was scheduled for 18 September 2018; and
- £650 had been presented to the local Dementia Club.

- **Aldenham Country Park (1)**

Councillor (1)	Cllr P Strack
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Cllr Mrs P Strack reported on:

- The grant for play equipment for disabled children made by the Town Council had been much appreciated and well used; and
- An ACP Advisory Panel meeting was scheduled to take place before October 2018.

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

Councillor (1) Cllr S Parnell

Report to follow at Full Council on 28 November 2018.

- **First Impressions Group (2)**

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

It was noted that the report was linked to the Museum report set out above and that there was nothing further to add at this stage.

- **Elstree Aerodrome (1)**

Councillor (1) Cllr G Silver

Report to follow at Full Council on 28 November 2018.

32. FREEDOM OF INFORMATION REQUESTS

It was **RESOLVED** that:

the following Freedom of Information Requests and Responses made to the Town Council since the previous meeting (personal details redacted for the purposes of data protection) be received and approved:

Subject	Request	Response
Recording at Families Day	6 July 2018	20 July 2018
Sound Equipment at Families Day	3 July 2018	20 July 2018
Sound Equipment at Families Day	20 July 2018	20 July 2018
Sound Equipment at Families Day	16 July 2018	20 July 2018

33. SIGNED MINUTES

It was RESOLVED that:

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

A Entertainments Committee	6 March 2018
B Entertainments Committee	3 April 2018
C Entertainments Committee	8 May 2018
D Entertainments Committee	5 June 2018
E Environment and Planning Committee	13 February 2018
F Environment and Planning Committee	13 March 2018
G Environment and Planning Committee	24 April 2018
H Environment and Planning Committee	22 May 2018
I Environment and Planning Committee	19 June 2018
J General Management Committee	8 February 2018
K General Management Committee	26 April 2018
L General Management Committee	24 May 2018
M Transport Forum	21 February 2018
N Transport Forum	9 May 2018
O Youth Council	28 February 2018
P Youth Council	14 March 2018
Q Youth Council	25 April 2018
R Youth Council	23 May 2018

34. ANNUAL RETURN 2017/18

It was noted that at the time of the meeting, the 2017/18 Annual Return had not been returned to the Town Council by the External Auditors whilst comments on the report were being processed.

It was anticipated that the Return would be submitted to Council at its meeting on 28 November 2018.

35. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

		2017/18	
Page	Vch.	Date	Amount
1-2	441-466	16/03/18	£ 32,378.80
3	467-476	31/03/18	£ 7,540.35
Sub Total			£ 39,919.15
		2018/19	
Page	Vch.	Date	Amount
4-5	1-22	13/04/18	£ 31,364.17
6-7	23-40	09/05/18	£ 9,468.53
8-9	41-75	23/05/18	£ 38,055.11
10-11	76-88	01/06/18	£ 11,698.38
12-13	89-113	29/06/18	£ 38,066.20
14-15	114-131	13/07/18	£ 3,184.69
16-17	132-180	23/07/18	£ 42,248.02
18	181	23/07/18	£ 223.20
19-20	182-201	31/07/18	£ 9,210.10
21	202	02/08/18	£ 960.00
22-23	203-218	10/08/18	£ 24,369.80
24	219-227	24/08/18	£ 1,471.33
Sub Total			£ 210,319.53
Grand Total			£ 250,238.68

[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]

36. COUNCIL POLICY DOCUMENTS

It was RESOLVED that:

the following policy documents be approved (with reference to recommendations from the General Management Committee meeting of 12 July 2018):

(i) Standing Orders

(Note of amendments: to include references to Financial Regulation amendments (see (ii) below), The Local Audit and Accountability Act 2014 with regard to recording meetings, the Public Contracts Regulations 2015, the China Sister Town Sub-Committee in relation to public participation and public participation at Committee meetings); and

(ii) Financial Regulations

(Note of amendments: to increase tender threshold to £60,000 in line with NALC Model Standing Orders and to increase Petty Cash impress from £300 to £600).

37. PUBLIC PARTICIPATION – QUESTION TIME

There was none.

38. CLOSE OF MEETING

The Meeting closed at 8.15 pm.

It was noted that the next meeting of Full Council was scheduled for Wednesday 28 November 2018 at 7.30 pm in Fairway Hall (Mayor Making meeting).

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

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 10th July 2018** at 7.30pm

Present:

- Cllr Mrs P Strack (Chairman) (in the Chair)
- Cllr V Eni (ex-officio) (Substitution)
- Cllr Mrs A Mitchell (ex-officio)
- Cllr Mrs S Parnell
- Cllr F Turner
- Cllr A Coleshill

In attendance:

- P Welsh (Elstree Screen Heritage)
- A Grady (Borehamwood Brass)
- N Male (BETTA)
- R Jarvis (Head Steward)
- One Member of Public
- D Salter (Entertainments Officer)

9. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr C Barker (Vice Chairman) (Other Business) and Cllr E Silver (Cllr V Eni Substituted) (Other Business).

10. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

11. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 5 June 2018 were approved and authorised for signing by the Committee Chairman.

12. 2018 CIVIC FESTIVAL

Members received a report from the Entertainments Officer regarding the 2018 Civic Festival.

Members received a report from the Events Officer regarding the 2018 Civic Festival.

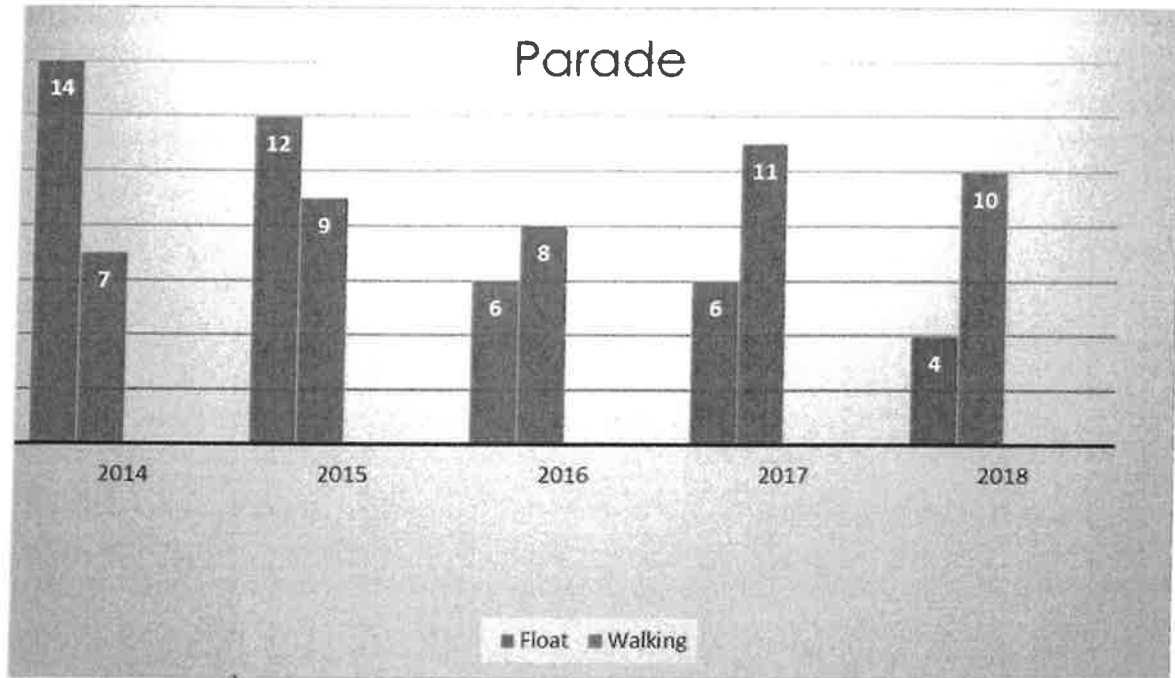
Advertising

Separate festival guides we distributed to the following schools and organisations.

The BECC
Elstree & Borehamwood Railway Station
Holiday Inn
Premier Inn
IBIS
The Venue
Hertsmere Borough Council
Toby Carvery
Travelodge
Library
Elstree & Borehamwood Museum
Maxwell Park
The Community Shop
Pitt Games
MOD Pizza
Metro Bank
The African Shop (Leeming Road)
The Golden Place
Sam's Bakery (Hartford Road)
Allum Hall
Aberford Hall
Organ Hall
Elstree Way Clinic
Schopwick Surgery
The Grove Medical Centre
Theobald Medical Centre
Fairbrook Medical Centre
St Teresa's School
St Nicholas School
Meryfields School
Parkside School
Summerswood School
Hertswood Academy
Cowley Hill School
Kenilworth School
Monksmead School
Saffron Green School
Woodlands School

Civic Parade: 16 June 2018

It was noted that Parade Float numbers were as follows:



Floats

1. Town Council – “Murder on the Orient Express”
2. The Rotary Club – “The Flying Scotsman”
3. BETTA
4. Boreham Wood FC

Walking

1. Hertsmere Academy of Dance – “Starlight Express”
2. African Drummers
3. Air Cadets Marching Band
4. EBLOS – “The Railway Children”
5. New Life Assembly
6. Pro Wrestling Clash
7. Ishin Ryu Jujitsu
8. Elstree School of Gymnastics
9. Hare Krishna
10. Writers in the Wood

Failed to arrive and Cancellations

The Venue – Float
Cowley Hill School - Float
The BECC - Float
Royal British Legion - Float
Rolling Base - Float
Elstree Base – Walking

Writers in the Wood changed on the day from a float entry to walking entry.

Parade Winners

Float 1st Place – The Rotary Club
Float 2nd Place – Boreham Wood FC
Float 3rd Place - BETTA

Walking 1st Place - Herts Academy of Dance
Walking 2nd Place - EBLOS
Walking 3rd Place - Writers in the Wood

- Elstree and Borehamwood Town Council sourced and paid half the cost towards the Boreham Wood Football Club's open top bus for the parade.

BBC Concert Band "A Night at the Movies": 18 June 2018

1. There's No Business Like Show Business – Irving Berlin, Arr. Naohiro Iwai
2. The Third Man – Anton Karas
3. Porgy & Bess Selection – George Gershwin, Arr. Russell Bennett
4. Skyfall - Arr. Andrew Morley
5. King & I Selection – Richard Rodgers, Arr. W. J. Duthoit
6. Music From Mission: Impossible – Arr. Jay Bocook
7. Theme From Lawrence Of Arabia – Maurice Jarre, Arr. Alfred Reed
8. Four Dances From West Side Story – Leonard Bernstein
9. As Time Goes By - Arr. Warren Barker
10. Superman - John Williams, Arr. Bob Lowden

- Tickets Issued: 150
- Complimentary Tea and Coffee were provided to Audience members.
- Complimentary buffet was put on for band members.

Primary School Performing Arts Concert: 19 June 2018

This year four schools took part in the Performing Arts Concert.

Meryfield School - Songs from the Greatest Showman

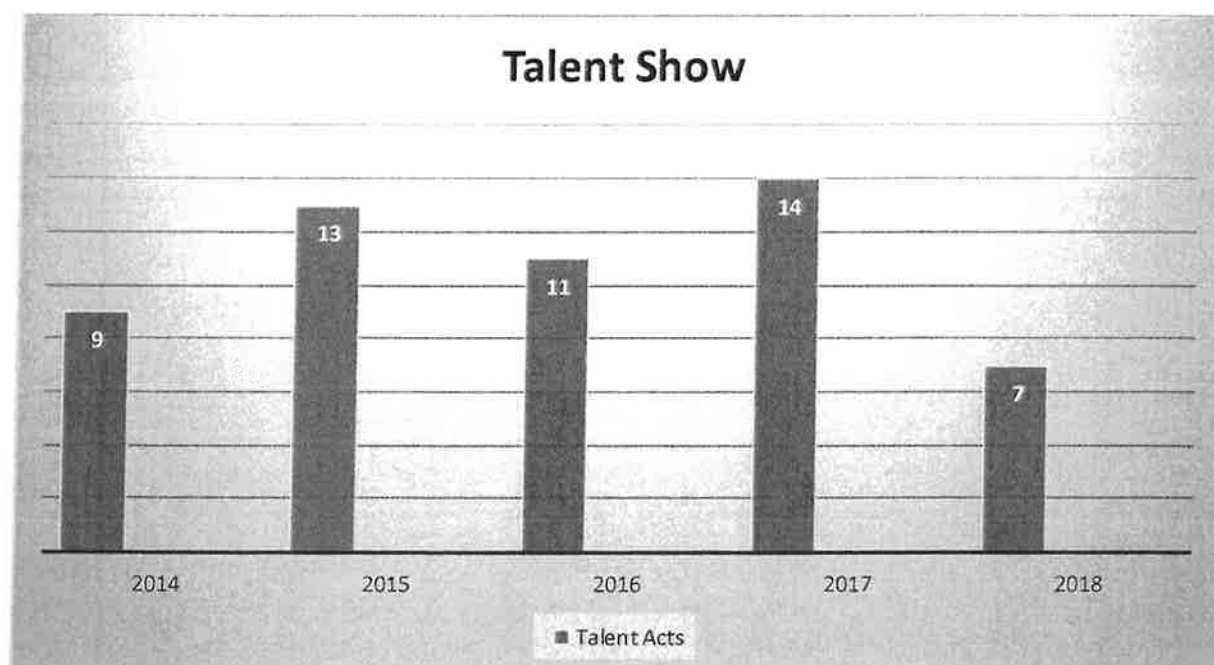
Monksmead - Music from Popular Films

St Teresa's - Songs from Oliver Twist

Summerswood - 'This is me' From the Greatest Showman

- 140 Children in total.
- Brian Burton Presented and D Salter was in charge of sound.
- Elstree and Borehamwood Town Council provided a complimentary chocolate bars and drinks for every child taking part.
- Complimentary Tea and Coffee were provided for parents.

Elstree & Borehamwood's Got Talent: 20 June 2018



1. Lekha (8) & Paavni (6) Tailor
Singing "Try Everything" by Shakira
2. Irish Delight
Tin Whistle
3. Sarah Bradwell (32)
Singing "Gravity"
4. Daniel Rowntree (20)
Human Beatboxing
5. Abby Mainegra Stewart (9)
Singing "Roar"
6. Mark Warwick (54)
Magic and Mind Reading
7. Joel Felsenstein (26)
Playing "The Trooper" by Iron Maiden on the Drums

Cancellations

1. Peter Hewitt (80)
2. Adam Willis (41)

Winners

1st Place - Daniel Rowntree

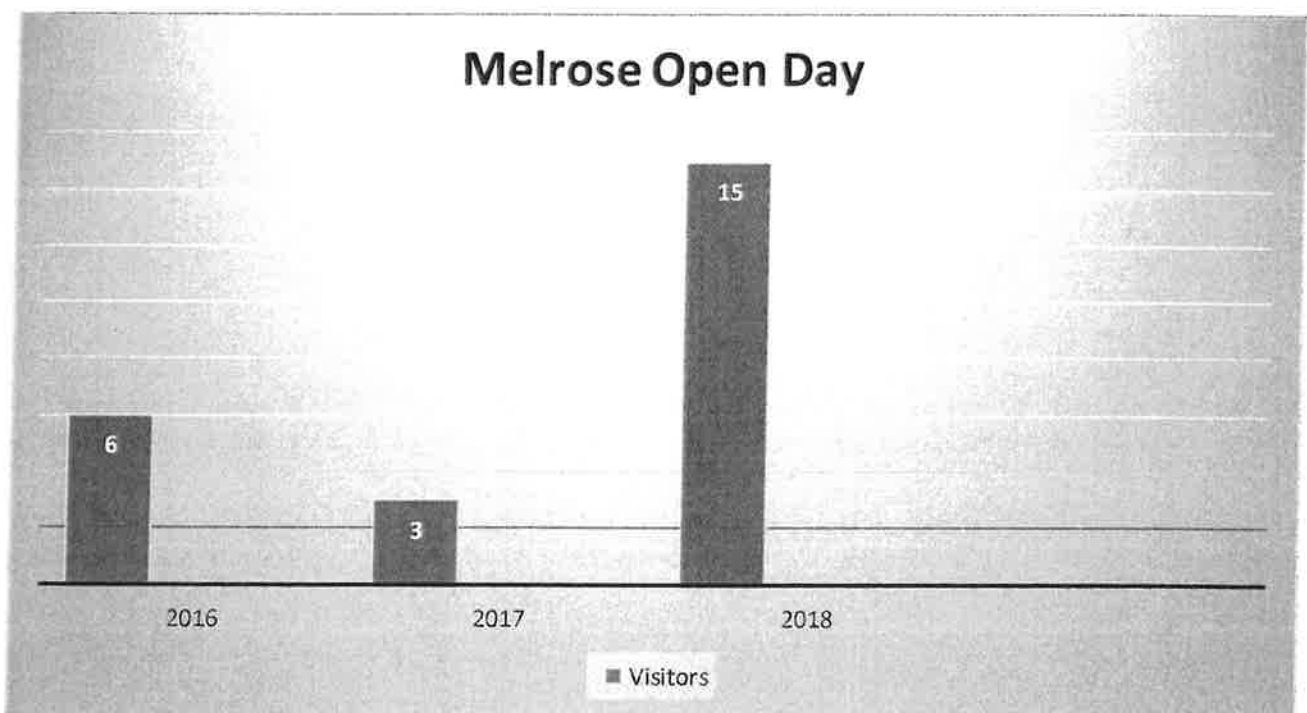
2nd Place - Abby Mainegra Stewart

3rd Place - Mark Warwick

- Brian Burton Presented
- Elstree Productions provided the stage management.
- 2017 Winner Riley Levene performed "Hallelujah"

Melrose Allotments Open Day: 21 June 2018

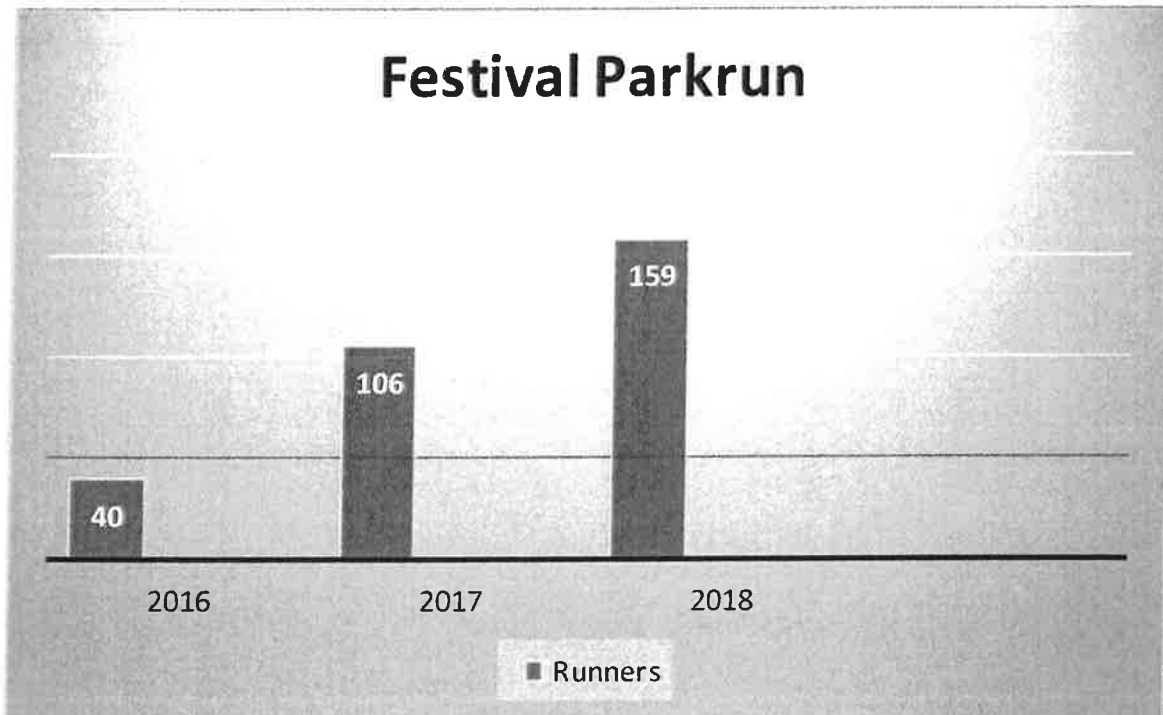
During the course of the afternoon 15 people attended the guided tours of Melrose allotments where they met the plot holders and sampled some of their produce.



- The tour was led by Town Council Warden Anne Nicodemus
- Largest turnout since starting the open day tours in 2016

Festival ParkRun: 23 June 2018

Continuing the successful partnership with Parkrun that started in 2016 the festival run returned to Aldenham Lake for an even more successful 3rd year with 159 runners taking part.



1st Female - Simona Cristea

1st Male - Matthew Ridley

1st Junior Female - Savannah Endean

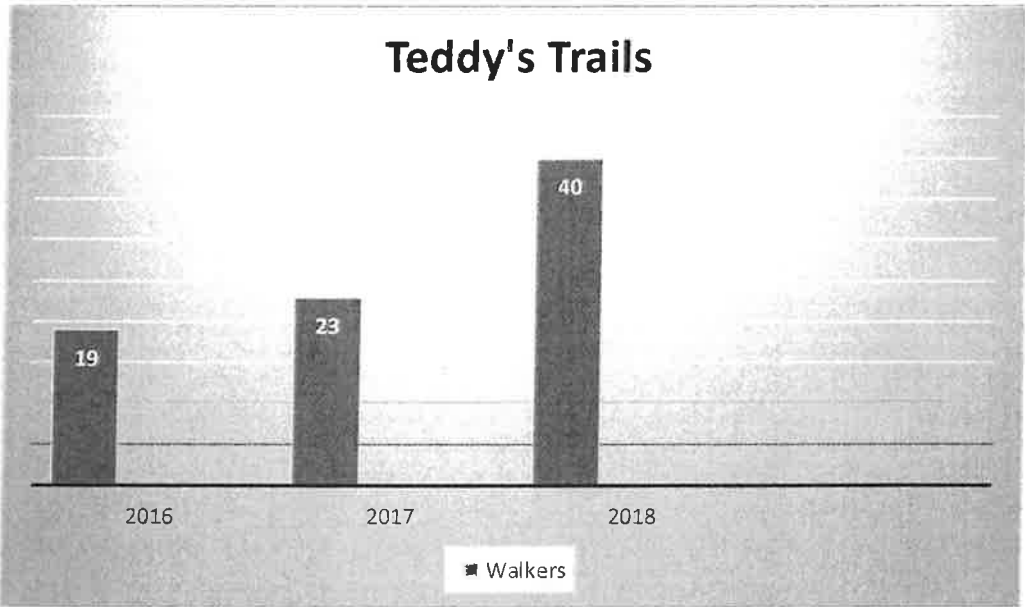
1st Junior Male - Jo Jennings



- This year we split the junior category in to two trophies first Junior Male and first Junior Female.
- Every runner received a specially designed Festival ParkRun badge.
- Largest amount of entries since the event started in 2016

Teddy's Trails: 24 June 2018

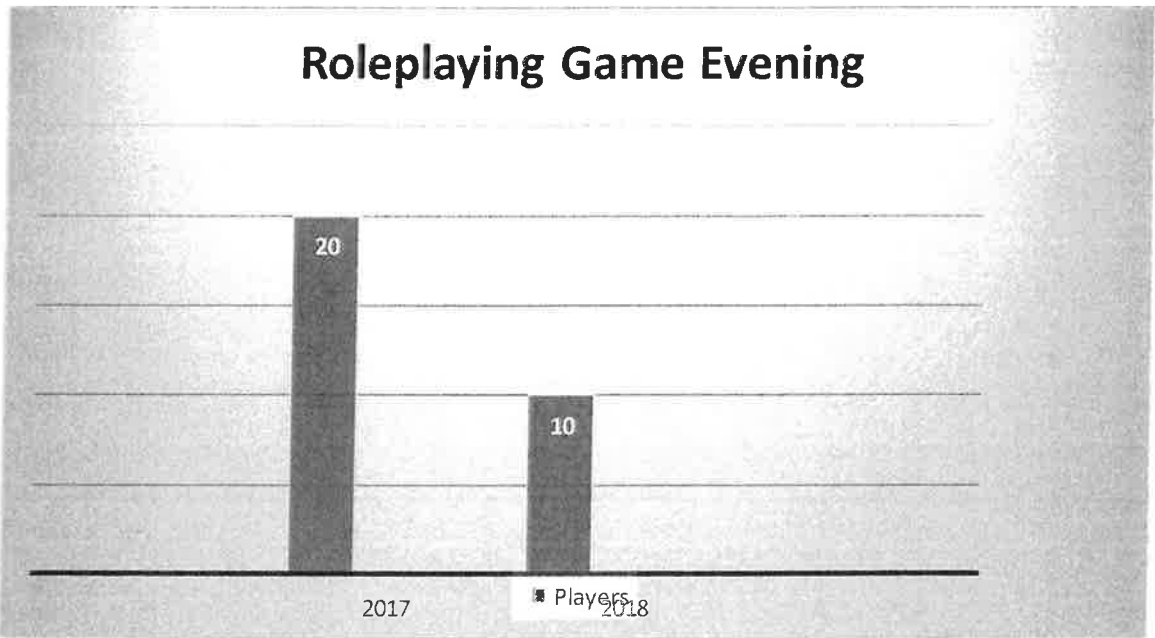
J Cartledge led a guided walking tour from Arkley to Elstree and Borehamwood Railway Station.



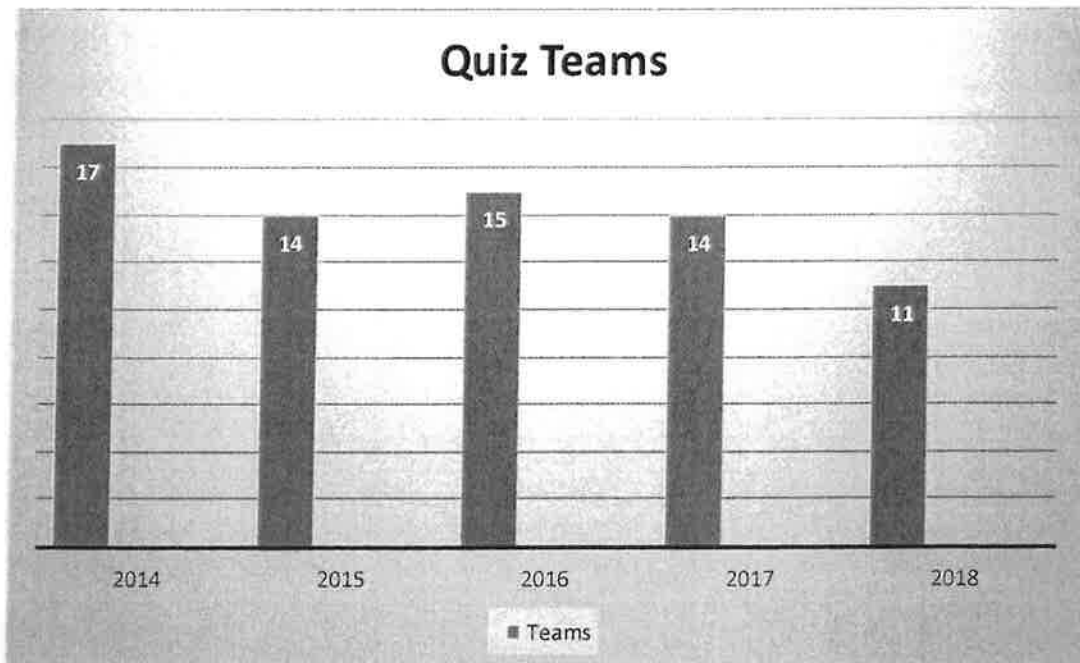
- Full capacity of 40 walkers.
- Every walker received a specially commissioned Teddy's Trails Water bottle.

Table top and Roleplaying Game Evening: 28 June 2018

V Eni, Town Mayor said: *"This is the second year we have held this event in conjunction with Pitt Games at Fairway Hall, unfortunately it was on the same day England were playing Belgium in the World Cup so only 10 people came to play but Martine and I had great fun and I hope the event continues next year."*



Festival Quiz: 27 June 2018



This year 11 teams took part in the Festival Quiz.

1. The Sunday Club
2. The Never Hazbeanz
3. The Wood In Herts
4. Writers in the Wood
5. Black Pudding Benders
6. Whiff-Waff
7. North & South
8. Ladies Who Don't Know
9. The Volunteers
10. Symphony – D2P
11. Symphony – D2W

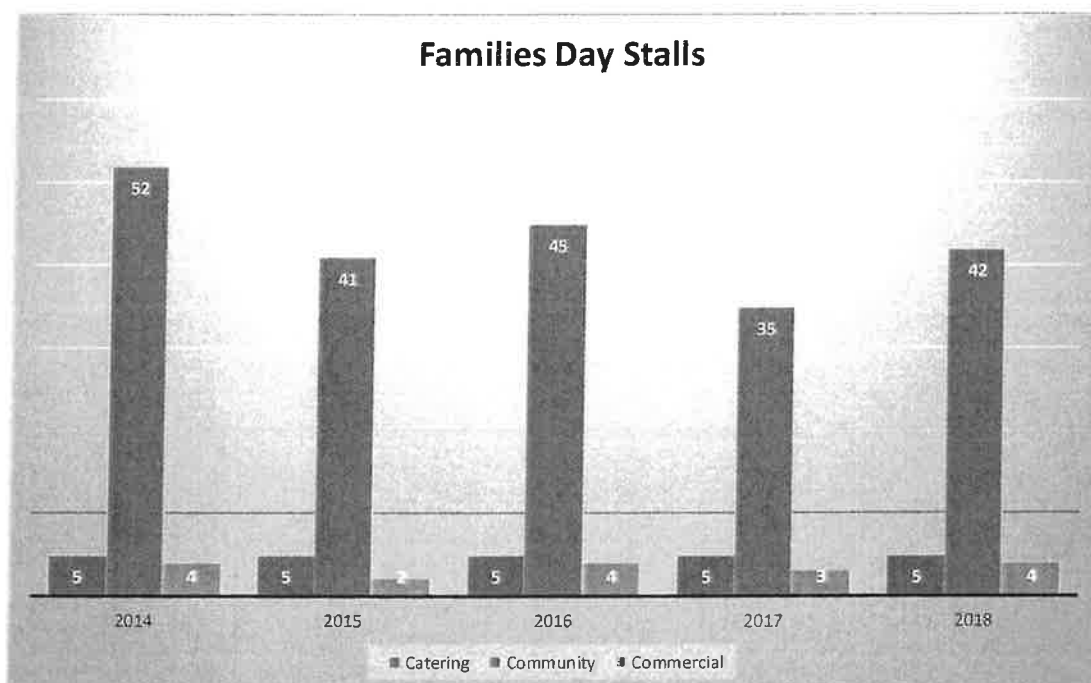
Cancelled but have stated they will be back next year

Blue Bells
Pug Life

- Winners - The Never Hazbeanz
- All 120 Questions came from the "Collins Pub Quiz 2" Book.
- Feedback for the questions has been very positive.

PJ

Families Day: 30 June 2018



Elstree and Borehamwood Town Council paid £150 to enable the St Alban & District Model Engineering Society train ride to be free for everybody.

Elstree and Borehamwood Town Council paid transportation costs for local resident T Deswarte to safely transport his model railway to the event.

Families Day Stall Applications

1. Rotary (Information)
2. DR96 (Tombola)
3. **Nicola de Alwis (Children's Toys & Test your Strength)**
4. Affinity Water (Information)
5. Cherry Lodge (Tombola)
6. Leecliffe Big Local (Information)
7. Fostering Recruitment Team (Information)
8. **Homemade Cards & Gifts**
9. Martial Arts (3.6m Mat area)
10. 1372 Air Cadets
11. 1st Elstree & Borehamwood Scouts (Tombola)
12. Borehamwood WI (Homemade Items)
13. Community Hertsmere
14. Headway Hertfordshire (Tombola)
15. B&D Garden Craft Society (Plants)
16. Royal British Legion (Poppy Appeal)
17. Carers in Hertfordshire (Information)

18. Elstree Productions (Games)
19. Elstree Con
20. Cowley Hill Primary School (Tombola)
21. Plants
22. New Life Assembly (Information)
23. Hertsmere Mencap (Information Art & Crafts)
24. E&B Christian Council (Information)
25. Writers in the Wood
26. Gratitude
27. Herts Inclusive Theatre
28. 7th Borehamwood Scouts (Mops n Cans)
29. Tried & Trusted
30. EBLOS (Human Fruit Machine & 2nd Hand Stall)
31. Michael Baron Martial Arts Group
32. BETTA
33. K's School of Dance
- 34. Sweet Cart**
35. Neighbourhood Watch/Police/4 Parks
36. Henna Tattoos
37. Borehamwood Rox
38. Boreham Wood Football Club
39. Hertsmere Leisure (Bouncy Castle)
40. ICF
41. Katie's Cottage B&M Care Homes
- 42. Leisuretime**
43. Museum
44. Elstree Screen Heritage
45. Nandos (information and Games)
46. Steve Barron Photography

Bold = Commercial

Cancellations/No Show

7th Borehamwood Scouts (Mops n Cans)
 Katie's Cottage B&M Care Homes
 Boreham Wood Football Club
 Michael Baron Martial Arts Group
 Steve Barron Photography
 Affinity Water (Information)

Arena Acts

12.15pm	Mayor Opens Families Day
12.30pm	Clown Town Crime Watch Show
1.20pm	Bob Hogg's Lamb National and Sheepdog Display
2.00pm	Hertsmere Academy of Dance
2.20pm	Borehamwood Rock Choir
2.50pm	K's School of Dance
3.10pm	Clown Town Crime Watch Show
3.40pm	Bob Hogg's Lamb National and Sheepdog Display

Side Acts

- Brighton Punch & Judy - 1pm, 2pm, 3pm
- Bubbleologist – 3hr Walkabout
- Bozo and Zizi's Circus Workshop
- St Alban & District Model Engineering Society Train Ride

Amer's Amusements

- Giant Slide
- Inflatable Gladiator Game
- Spider-Man Bungee Trampolines
- Inflatable Magical Moonwalk
- Inflatable Bungee Run
- Plane Ride
- Chair Ride

Special thanks were made to D Salter for his organisation of the Civic Festival.

It was AGREED that:

- (i) **2019 Civic Parade take place on Saturday 15 June;**
- (ii) **2019 Civic Parade to have no theme**
- (iii) **2019 Mozart Concert to take place on Sunday 16 June;**
- (iv) **2019 Families Day take place on Saturday 29 June; and**
- (v) **alternative items to be investigated for the festival quiz raffle instead of flowers.**

13. FLOAT ASSISTANCE AWARDS

It was AGREED that:

the float assistance grants for the 2018 Civic Parade be deferred pending further consideration by the Entertainments and General Management Committees.

14. FEES AND CHARGES

Members reviewed fees and charges relating to Entertainments income for the Town Council to July 2019.

It was AGREED that:

- (i) Coach Trips ticket prices for 2018/19 to July 2019 be set at £8.00 each;**
- (ii) BBC Band Concert tickets for 2018/19 to July 2019 be set at £8.00 each; and**
- (iii) Town Crier Advert prices for 2018/19 to July 2019 be set at 90mm x 128mm £90 plus VAT, 90mm x 96mm £75 plus VAT, 64mm x 90mm £50 plus VAT and 64mm x 45mm £25 plus VAT.**

15. 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 staffing matters were discussed.

16. HEAD STEWARD'S REPORT

The report of the Head Steward was received.

It was AGREED that:

- (i) one steward be made available solely to help stall holders on Families Day; and**
- (ii) disabled parking on Families Day be made closer to the stalls.**

17. APPOINTMENT OF HEAD STEWARD TO JULY 2019

It was RESOLVED that:

R Jarvis be reappointed as the Head Steward for the remainder of the 2018/19 Council Year (to cover Fireworks Night and Christmas Switch On 2018) and for the Civic Festival 2019 (with a review at the end of that period) and the job description and delegated powers of appointment and management of Stewards be similarly approved for that period (as previously agreed by the Committee).

18. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 4 September 2018.

The Meeting closed at 9.30pm.

Date: 4th Sept 2018 CHAIRMAN: P. Strack

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 16th October 2018** at 7.30pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)
 Cllr C Barker (Vice Chairman)
 Cllr V Eni (ex-officio)
 Cllr Mrs A Mitchell (ex-officio)
 Cllr Mrs S Parnell
 Cllr Mrs F Turner
 Cllr E Silver

In attendance D Salter (Entertainments Officer)

31. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr A Coleshill (Other Business).

32. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

33. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 4 September 2018 were approved and authorised for signing by the Committee Chairman.

34. QUESTIONS FROM THE PUBLIC

It was noted that the General Management Committee had agreed that a three minute slot would be provided at the start of Committee meetings for public participation. There were no Members of the Public present at the meeting on this occasion.

35. COMMITTEE BUDGET 2019/20

Members reviewed the DRAFT 2019/20 Committee Budget noting that these would be considered by the General Management Committee at its meeting on 8 November 2018 prior to being ratified by Full Council on 16 January 2019.

It was **RESOLVED** that:

headline items for the 2019/20 Entertainments Committee Budget be recommended as follows:

Item	Proposed Increase/Decrease	ACTION
First Aider (3143/301)	+£300	2019/20 Budget
Event Staff - Civic Festival (3210/302)	+£1,000	2019/20 Budget
Town Crier Production (4566/405)	-£2,000	2019/20 Budget

36. FIREWORKS NIGHT

Members received a progress report on arrangements for organising the 5 November 2018 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).

37. BATTLES OVER BEACON LIGHTING EVENT

Members received the final rundown of the beacon lighting event on Woodcock Hill on 11 November 2018:

- 5:30pm Borehamwood Brass (Fairway Hall)
- 6:00pm "The Battles Over" played by George MacGregor on his bagpipes.
- 6:15pm Coach transports guests to Woodcock Hill.
- 6:55pm Andrew Grady performs the "Last Post". (Woodcock Hill)

- 7:00pm Town Mayor lights the Beacon.
- 7:15pm Coach returns guests to Fairway Hall
- 7:30pm Ring out the Bells of Peace (TBC)
- 7:45pm Poems (TBC)
- 8:00pm Refreshments

38. CHRISTMAS LIGHTS

Members received the final programme for the 2018/19 Christmas Lights and 'Switch On' Event taking place on Sunday 25 November 2018 as follows:

Inside All Saints Church

- 2:00pm Children's Concert

Outside All Saints Church

- 3:00pm Borehamwood Community Choir
- 3:30pm James Stowell
- 3:45pm Borehamwood Brass
- 4:30pm Switch On by the Town Mayor and Boreham Wood Football Club
- 4:35pm Borehamwood Brass
- 4:45pm James Stowell

It was noted that Gristwood and Toms would be supplying five Christmas trees for the Town to be placed at All Saints Church, Elstree and Borehamwood Train Station, Manor Road, Leeming Road and Elstree High Street.

39. RISK ASSESSMENTS

The Committee received Risk Assessments prepared by the Entertainments Officer for the Fireworks Display, Christmas Lights Switch-On, Battles Over Beacon Event and Christmas Market Coach Trips.

It was noted that Members were satisfied that the Risk Assessments produced were sufficiently comprehensive in order to be deployed for the events in question.

40. TOWN CRIER

Members received an update on the progress of the Winter Edition of the Town Crier (Issue 32).

Members were happy with the progress.

It was AGREED:

the Town Crier deadline and delivery dates for 2019 be as follows:

- **Spring (Issue 33)** **deadline 2 January for delivery 1 February**
- **Summer (Issue 34)** **deadline 29 April for delivery 31 May**
- **Autumn (Issue 35)** **deadline 29 July for delivery 30 August**
- **Winter (Issue 36)** **deadline 28 October for delivery 22 November**

41. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 13 November 2018.

The Meeting closed at 8.30pm.

Date: 13/11/18 CHAIRMAN: *P. Strunk*

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ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 4th September 2018** at 7.30pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)
Cllr V Eni (ex-officio)
Cllr Mrs A Mitchell (ex-officio)
Cllr Mrs S Parnell
Cllr Mrs F Turner
Cllr E Silver

In attendance D Salter (Entertainments Officer)

19. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr C Barker (Vice Chairman) (Other Business) and Cllr A Coleshill (Other Business).

20. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

21. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 10 July 2018 were approved and authorised for signing by the Committee Chairman.

22. QUESTIONS FROM THE PUBLIC

It was noted that the General Management Committee had agreed that a three minute slot would be provided at the start of Committee meetings for public participation. There were no Members of the Public present at the meeting on this occasion.

23. 2018 CIVIC FESTIVAL VIDEO PRESENTATION

Members received a video presentation showing the highlights of the 2018 Civic Festival.

24. FIREWORKS NIGHT

Members received a progress report on arrangements and layout for the 5 November 2018 Fireworks Display:



It was **AGREED** that:

- (i) the Penny for the Guy competition be disbanded due to lack of entries in previous years;

Handwritten signature or mark.

- (ii) **AMC Communications be appointed as the PA system provider for Fireworks Night 2018 (three comparative quotes were sought); and**
- (ii) **the start time of the 2018 Fireworks Display commence at 6.30pm.**

25. CHRISTMAS LIGHTS

Members received an update on the programme for the 2018/19 Christmas Lights and 'Switch On' Event taking place on Sunday 25 November 2018 as follows:

Inside All Saints Church

- 2:00pm – 3:00pm - Children's Concerts

Outside All Saints Church

- 3:00pm James Stowell
- 3:45pm Borehamwood Brass
- 4:30pm Switch On by the Town Mayor and Boreham Wood Football Club
- 4:35pm Borehamwood Brass

In the Piazza behind All Saints Church

- Amer Amusements – Santa's Grotto, Kids Ride and Hot Chocolate Stall
- iSK8 – Synthetic Ice Rink with Snow Machines

It was noted that the Teas and Coffees being served in 96 Shenley Road would finish at 4.30pm due to an evening booking in the hall.

26. SUMMER COACH TRIPS

Members received a written report prepared by the Mayor's Secretary on the 2018 Summer Coach Trips.

It was RESOLVED that:

alternative destinations be found to replace Oxford, Stratford and Margate for the 2019 Summer Coach Trips.

27. CHRISTMAS COACH TRIPS

Members received a progress report on arrangements for the 2018 Christmas Coach Trips.

It was noted that tickets would be on sale from 19 November 2018 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 2018/19 be Canterbury Christmas Market on Monday 10 December 2018 and Southbank Winter Market on Thursday 13 December 2018.

28. FUTURE EVENTS

Members received a progress report on arrangements for the Beacon Lighting on Woodcock Hill to mark 100 years since the end of the First World War:

- 5:30pm Borehamwood Brass (Fairway Hall)
- 6:00pm "The Battles Over" played by George MacGregor on his bagpipes.
- 6:15pm Coach transports guests to Woodcock Hill.
- 6:55pm Andrew Grady performs the "Last Post" on the trumpet. (Woodcock Hill)
- 7:00pm Town Mayor lights the Beacon.
- 7:15pm Coach returns guests to Fairway Hall
- 7:30pm Ring out the Bells of Peace (TBC)
- 7:45pm Poems (TBC)
- 8:00pm Refreshments

29. TOWN CRIER

Members received an update and draft copy of issue 31.

30. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 16 October 2018.

The Meeting closed at 9.00pm.

Date: 16th Oct 2018 CHAIRMAN P Sturges

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 17 July 2018** at 7.00pm.

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

In attendance: N Shuker - Bandstand Project Committee (Minute 23)
A Grady - Bandstand Project Committee (Minute 23)
H R O Jones – Town Clerk

20. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr C Butchins (Vice Chairman) (Cllr C Barker substituted).

21. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs P Strack	23	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.

22. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 19 June 2018 were signed as a true record by the Chairman.

23. BAND STAND PROJECT

The Committee received a presentation from A Grady and N Shuker (Band Stand Committee) setting out the benefits of a permanent band stand at Meadow Park and the success of the temporary band stand concerts to date.

It was RESOLVED that:

a chaser letter be sent to the Head of Waste and Street Scene at Hertsmere Borough Council (following the letters of 21 February and 25 May 2018) in order to seek to ascertain the facts required for the Town Council to take a decision in supporting the Meadow Park Band Stand Project.

24. PLANNING APPLICATIONS

Joint Meeting with Hertsmere Borough Council Planning

It was RESOLVED that:

the following dates be offered to the Hertsmere Borough Council Planning Strategy Manager for a joint EBTC/HBC planning meeting with the Portfolio Holder:

- **Wednesday 1 August 2018 at 2.00pm in the Town Council Meeting Room, Fairway Hall**
- **Wednesday 8 August 2018 at 2.00pm in the Town Council Meeting Room, Fairway Hall**
- **Wednesday 29 August 2018 at 2.00pm in the Town Council Meeting Room, Fairway Hall**
- **Wednesday 5 September 2018 at 2.00pm in the Town Council Meeting Room, Fairway Hall**

Planning Applications

A total of 42 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.

18/1178/FUL - National Westminster House 225 Shenley Road, Borehamwood

Proposed change of use of part ground floor office (use class B1a) and associated car park to vehicle rental premises incorporating external vehicle storage, vehicle wash bay, car parking and associated office (sui generis)

Observation: At its meeting on 17 July 2018 the Environment and Planning Committee considered the application to be badly sited with concerns raised over nuisance to neighbouring residents and places of work and problems associated with traffic and parking.

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

18/1258/OUT - 316 Shenley Road, Borehamwood WD6 1TT

Demolition of existing dwelling and construction of a new building to provide five flats (4x2 bed & 1 x 1 bed) with associated car parking (outline application for access, appearance, layout and scale with landscaping reserved)

Observation: At its meeting on 17 July 2018 the Environment and Planning Committee 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].

18/1361/MPO - Isopad House Shenley Road Borehamwood

Application to modify a planning obligation varied and dated 29.9.16 (to remove the obligation for the owner to provide a cash-in-lieu of equity share unit payment) pursuant to planning application

TP/13/1307 demolition of Isopad House & Hertsmere House & erection of new building to provide 150 residential units, private balconies & podium deck community amenity area, basement and ground floor parking, cycle parking, refuse/recycling stores with new access from Brook Close

Observation: At its meeting on 17 July 2018 the Environment and Planning Committee commented that it would prefer for the original agreement to be upheld.

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

18/1316/FUL - 113 Stratfield Road, Borehamwood WD6 1UD

Erection of two bedroom end of terrace dwelling

Observation: At its meeting on 17 July 2018 the Environment and Planning Committee considered the application to be overdevelopment.

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

17/0234/FUL - Land at Windsor Close, Borehamwood WD6 5ER

Demolition of existing dwellings and construction of 50 flats and houses, 3 x 3 storey blocks of apartments and 2 x 2/3 storey terraces of houses consisting of 15 x one bed, 26 x 2 bed and 9 x 3 bed units with access from Warenford Way and Gateshead Road leading to 73 off street parking spaces, cycle parking, refuse storage and private and communal amenity space

Observation: At its meeting on 17 July 2018 the Environment and Planning Committee 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].

18/1176/ADV - National Westminster House 225 Shenley Rd Borehamwood

Installation of 1 non-illuminated pylon sign and 1 non illuminated pole panel sign (Advertisement Consent)

Observation: At its meeting on 17 July 2018 the Environment and Planning Committee commented that the siting of the proposed signage was inappropriate (near a war memorial).

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

25. PLANNING DECISIONS

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

26. CIL RECEIPTS AND BIDS

There were no matters on which to update the Committee since the previous meeting.

27. ALLOTMENTS

Planning Application: Stapleton Gardens

It was noted that the Council Warden had successfully submitted the planning application to Hertsmere Borough Council for the erection of two storage container units at Stapleton Gardens. The application was scheduled to be determined in August 2018.

28. STREET FURNITURE AND NOTICE BOARDS

There were no matters on which to update the Committee since the previous meeting.

29. CLOSE OF MEETING

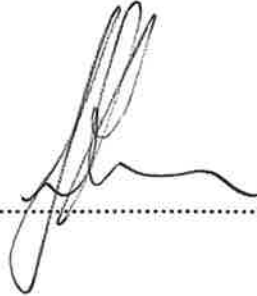
The Meeting closed at 8.30pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 2 October 2018 at 7.00 pm in the Meeting Room, Town Council Offices.

Date:

2 / 10 / 18

CHAIRMAN.



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 12 July 2018** at 7.00pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)
Cllr Mrs A Mitchell (Vice Chairman)
Cllr C Barker (Substitution)
Cllr G Franklin
Cllr S Rubner
Cllr Mrs F Turner (Substitution)

Also Present: Cllr Mrs P Strack

In attendance: H R O Jones - Town Clerk

14. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr C Butchins (Family) (Cllr C Barker substituted) and Cllr G Silver (Other Business) (Cllr Mrs F Turner substituted)

15. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs S Parnell	20 (iii) and 21	Disclosable Pecuniary Interest (DPI)
Cllr Mrs P Strack	20 (iii) and 21	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. For the period of the meeting when the matters contained in Minutes 20 (iii) – 21 were discussed, the Vice Chairman (Cllr Mrs A Mitchell) took the Chair.



16. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 24 May 2018 be approved and authorised for signing by the Committee Chairman.

17. CHINA SISTER TOWN SUB-COMMITTEE

It was RESOLVED that:

- (i) the Town Clerk be provided with contact details by a Member of the China Sister Town Sub-Committee for an official Council Headed letter to be sent to Huainan inviting a delegation to the UK in the Autumn of 2018; and**
- (ii) the request from a Member of the Public for China Sister Town Sub-Committee meetings to be held in open session (i.e. with invitation to press and public) be approved and the Terms of Reference be duly amended to include this provision.**

18. COMMUNITY SAFETY MEETING

It was noted that the Chief Inspector had written to the Town Council notifying the Authority that at the present time Hertfordshire Constabulary was not in a position to provide attendance at CSM meetings. It was further noted that the Committee would review the progress of the CSM by way of a Chairman's report following the first meeting on 18 July 2018.

It was RESOLVED that:

the following organisations/groups be invited to attend CSM meetings:

- Schools**
- Places of Worship**

19. SCHOOL SWIMMING PROGRAMME

It was RESOLVED that:

the school swimming programme arrangements be readopted (subject to review in July 2019).



20. Budgeted Grant Applications

Budgeted Grants

It was RESOLVED that:

The grant applications (Budgeted and Community) before the Committee be determined as follows:

Budgeted Grants

The following Budgeted Grants for 2017/18 be authorised for payment:

(i) Boreham Wood Football Club - Award Agreed: £1,600

Purpose of Grant: Stadium Board and programme

Power of Expenditure: Local Government (Miscellaneous Provisions) Act 1976 s.19

Additional Conditions: Evidence to be supplied of use as per procedure requirements.

Budget Code: 4166/401

Cheque made payable to: "Boreham Wood Football Club Ltd"

Action Required: Boreham Wood Football Club representative to be notified of decision and provided with a cheque for £1,600.

(ii) BETTA - Award Agreed: £1,000

Purpose of Grant: Running Costs

Power of Expenditure: Local Government Act 1972 s.144

Additional Conditions: use of Grant Monies not to be used for Salary purposes and evidence to be supplied of use as per procedure requirements.

Budget Code: 4190/401

Cheque made payable to: "Borehamwood & Elstree Twin Town Association"

Action Required: BETTA Chairman/Treasurer to be notified of decision and provided with a cheque for £1,000.

(iii) First Impressions

Application Withdrawn and future applications to be made by way of the Community Grants procedures.

Action Required: First Impressions to be notified of the decision above.

'Free' Use of Fairway Hall

It was RESOLVED that:

the following requests/proposals that had been brought to the Committee's attention for consideration of 'free' usage of Fairway Hall be determined as follows:

- (i) Business Forum continuation joint meetings - not required due to discontinuation of Business Forum;**
- (ii) Two Fundraising Events for Mayor's Charity Hertsmere MENCAP - approved; and**
- (iii) Dementia Club (to be weekly rather than fortnightly) - to be deferred as weekly meetings to be trialled in July only.**

21. PUBLIC LIABILITY INSURANCE COVER

Following a full and wide ranging debate, it was noted that the proposal to include the All Saints Coffee Mornings as a formal Town Council activity be withdrawn. As such, the Town Council's Public Liability cover would not apply for these activities.

22. 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) Meeting Dates Policy;**
- (ii) Mayoral Attendance Policy;**
- (iii) Retention of records Policy with the following amendment (as advised by the Council's data protection consultants):**
 - Receipt and payment account(s) - 6 years**



- (iv) **Data Protection Policy; and**
- (v) **DRAFT Standing Orders 2018/19 (to be referred for final approval to Full Council on 5 September 2018) with the following amendments:**
 - **Committee meetings to commence with public participation session (one 3 minute slot for up to 3 Members of the Public to ask questions and/or to make statements in relation to items on the agenda).**
 - **18 (a)(v) and 18(c) - tender limit to be set at £60,000 (to be amended also in Financial Regulations)**

23. FINANCIAL REPORT

It was RESOLVED that:

- (i) **the Detailed Income and Expenditure Report to 3 July 2018 before Members be received;**
- (ii) **the Town Council's budget heading for Town Twinning (4464/404 Twinning Activities) be utilised to cover reimbursement to the Town Mayor and Mayor's Consort for the travel and accommodation costs (if any) associated with visiting Fontenay-aux-Roses for the Remembrance Service in November each year and one additional trip within the municipal year to one of the European Twin Towns (the cost of any additional trips to be met by the Mayoral Allowance); and**
- (iii) **new Freedom of Information requests made to Elstree and Borehamwood Town Council from 13 July 2018 be subject to a fee as set out in the guidelines prepared by the ico. (Information Commissioner's Office):**

(ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf)

24. 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 staffing matters were discussed.

25. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

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

Staffing Matters

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

26. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 18 October 2018.

The Meeting closed at 8.30 pm.

Date: 18 | 10 | 18 CHAIRMAN: 

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 18 October 2018** 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 S Rubner
- Cllr G Silver (Minutes 27 - 34)

In attendance: H R O Jones - Town Clerk

27. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

28. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

29. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 12 July 2018 be approved and authorised for signing by the Committee Chairman.

30. CHINA SISTER TOWN SUB-COMMITTEE

The Committee received an update report from the General Management Committee Chairman in connection with the delegation visit from Huainan in Autumn 2018. It was noted that:

- A date had yet to be confirmed;
- O Dowden MP had agreed to meet the delegation at his offices and to visit Westminster;

SR

- Boreham Wood Football Club would host a visit (with the potential for exchange students in future years to be investigated);
- Elstree Studios would host a visit (potentially with the Leader and Mayor of Hertsmere Borough Council); and
- A visit with a 'sporting' theme would be investigated in view of the Sports Minister forming part of the delegation.

31. COMMUNITY SAFETY MEETING (CSM)

The Committee received an update report from the Meeting Chairman following the second meeting of the CSM on 3 October 2018. It was noted that a good turnout had been achieved with representatives from the following bodies in attendance:

- Police Commissioner (Hertfordshire);
- Hertfordshire Constabulary (PCSO);
- Herts Fire and Rescue;
- Clarion Housing; and
- Neighbourhood Watch.

It was agreed that the CSM had potential to grow from strength to strength and the General Management Committee looked forward to the next meeting scheduled for 30 January 2019.

32. 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) Investment Policy (1 Year);**
- (ii) Safeguarding Policy (1 Year); and**
- (iii) Social Media Policy (3 Years).**

33. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 8 October 2018 before Members be received;**

- (ii) noting Minute 23 (ii) of 12 July 2018 General Management Committee, an exceptional allowance be made in 2018/19 to reimburse travel and accommodation costs for the Town Mayor to visit Offenburg on Town Twinning business (in lieu of no visit to Fontenay being made for the Remembrance service in this year - with future years being reimbursed only for Remembrance service and one other trip);
- (iii) the update report on the 2019/20 Budget setting process by Committees be received in preparation for the Precept and Final Budget setting by Full Council on 16 January 2019 and headline items for General Management Committee expenditure be noted as follows:

Item	Proposed Increase/Decrease	ACTION
Gifts And Hospitality	+£300	2019/20 Budget
Member Fees And Allowances (Including Mayoral Allowance)	N/A	Consider Report at General Management Committee on 8 November 2018
Equipment For Site Use (Ride On Mower)	+£1,500	2019/20 Budget
Allotment Water Fees	+£1,000	2019/20 Budget
Fairway Hall Temporary Contractor	Nil (in lieu of Full Time Caretaking Post being filled)	2019/20 Budget
Fairway Hall Kitchen Refurbishment	up to £18,000 (including cooker, flooring and units)	Capital Projects EMR (313)
Air Conditioning	up to £14,000 (Fairway Hall and Offices) Up to £7,000	Capital Projects EMR (313)

	(Fairway Hall only)	
Fairway Hall Lighting	up to £6,000	Capital Projects EMR (313)

- (iv) the minutes of the In House Audit Sub-Committee of 2 October 2018 prepared by Cllr C Butchins be received with decisions required by General Management Committee set out at (v) to (vii) below;
- (v) the report of the External Auditor in relation to the Annual Return 2017/18 be noted with the final documentation (once available) being submitted to Full Council for approval;
- (vi) the Investment vehicles of the Town Council be approved as follows:

Investment	Amount	To Commence
Close Brothers	£100,000	1.2% for 18 months 3 November 2018
Aldermore	£100,000	1.4% for 1 year (subject to agreement of rates by Aldermore) 10 January 2019
Investec	£100,000	1.3% for 2 years

- (vii) at its meeting on 28 November 2018, Full Council be recommended to approve Pension Fund strain cost liabilities (as advised by Hertfordshire County Council) from General Reserves of £43,000 (lump sum).

34. PUBLIC PARTICIPATION

There were none.

35. 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 internal policies, legal cases and staffing matters were discussed.

36. INTERNAL POLICIES AND PROCEDURES

It was **RESOLVED** that:

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

- (i) Council Offices Key holder Policy.

37. CLERK'S REPORT

Insurance cases

It was **RESOLVED** that:

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

Staffing Matters

- (ii) the report on Staffing matters be received and the Staffing Structure from 1 January 2019 be approved:

Position	Full/Part Time
Town Clerk and RFO	Full Time 37 hours per week
Deputy Clerk	Full Time 37 hours per week
Entertainments Officer	Full Time 37 hours per week
Mayor's Secretary	Part Time 28 hours per week
Town Warden	Part Time 22 hours per week
Groundsman/woman	Part Time 22 hours per week
Fairway Hall Supervisor	Full Time 37 hours per week



Caretaker (Vacancy)	Full Time 37 hours per week (to commence in April 2019 subject to demand on staffing prior to this time)
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Member Training

- (iii) the Member Training (Chairmanship) be rescheduled for Spring 2019;

SLCC Conference

- (iv) the update report on the SLCC Conference 2018 (10 and 11 October 2018) be received; and

Christmas Closure of Fairway Hall

- (v) Christmas Closure of Fairway Hall be agreed for 24, 27, 28 and 31 December 2018 (i.e. last day of office opening 21 December 2018 and First day of opening in New Year: 2 January 2019) [Note: Fairway Hall Floor Repairs scheduled over Christmas Break].

38. CLOSE OF MEETING

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

The Meeting closed at 9.25pm.

Date: 8 11 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 4 July 2018 at 7.00pm

Present:

- Cllr C Butchins (Transport Forum Chairman - EBTC)
- Cllr V Eni (EBTC)
- D Sullivan (Sullivan Buses)
- PCSO 6344 T J Hainsworth
- J Cartledge (Resident)
- N Clark (Resident)
- R Redman (Elstree Screen Heritage)
- A de Swarte (Resident)
- T Malton (Deputy Town Clerk)

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

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr S Rubner (EBTC). Cllr G Silver (EBTC), L Heyman (GTR), H Matereke (GTR – Elstree and Borehamwood Station Manager) and S Simmonds (Sullivan Buses).

02. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

03. TRANSPORT FORUM MINUTES

The Minutes of the meeting of the Forum held on 9 May 2018 were approved and duly signed as a true record by the Chairman.

SR

04. BUS SERVICES IN ELSTREE AND BOREHAMWOOD

D Sullivan (Sullivan Buses) reported some minor timetable changes to the 306 from the 1st week in September. The 398 between Borehamwood and Watford via Radlett hat was originally put on as a back-up for problems in Elstree, although a useful route is not attracting as many customers as expected to make it sustainable so it is to be withdrawn during off peak hours. However, the 398 will still run on Mondays to Saturdays between Borehamwood and Potters Bar. It was noted that Sullivan Buses were in talks with the services at South Mims and are looking to enhance the evening frequency of the 398 depending on funding.

Information on new bus timetables could be found at:

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

05. TRAFFIC AND ROAD SAFETY REPORT

PC J Hainsworth gave an update on the road and traffic situation since his last attendance at the February Transport Forum Meeting. (See attached Appendix A) PC J Hainsworth was able to give a year on year report beginning from March 2016 to March 2017 with the following results:

March 2016 – March 2017

- an 18% reduction in road traffic collision where there was damage only;
- a 15% reductions in road traffic collision where there were suspected injury;
- a 0% change in road offences; and
- a small increase in vehicle nuisance or inappropriate use.

February 2018 – June 2018

PC Hainsworth further reported on traffic and road conditions from February 2018 to June 2018 in comparison with the same four months in the previous year with the following results:

SR

- an 41% increase in road traffic collision where there was damage only (it was noted that PC J Hainsworth has now been transferred to Elstree ward where the increase in road traffic collision damage only had risen by 200%) so looking at the two month period between 30 March 2018 and 30 June 2018 there had been three times as many road traffic collisions in Elstree as there had been in the same four months a year before. PC J Hainsworth further reported that the number one concern voiced by the majority of residents living in Elstree was about speeding traffic and drivers using their mobile phones whilst driving along Watling Street, Elstree Hill North, the High Street and over the hill onto the Elstree Hill South;
- there had been no change in road traffic collision where there were suspected injury;
- a 20% increase in road offences; and
- a 50% decrease in vehicle nuisance or inappropriate use.

PC J Hainsworth said that this has highlighted the areas where work needs to be done to try and reduce the 'damage only' incidences and try to ascertain why they are happening. John Cartlidge agreed that these data were a useful indicator of the overall pattern and distribution of incidents, but felt that in order to target remedial interventions effectively, it was important to analyse such variables as location, time of day, age of drivers and victims, speed and type of vehicle, whether pedestrians were involved, etc. Clustering of incidents at particular sites for example, could give clues so such contributory factors as poor sightlines, irresponsible parking and damaged or missing road signs and markings. Such analyses had in the past been undertaken by road safety team at Herts CC, allowing sites with particularly poor records to be identified and treated.

06. TRAIN SERVICES

In the absence of Larry Hayman (GTR), Cllr C Butchins presented members with a report produced by Katherine Cox (GTR). (See **attached Appendix B**). Cllr Butchins reported that as the report was very long members were advised to read the report at their own leisure.

Mr Redman reported that works to remodel the station building were to begin in September 2018 and were due to be finalised in March 2019. The ticket hall and shop would be enlarged by extending them onto the forecourt, the café would be incorporated into the main building, and the cycle rack would be enclosed in a glazed shelter. It was recognised that renovations would cause some temporary disruptions to passengers, but the intention was to equip the station to handle the increased flow of passengers more effectively, e.g. by increasing the number of ticket gates. The reduction from two to one in the number of ticket windows reflected the general movement towards on-line or

automated ticket sales, but unlike most GTR stations Elstree and Borehamwood was to retain a staffed ticket office.

Arising from a recent fatality at the station it was noted that there were on average five suicides a week on the National Rail network. This causes great trauma to train drivers and huge disruption to passengers. It was further noted that station staff were receiving training in order to identify patterns of behaviour associated with suicides. (See attached Appendix C Post meeting Suicide Report 2017/18).

07. OPEN SESSION

It was noted that so far there had been no reply from TFL regarding the outcome of its consultation on the proposed cyclist and pedestrian crossing on A1 Stirling Corner.

It was noted that Cllr S Rubner would be taking over as Chair at and from the meeting of 24 October 2018.

Members expressed their thanks and gratitude to Cllr C Butchins for his past commitment and hard work during his time as Chairman of the Transport Forum.

08. CLOSURE AND DATE OF NEXT MEETING

The meeting closed at 8.50pm.

It was noted that the next meeting was scheduled for Wednesday 24 October 2018 at 7.00pm at Fairway Hall, Brook Close, Borehamwood, WD6 5BT.

Date: 22-10-18 CHAIRMAN: 

APPENDIX A

ELSTREE & BOREHAMWOOD TOWN COUNCIL

TRANSPORT AND ROAD SAFETY FORUM WEDNESDAY 4 JULY 2018

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 31.10.2017	01.11.2017 31.12.2017	01.01.2018 28.02.2018	Totals
Elstree	1	5	7	10	7	3	33
Brookmeadow	3	4	2	5	3	4	21
Cowley Hill	1	3	1	4	2	2	13
Hillside	9	9	12	9	6	8	53
Kenilworth	7	4	9	4	4	8	36
Totals	21	25	31	32	22	25	156

Ward	01.03.2018 30.04.2018	01.05.2018 30.06.2018					
Elstree	8	2					
Brookmeadow	5	3					
Cowley Hill	3	5					
Hillside	10	11					
Kenilworth	3	8					
Totals	29	36					

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 31.10.2017	01.11.2017 31.12.2017	01.01.2018 28.02.2018	Totals
Elstree	2	1	2	2	3	3	13
Brookmeadow	1	1	4	6	2	3	17
Cowley Hill	1	1	5	3	1	3	14
Hillside	4	7	3	1	5	6	26
Kenilworth	2	3	0	4	4	10	23
Totals	10	13	14	16	15	25	93

Ward	01.03.2018 30.04.2018	01.05.2018 30.06.2018					
Elstree	2	3					
Brookmeadow	0	1					
Cowley Hill	0	3					
Hillside	3	7					
Kenilworth	1	3					
Totals	6	1					

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 31.10.2017	01.11.2017 31.12.2017	01.01.2018 28.02.2018	Totals
Elstree	3	5	3	4	5	7	27
Brookmeadow	8	9	3	6	6	3	35
Cowley Hill	2	10	4	9	4	3	32
Hillside	16	10	11	13	13	10	73
Kenilworth	13	7	9	3	6	6	44
Totals	42	41	30	35	34	29	211

Ward	01.03.2018 30.04.2018	01.05.2018 30.06.2018					
Elstree	9	10					
Brookmeadow	9	3					
Cowley Hill	2	8					
Hillside	7	8					
Kenilworth	4	6					
Totals	31	35					

Changes in GTR management

As you may know by now the Chief Executive Officer of GTR, Charles Horton, has decided to step down. Whilst this was an industry-wide failure, Charles believes that with leadership comes responsibility and has decided the right thing to do is to step down from his post.

The company has announced that Patrick Verwer will become the new Chief Executive Officer effective from early July.

The causes of the problems with the new timetable

Charles Horton and Nick Brown appeared before the Transport Select Committee on 18 June to set out the position in respect of each of these issues.

Firstly, we would like to sincerely apologise to all of our passengers who have been affected in recent weeks. The service has simply not been good enough and for that we are truly sorry.

The introduction of a new timetable is a complex task requiring input, decisions and actions from a wide number of people including ourselves, Network Rail and the Department for Transport (DfT). In the case of this new GTR timetable, the process was considerably more complicated and time consuming than usual, with the times of every single one of our 3200 daily services changing, as well as the introduction of 400 new services per day and the creation of new routes connecting destinations that have never been linked together by rail before.

In August 2017, GTR submitted a bid (in compliance with DfT specification) to Network Rail to operate 24 trains per hour in order to deliver the capacity benefits outlined in the franchise agreement. Following a recommendation made in April 2017, the DfT announced its decision to phase the implementation of the timetable in October 2017. Whilst we supported this decision, it changed the requirements of the May 2018 timetable once again and meant a huge amount of timetable planning work had to be re-done by both Network Rail and GTR.

At the same time, an Industry Readiness Board (IRB) was created to oversee the full process, under the chairmanship of Chris Gibb and including representation from all affected train operators as well as Network Rail, the ORR and the DfT.

In November 2017, Network Rail offered a timetable back to GTR, but with a large number of train rejections – it was not an operable timetable. In January 2018, GTR bid for the new timetable in response to this, including the required phasing, as well as late-notice changes to services between Bedford and London on the Midland Mainline. It wasn't until April 2018 that GTR's bid was approved by Network Rail which left only three weeks to complete three months

work before implementation. This was followed by the standard scrutiny process with the trade unions, which was completed shortly before the timetable introduction.

While GTR were waiting for this delayed approval, mitigating measures were being taken forward and planning work undertaken on a set of assumptions from the previous year's plans and these proved to be partly incorrect once the timetabling work was concluded. This meant there was a mismatch between the final timetable and the required route knowledge skills of drivers.

In simple terms, this left GTR with three weeks to do a minimum of three months work (12 weeks is the regulated target). During this time, GTR continued to train drivers for the new timetable.

The route knowledge drivers require takes time to accrue and it was impossible to know which drivers needed which route training until three weeks beforehand when the timetable was agreed, as a result of those earlier delays. Furthermore, regulations dictate that route knowledge expires after six months if not used, so it was impossible to speculatively train drivers on a range of routes very far in advance of those colleagues driving them. Given the short notice of the timetable, the issue we faced was around matching the driver knowledge with their new depots.

As you will be aware, GTR is leading the UK's largest train driver recruitment programme and over the past two years, our driver numbers have increased by 19%. As the summary above outlines, problems arose from drivers not having the right route knowledge for the new timetable, rather than there being a shortage of drivers.

Whilst this driver training was ongoing, a huge number of other tasks were required during that condensed three-week period. Critically, we needed to create 'diagrams' (the industry term for the work schedules drivers use each day) for the new timetable – another task that was impossible to commence until the timetable was received from Network Rail.

Whilst it was clear, which we stated, that there would be some teething troubles with the timetable three weeks out, it was only in the final days when the work schedules were finalised and applied to the work rosters in crew depots that the sheer scale of the problem became apparent. At that point, in an ideal world we would have postponed implementation of the timetable, but the knock-on effects to the rest of the rail network would have been enormous and would have made matters worse for even more passengers.

Clearly there are lessons that we can draw from this and will but also the wider industry arrangements for making changes have been found wanting and collectively across the network this needs to be addressed. We fully support a system of independent checks and measures operating across the industry going forward and a review of the industry arrangements that have caused us and Northern such challenges and difficulties for our passengers.

Delivering a more dependable service

The top priority now is to deliver a more dependable service for our passengers. Our plan to achieve this is as follows:

- **Phase 1 | 24 June – Mid-July**

Our first step is to give passengers a more predictable service. In the short term, the only way to do this is to regularise the services being cancelled and amend online journey planners accordingly. Until now, these have needed to be updated on a weekly basis but from Monday 25 June passengers will be able to plan their weekday journeys in advance for the coming three weeks.

We will prioritise peak trains and school trains, giving more certainty for passengers to plan their journeys to and from work and school. Regularising the service allows GTR to increase the amount of driver training on routes they need to drive and gives passengers a service they can plan around again. We are working hard to reduce the number of ad hoc cancellations which have been so frustrating and reduce service gaps during this time. In this period some short form trains may run while we move the fleet to the correct positions. We will continue to support the service gaps with buses and taxis.

- **Phase 2 | From Mid-July**

As a second and most important step, from mid-July, GTR aims to implement an interim timetable which will give passengers a more dependable service. This will be based on the targeted May 2018 timetable, but with fewer services primarily in the off peak period to further enable us to augment the driver route knowledge training programme.

From this timetable, we will aim to gradually introduce more services to complete the intended May 2018 timetable; but we will only do so when we are certain it can deliver the passenger benefits of extra rail capacity, reliability and journey options that it needs to.

Declassifying first class

From 29 June, first class is declassified on all Thameslink and Great Northern services during peak journey times to create more space for passengers. This will continue until the interim timetable is implemented on 15 July which will prioritise peak hours services and reduce service gaps.

We appreciate that customers may already hold a Thameslink or Great Northern first class season ticket and they will be able to claim the difference in cost for journeys made where first class was declassified. More information can be found here -

www.thameslinkrailway.com/firstclassclaimform

Encouraging passengers to claim Delay Repay

We know this issue is a matter of great importance to passengers and we do not underestimate the impact the recent problems have had on peoples' lives. We are using all customer information channels available (website, social media, station posters, information screens, and media advertisements) to encourage passengers to claim the compensation they may be entitled to. Please reinforce this important message to your members and ask them to visit the Great Northern and Thameslink websites to claim Delay Repay, which provides for money back for delays of 15 minutes or more. Claims for additional expenses, such as taxis are being considered on a case-by-case basis and all receipts with an explanation should be sent to our customer relations team.

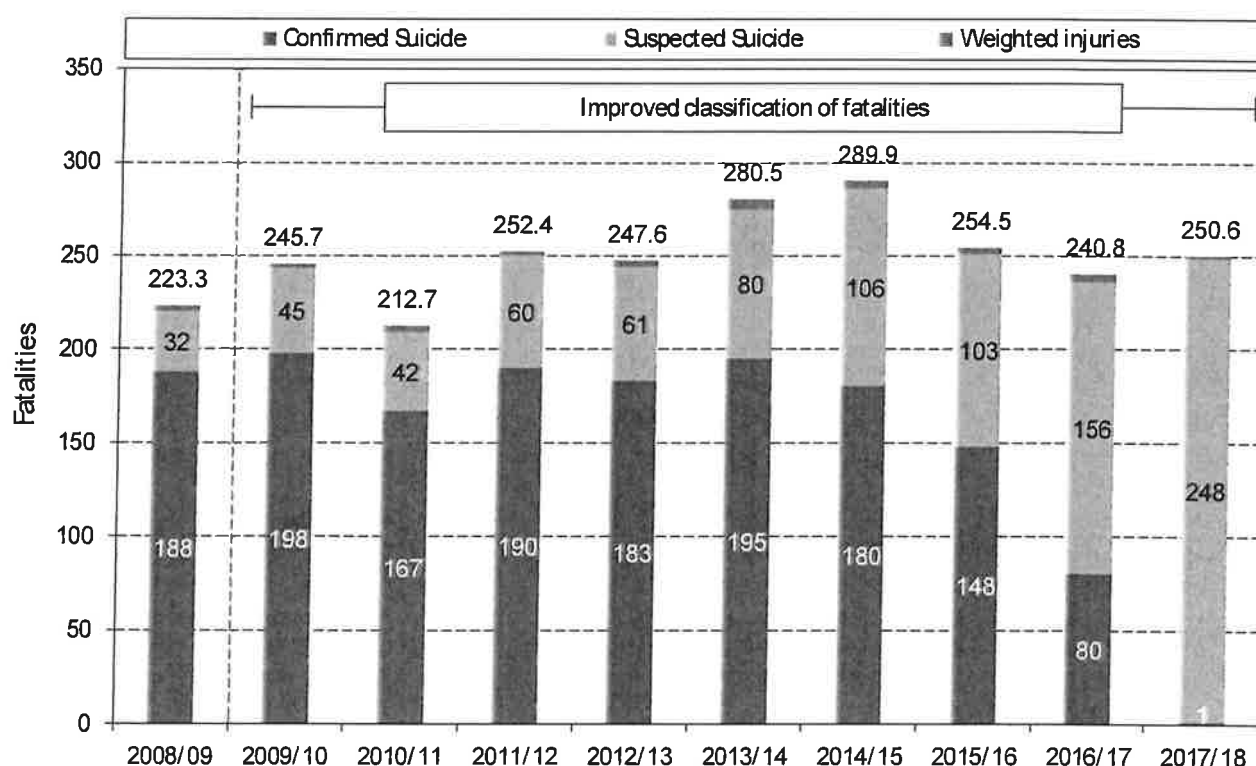
We are also working with the DfT on a compensation package in addition to our existing Delay Repay scheme.

9.2 Trend in suicide fatalities

Chart 64 presents the trend in harm from suicide and suspected suicide for the past 10 years. The dark bars represent the number of events with a coroner's confirmed verdict. The light bars represent the number of verdicts that were open, narrative, or not yet returned, which are currently classed as suspected suicide, based on application of the Ovenstone criteria.

The discontinuity resulting from greater information being available from 2009/10 onwards is reflected in the chart. Later years have greater proportions of unconfirmed categorisations, while coroners' inquests or verdicts are still awaited. Note that due to capacity constraints RSSB have not reviewed coroners reports for most 2017/18 fatalities and this will be carried out post-publication.

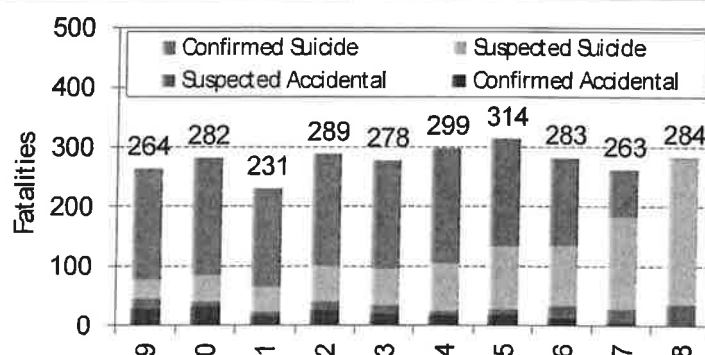
Chart 64. Trend in suicide fatalities and weighted injuries



Note: For 2009/10 onwards, the classification of open, narrative and unreturned coroners' verdicts has based on an improved amount of information.

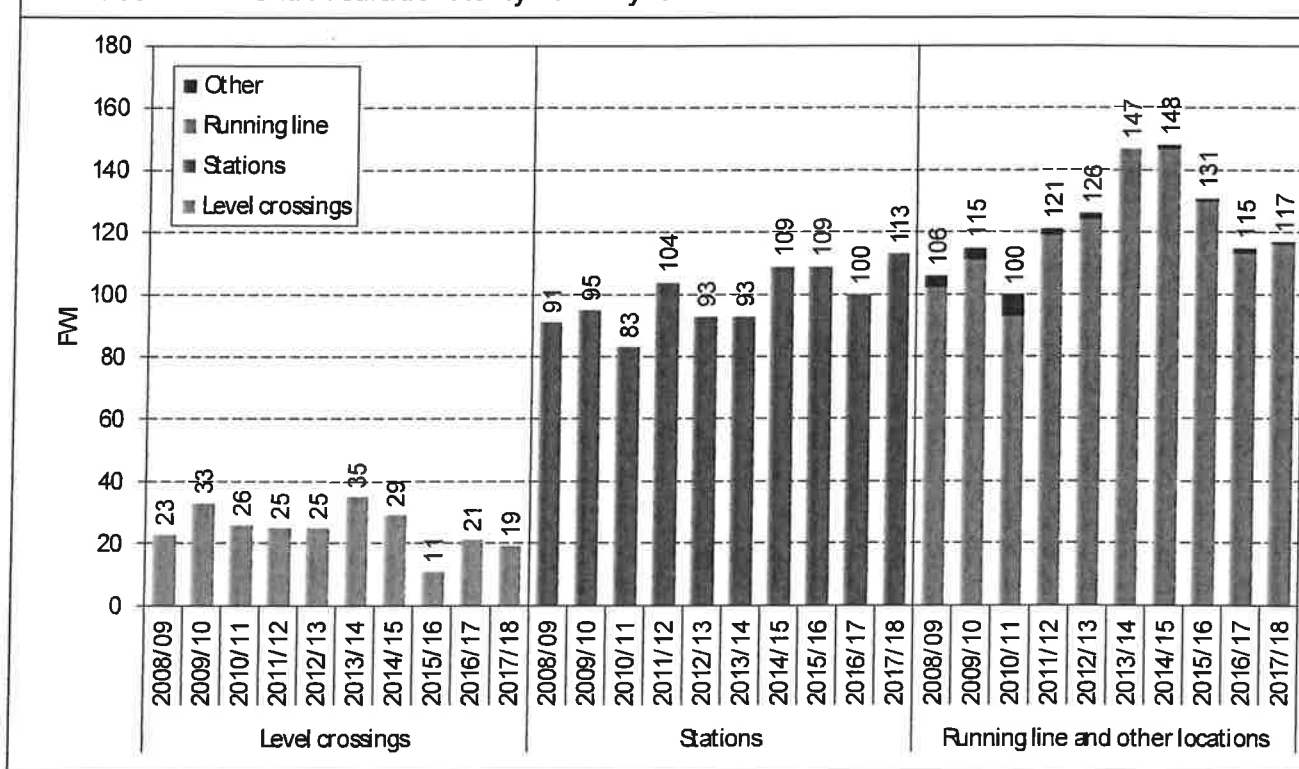
- Given the proportion of cases that are open, narrative or unreturned, which is where judgement needs to be applied, it is useful to look at the trend in trespass and suicide fatalities as a whole.
- Chart 65 shows that although up to 2014/15 there has been a generally increasing trend in fatalities due to trespass or suicide, numbers have

Chart 65. Trend in trespass and suicide fatalities



Trends in suicide by location

Chart 66. Trend in suicide fatality harm by location



- Since 2008/09, around 50% of suicides have occurred on the running line. In 2017/18 there was small increase in suicide events at these locations.
- Since 2008/09, around 40% of suicides have occurred in stations. The number of suicides in stations for 2017/18 increased to the highest in the reporting period.
- The number of suicides at level crossings decreased this year and remains below the annual average for the reporting period. Over the past 10 years, around 10% of suicides have occurred at level crossings. The remaining small percentage of events have occurred in other locations.
- The occurrence of suicide on the railway is likely to be influenced by wider societal trends, as well as by initiatives the railway takes to prevent suicide attempts.

9.3 Suicide prevention initiatives

Rail Industry partners (including Network Rail, the train operating companies, trades unions, BTP, Samaritans, and RSSB) under the banner of the Rail Industry Suicide Stakeholder Group (RISSG) have been working together since 2010 to reduce suicide on the railway and to support those involved or who witness such an event. In 2015 the contractual partnership agreement between Samaritans and Network Rail on behalf of the rail industry was renewed until 2020.

The industry's suicide prevention programme involves the roll out of a number of prevention and post-incident support initiatives. These include multi-agency partnership working at national and local level, bespoke training of rail industry staff, a national public awareness poster campaign, the implementation of physical mitigation measures at railway locations, post-incident support at railway stations provided by local Samaritans volunteers and work to encourage responsible media reporting of suicides. Increasingly important are the relationships being forged with local authorities and MPs as collectively there is recognition that the rail industry is but one player in addressing the societal issue of suicide.

LOE comment

We don't always know what has led someone to consider suicide. But what we do know is that if you take the time to talk to someone at risk of harming themselves, you won't make it worse, and you may actually save their life.

On 15 November, this started to be put into practice when the industry, in partnership with Samaritans, launched its first national bystander campaign, 'Small Talk Saves Lives' which seeks to gain the support of customers and the public in preventing suicide not only on the railway, but also in their own communities.

Driven by examples of rail staff, and members of the public who have intervened to help someone in crisis, the campaign's overarching aim is to encourage people to trust their instincts and take action if they see someone they're concerned about.

The award-winning campaign has been launched country-wide, across many multi-media outlets. It features role model behaviour, showcases the work of the rail industry at large, and equips the public with a belief that suicide is preventable and that a simple conversation can be all that's needed, along with guidance on what to look out for, and what action to take.

In short, it humanises suicide for rail passengers, it focuses on driving intent and removing barriers that prevent action, making it easier by simplifying the ask and giving people the confidence to act and a belief that they can make a difference.

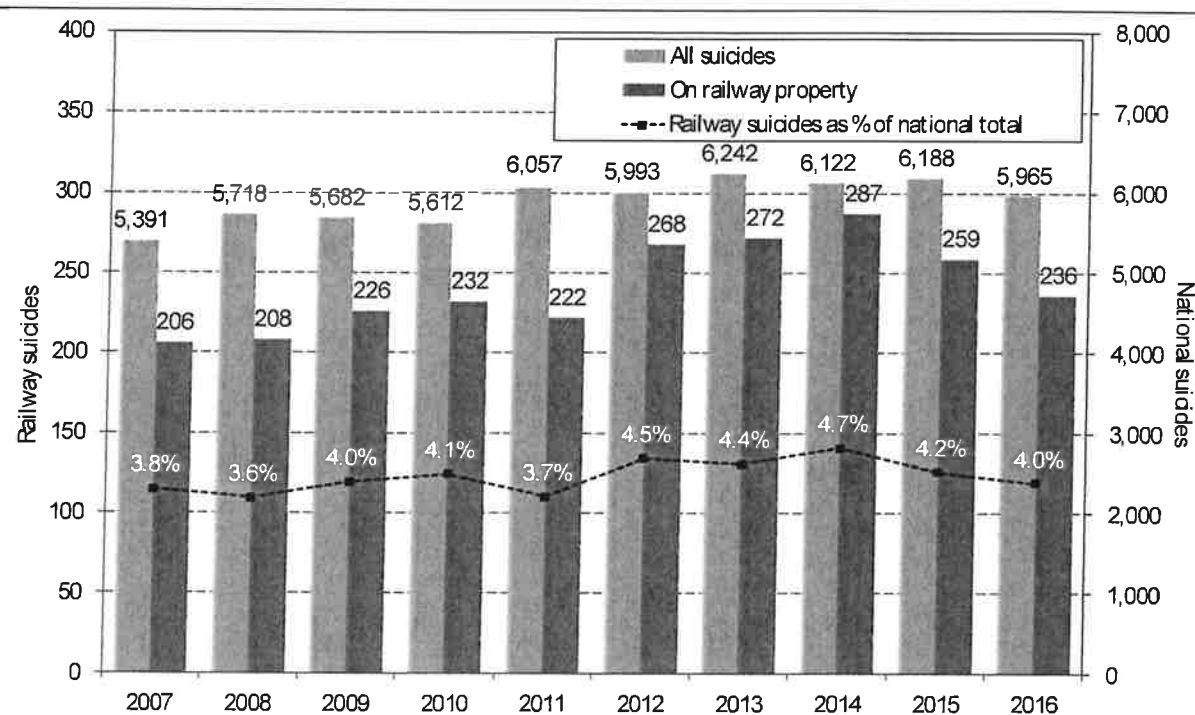
Table 13 presents a general overview of the national and local activities covered by the programme.

Summary of programme activities	
AT NATIONAL LEVEL	AT LOCAL LEVEL
Partnership working	
<ul style="list-style-type: none"> • Governance groups including all industry stakeholders in place • Industry central suicide prevention team established • Suicide Prevention Champions and Coordinators in place within each organisation • Continued partnering with dedicated Samaritans and British Transport Police suicide prevention teams • Simplified version of the Programmes strategy published • Production of guidance documents • Provision of core data sets for industry and third-party use • Working with Department for Transport to develop a transport sector suicide prevention strategy • Working with Public Health England to validate industry approach to suicide prevention • Hosting suicide prevention conferences and parliamentary receptions • Promoting national awareness activities with Samaritans • Sharing expertise with foreign rail agencies 	<ul style="list-style-type: none"> • Supporting local authorities in their delivery of suicide prevention activities • Contributing to multi-agency suicide prevention activity • Contributing to and leading community outreach activities • Liaison with local MPs • Delivery of the industry 9 Point Suicide Prevention Plan and the Programmes strategy • Convening local meetings to address specific location risks • Completion of location reviews to determine appropriate levels of suicide prevention activity • Promoting awareness activities • Identification of 'at risk' locations • Garnering support of local rail partnership groups to support the Programme
Prevention activities	
<ul style="list-style-type: none"> • Commissioning bespoke research to identify new ways to meet the suicide prevention challenge on the railway • Deploying anthropologists/ethnographers to study societal issues at high risk locations • Design and delivery of suicide prevention awareness campaigns such as Small Talk Saves Lives • Overhauling the industry 'escalation process' to high-risk locations • Provision of suicide prevention training • Monitoring of press and social media outputs • Suicide prevention arrangements built into franchise agreements • Communicating anniversary dates of significant suicides • Identifying suicidal activity as a means of predicting future events • Looking at new and emerging technologies to prevent suicide • Developing collateral to promote suicide prevention activity both on and away from the railway • Media releases 	<ul style="list-style-type: none"> • Identifying at risk locations • Deploying suicide prevention measures • Undertaking suicide prevention training • Raising awareness amongst staff of the industry suicide prevention measures and the part they play in it. The industry 'Learning Tool' video platform take part in this • Raising awareness amongst staff of the industry suicide prevention measures and getting them to become actively involved • Coordinating prevention activities with local authorities and other third-party organisations • Responding to press and social media activity • Direct life-saving interventions by staff • Removing memorials to those that have taken their lives • Increasing patrols or 'staffing' at emerging high-risk locations • Media releases
Post-event activities	
<ul style="list-style-type: none"> • Provision of Trauma Support Training • Provision of trauma support materials and support services for staff • Weekly review of the epidemiology of all suicide events • Deliver national guidance emerging from event reviews 	<ul style="list-style-type: none"> • Adoption of Trauma Support Training to improve staff resilience to suicidal activity • Provision of post-incident support to staff and customers • Post-event reviews with interested parties to establish learning

9.4 Railway suicides in the wider context

Suicides on the railway represent by far the largest proportion of railway-related fatalities, but they represent a relatively small percentage of suicides on a national level. National suicide figures are not available as recently as railway figures, being published on a calendar year basis; the chart shows the latest available calendar year comparisons. The national figures used for the UK are based on the year when the death was registered.

Chart 67. Railway suicide trend in the wider context



Source: SMIS and ONS

- Over the period shown in the chart, the average number of national suicides has been 5,897 per year. The years 2011-2016 have seen a sustained higher level of national suicides. This increased number of suicides at a national level has been in line with an increased number seen on the railway. The number seen in 2016 is the lowest in five years, but remains higher than historic figures.
- The proportion of the national total occurring on railway property has been 4.1% over the analysis period; the most recent available year for comparison has shown a slightly lower proportion.

9.5 Key safety statistics: suicide

Suicide	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18
Fatalities	275	286	251	236	249
Struck by train	265	281	243	228	242
Not train related	10	5	8	8	7
Injuries to others	292	243	213	186	88
Major injuries	0	0	0	0	0
Minor injuries	0	1	0	1	3
Shock and trauma	292	242	213	185	85*

* The apparent reduction in shock and trauma is due to a change in the way such incidents are reported in SMIS

ELSTREE AND BOREHAMWOOD TOWN COUNCIL (EBTC)

COMMUNITY SAFETY MEETING (CSM)

MINUTES of a meeting held at Fairway Hall, Brook Close, Borehamwood, WD6 5BT on Wednesday 18 July 2018 at 7.00pm

Present:

- Cllr C Butchins (CSM Chairman - EBTC)
- Cllr Mrs S Parnell - EBTC
- Cllr S Rubner - EBTC
- Cllr G Franklin - EBTC
- Cllr E Silver - EBTC
- S Nagler - Assistant Police Commissioner (Hertfordshire)
- S Alford - Elstree & Borehamwood Residents' Association (EBRA)
- R Jarvis - Neighbourhood Watch
- 4 Members of the Public
- H R O Jones - Town Clerk

[Only those attending on behalf of an organisation and/or wishing their names to be included in the Minutes are recorded above.]

01. CHAIRMAN'S WELCOME AND HOUSEKEEPING NOTICES

The Chairman, Cllr C Butchins, welcomed those present to the first Town Council organised CSM. In his opening remarks, he emphasised the importance of enabling local groups and residents to have a forum where issues concerning local policing and safety could be discussed. He also highlighted the value in enabling service providers with an opportunity to communicate effectively with the public. He thanked those present for attending the meeting and indicated that he was eager for input and suggestions, especially in terms of themes for future meetings but also in suggesting improvements to the administration of the CSM.

02. INTRODUCTIONS

Those present introduced themselves and explained their reasons for attending the meetings (see attendance list above). The Chairman and Assistant Police Commissioner (Hertfordshire) both felt that future attendance by Hertfordshire Constabulary, Fire and Rescue and Clarion Housing would be advantageous.

03. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Mrs P Strack (Other Business), A Grady (Borehamwood Brass), D Sweeney (Hertfordshire Constabulary) and Clarion Housing.

CB

04. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

05. TERMS OF REFERENCE AND REPRESENTATION

The Chairman's report on the purpose of meeting was received.

Terms of Reference

It was RESOLVED that:

the Terms of Reference CSM be agreed as follows:

"Community Safety Meeting

The aims of the Meeting are to consider, advise and make recommendations concerning community safety and policing matters relevant to the Elstree and Borehamwood area and to liaise with the appropriate authorities including Hertfordshire Constabulary, the Fire Brigade, Neighbourhood Watch, Housing Association(s), Hertsmere Borough Council and Hertfordshire County Council (and any other bodies that may be appropriate).

- i) To provide a public meeting for discussion and constructive ideas concerning the provision of community safety services and policing in Elstree and Borehamwood;***
- ii) To make representations to the relevant authorities on national and/or local consultations;***
- iii) To raise awareness of services; and***
- iv) To assist in the dissemination of information and public education on Community Safety Matters.***

Whilst the Town Council has no direct jurisdiction over policing, it does have a power to spend money on crime detection and prevention measures (Local Government and Rating Act 1997, S.31). The Community Safety Meetings will work in parallel with the Transport and Road Safety Forum and will operate on a similar basis."

Representation

It was RESOLVED that:

the Town Councillor representation of CSM as agreed at Annual Council meeting on 16 May 2018 be noted as follows:

COMMUNITY SAFETY MEETING (5)

Chairman	Cllr C Butchins
Vice-Chairman	Cllr Mrs S Parnell
Councillor (1)	Cllr S Rubner
Councillor (2)	Cllr Mrs P Strack
Councillor (3)	Cllr R Butler

06. HERTFORDSHIRE CONSTABULARY

The Assistant Police Commissioner (Hertfordshire) provided an outline report of local policing. It was noted, in particular, that it had been difficult recently for the service to reach its targets due to the unusual spell of hot weather and the increased policing associated with the World Cup football tournament. He emphasised the need to educate the public on the importance of using the emergency (999) telephone number only in circumstances where they were faced with violence or threat to property. Other areas of his report included the increase in cyber-crime (scams and hacking), historic sexual offences, national problems of child grooming, drug misuse and terrorism. The Assistant Police Commissioner concluded by reminding those present that a budget was held to fund community initiatives that contributed to promoting community safety.

07. NEIGHBOURHOOD WATCH POLICY

Through the Chairman, those present congratulated R Jarvis (Neighbourhood Watch) on recently receiving The Queen's Award for Voluntary Service.

It was noted that c.11,000 addresses were covered by Neighbourhood Watch in Hertsmere and c.138,000 in the whole of Hertfordshire. The availability of the OWL system (communication system between Neighbourhood Watch and the Police) was highlighted.

08. HERTS FIRE AND RESCUE

There was no report.

09. CLARION HOUSING

There was no report.

10. COUNCIL REPORTS

There was no report.

11. OPEN SESSION

Observations about local policing and community safety from the floor included:

- A perception in there being fewer CCTV cameras than previously (it was noted that the “grainy footage” of some CCTV cameras was difficult to use in evidence);
- Opportunities were available for individuals to take on the role as Independent Custody Visitors;
- A perception that the 101 telephone number was not always answered quickly by operators;
- Problems had been noted with CCTV cameras in Aberford Park. It was suggested that increased lighting could be arranged by Hertsmere Borough Council for users of the Community Centre in Aberford Park, especially in the darker months of the year;
- Concerns were raised over the increased likelihood of field fires in light of the current spate of hot weather;
- The narrowness of some streets and the ability of emergency vehicles to use these for access was raised as an issue;
- Empty Houses, vermin and rubbish (Clarion Housing issue);
- Children playing on or near roads (Clarion Housing issue);
- The re-siting of the Fire and Ambulance stations was queried by some Members of the Public.

12. CLOSURE AND DATE OF NEXT MEETING

The meeting closed at 8.10pm.

The remaining meeting dates for 2018/19 were as follows:

- 3 October 2018 at 7.00pm
- 30 January 2018 at 7.00pm
- 27 March 2018 at 7.00pm

at 7.00 pm at Fairway Hall, Brook Close, Borehamwood, WD6 5BT.

Date: 3 10 18

CHAIRMAN 

AGENDA ITEM 6

Elstree and Borehamwood Town Council

2018/19

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
228	DD1/9/18	Affinity Water	Alum Allotments Water Supply 14/2/18 - 13/8/18	£223.10	£0.00	2112/201	SHAA 1908 s.23
229	800360	Angel Springs Ltd	Water Cooler Rental	£40.87	£6.81	1410/104	LGA 1972 s. 111
230	800361	BT	One off Payment For New Line Set Up	£291.96	£48.66	1420/104	LGA 1972 s. 111
231	800362	Barricade Ltd	Car Park Column Protector	£176.40	£29.40	1640/106	LGA 1972 s. 111
232	800363	Herts Signs & Graphics Ltd	Fairway Hall Wall Plaques & Signs	£1,659.60	£276.60	1640/106	LGA 1972 s. 111
233	800364	HMRC	Payroll Tax & NI September 2018	£4,955.65	£0.00	1301/103,1302/103	LGA 1972 s. 112 (1)
234	800365	Hertfordshire County Council	Payroll: Superannuation September 18	£4,960.79	£0.00	1301/103,1303/103	LGA 1972 s. 112 (1)
235	800366	Hertfordshire County Council	Hall Booking /Staff Diary	£3.59	£0.60	1422/104	LGA 1972 s. 111
236	800367	Kellmatt Ltd	Youth Council Flag	£54.00	£9.00	4666/406	LGA 1972 s. 111
237	DD7/9/18	METRO Bank	Payroll: September 2018	£11,685.31	£0.00	1301/103	LGA 1972 s. 112 (1)
238	800368	Cash	Petty Cash Top-Up	£294.97	£0.00	Transfer 1-3	LGA 1972 s. 111
239	DD10/9/18	Right Fuelcard Company	Vehicle Fuel	£100.87	£16.81	2944/209	LGA 1972 s. 111
240	800369	St John Ambulance	Two Day Clerk Training Course	£360.00	£60.00	1405/104	LGA 1972 s. 111
Total Amounts				£24,807.11	£447.88		

Councillor

Councillor

Finance Officer

Responsible Finance Officer

Confirmed Approved Signed by Council on...

28/11/18

- [LGA: Local Government Act]
- [PCA: Local Parish Councils Act]
- [WM (LAP) A: War Memorials (Local Authorities' Powers) Act]
- [LGRA: Local Government and Ratings Act]
- [LG (MP) A: Local Government (Miscellaneous Provisions) Act]
- [SHAA: Small Holding & Allotments Act]
- [LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]
- [Employee Fidelity, Employers Liability (Compulsory Insurance)]
- [Local Authorities' Powers Act Extended by Local Government Act]
- [Open Spaces Act]
- 07-Sep-18

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
241	DD1/10/18	Affinity Water	Office Water Supply 22/2/18 - 13/8/18	£108.85	£0.00	1612/106	LGA 1972 s. 111
242	DD1/10/18	Affinity Water	Allum Allot Water Supply 22/2/18 - 13/8/18	£1,239.09	£0.00	2112/201	SHAA 1908 s.23
243	DD1/10/18	BT	Telephone Charges September 2018	£207.54	£34.59	1420/104	LGA 1972 s. 111
244	800370	EBLOS	Second Half Parade Prize	£25.00	£0.00	3235/302	LGA 1972 s. 145
245	800371	First Class Business Solutions	Photocopier Costs	£79.93	£13.32	1438/104	LGA 1972 s. 111
246	800372	Frank Cooper & Son Ltd	Allotment Grass Cutting	£162.00	£27.00	2140/201	SHAA 1908 s.23
247	800373	HAPTC	x 2 Staff Allotment Management Training	£100.00	£0.00	2140/201	LGA 1972 s. 111
248	800374	Hearns Coaches Ltd	School Swimming Programme Sept 18	£3,150.00	£0.00	4363/403	LGA (MP) 1976 s. 19
249	800375	Ironwood Flooring Services Ltd	40% Deposit Hall floor wax & Seal	£960.00	£160.00	1640/106	LGA 1972 s. 111
250	800376	isk8	Christmas Lights Switch on Ice Rink	£3,000.00	£500.00	4847/408	LGA 1972 s. 145
251	800377	H Jones (Reimbursement)	Travel Expenses / Key Cabinet	£69.68	£0.00	1408/104,1422/104	LGA 1972 s. 111
252	800378	R Jarvis	Weekend Hall Cover/Mobile Top-Up	£104.00	£0.00	1602/106,1420/104	LGA 1972 s. 111
253	800379	Lamps & Tubes Illuminations Ltd	Beacon Lighting Flags	£76.20	£12.70	3191/301	LGA 1972 s. 145
254	800380	Steven Miles	WC Replacement Waste Pipes	£190.00	£0.00	1637/106	LGA 1972 s. 111
255	800381	PKF Littlejohn LLP	Externai Audit Fee for 2017/18	£1,920.00	£320.00	1457/104	LGA 1972 s. 111
256	800382	SLCC Enterprises Ltd	SLCC National Conference 10/11/10/18	£414.00	£49.00	1407/104	LGA 1972 s. 111
257	DD20/9/18	Total Gas & Power	Office Elec Supply 1/6/18 to 31/8/18	£197.97	£9.42	1613/106	LGA 1972 s. 111
258	800383	Trophy Store	Allotment Winner Trophies	£51.94	£8.66	2117/201	SHAA 1908 s.23
259	800384	Zurich Municipal	Transit Van Insurance 8/1/18 to 7/11/19	£648.75	£0.00	2945/209	LGA 1972 s. 111
			Total Amounts	£12,704.95	£1,134.69		

Councillor

Councillor

[LGA: Local Government Act]

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[LGRA: Local Government and Ratings Act]

Finance Officer

Responsible Finance Officer

Confirmed Approved Signed by Council on

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[SHAA: Small Holding & Allotments Act]

[LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]

[Employee Fidelity, Employers Liability (Compulsory Insurance)]

[Local Authorities' Powers Act Extended by Local Government Act]

[Open Spaces Act]

01-Oct-18

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
260	800385	Frogmore Garage Ltd	Transit Van Repairs	£688.96	£114.83	2943/209	LGA 1972 s. 111
			Total Amounts	£688.96	£114.83		

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[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]

18-Oct-18

Councillor

Councillor

Finance Officer

Responsible Finance Officer

Confirmed Approved Signed by Council on

28/11/18

Finance Officer

Responsible Finance Officer

Confirmed Approved Signed by Council on.....

28/11/18

[LG (MP) A: Local Government (Miscellaneous Provisions) Act]

[SHAA: Small Holding & Allotment Act]

[LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]

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[Local Authorities' Powers Act Extended by Local Government Act]

[Open Spaces Act]

19-Oct-18


Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
279	800401	AMC Computer Supplies Ltd	AVG Renewal 10 Seats	£243.00	£40.50	1440/104	LGA 1972 s. 111
280	DD31/10/18	BT	Telephone Charges October 2018	£144.85	£14.00	1420/104	LGA 1972 s. 111
281	800402	First Class Business Solutions	Photocopier Costs	£100.34	£16.72	1438/104	LGA 1972 s. 111
282	800403	Frank Cooper & Son Ltd	Allotment Tree Maintenance	£540.00	£90.00	2141/201	SHAA 1908 s.23
283	800404	Lamps & Tubes Illuminations	Street Light Structural Inspection	£3,822.90	£637.15	1637/106	LGA 1972 s. 111
284	800405	H Jones (Reimbursement)	SLCC Conference Travel Expenses	£135.90	£0.00	1408/104	LGA 1972 s. 111
285	800406	Cash	Petty Cash Top-Up	£591.29	£0.00	Transfer 1-3	LGA 1972 s. 111
286	800407	Riattas Business Solutions Ltd	Booking Software Support x 5 Users	£342.00	£57.00	1440/104	LGA 1972 s. 111
287	800408	Stevenage Computer Services	IT Support	£210.00	£0.00	1438/104	LGA 1972 s. 111
			Total Amounts	£6,130.28	£855.37		


 Councillor


 Councillor


 Finance Officer


 Responsible Finance Officer

Confirmed Approved Signed by Council on

28/11/18

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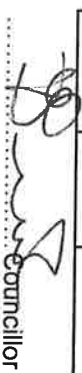
[Open Spaces Act]

31-Oct-18


Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
288	800409	Angel Springs Ltd	Water Cooler Rental	£8.76	£1.46	1410/104	LGA 1972 s. 111
289	DB9/1/18	BNP Paribas Leasing	Photocopier Rental	£533.51	£88.92	1438/104	LGA 1972 s. 111
290	800410	ESS Hire	Two Way Radio Hire 5/1/18	£240.00	£40.00	3142/301	LGA 1972 s. 145
291	800411	G Franklin	Elstree War Memorial Maintenance	£130.00	£0.00	2203/203	LG (PA) 1948 s.133
292	800412	Hearns Coaches Ltd	Christmas Coach Trip Southbank	£495.00	£0.00	4767/407	LGA 1972 s. 145
293	800413	Hearns Coaches Ltd	Christmas Coach Trip Canterbury	£570.00	£0.00	4767/407	LGA 1972 s. 145
294	800414	Hearns Coaches Ltd	School Swimming Prog Oct 2018	£3,150.00	£0.00	4363/403	LGA (MP) 1976 s.19
295	800415	Hertsmere Borough Council	High Street Planter Maintenance	£960.00	£160.00	3302/303	LGA 1972 s. 111
296	800416	Hertfordshire County Council	Hall / Office Supplies	£273.04	£45.51	1616/106, 1422/104	LGA 1972 s. 111
297	800417	Hertfordshire County Council	Payroll: Superannuation November 2018	£4,960.79	£0.00	1301/103, 1302/103	LGA 1972 s. 112 (1)
298	800418	HMRC	Payroll: Tax & Ni November 2018	£4,971.65	£0.00	1301/103, 1303/103	LGA 1972 s. 112 (1)
299	800419	Lexis Nexis	Arnold Baker - Local Council Admin V11	£111.13	£0.00	1422/104	LGA 1972 s. 111
300	800420	Memorial Masters	Replace 6 Raised Letters to Elstree Memorial	£320.00	£0.00	2203/202	LG (PA) 1948 s.133
301	DD15/11/18	Metro Bank	Payroll: November 2018	£11,669.31	£0.00	1301/103	LGA 1972 s. 112 (1)
302	800421	P&R Services (Southampton) Ltd	Emergency Light Test	£210.00	£35.00	1415/104	LGA 1972 s. 111
		STEWARDS PAYMENTS					
303	800422	R Jarvis (Head Steward)	Fireworks Night 5/11/2018	£58.50	£0.00	3110/301	LGA 1972 s. 145
304	800423	P Bruno	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145
305	800424	R Burt	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145
306	800425	P Cull	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145
307	800426	S Covill	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145
308	800427	M Eddon	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145
309	800428	V Gardner	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145
310	800429	E Holden	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145
311	800430	I Pascu	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145
312	800431	H Stammers	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145

313	800432	P Statham	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145
314	800433	M Wisby	Fireworks Night 5/11/2018	£25.00	£0.00	3110/301	LGA 1972 s. 145
		STEWARDS PAYMENTS					
315	800434	R Jarvis (Head Steward)	Remembrance Day 11/11/2018	£36.00	£0.00	3191/301	LGA 1972 s. 137
316	800435	P Bruno	Remembrance Day 11/11/2018	£28.00	£0.00	3191/301	LGA 1972 s. 137
317	800436	R Burt	Remembrance Day 11/11/2018	£16.00	£0.00	3191/301	LGA 1972 s. 137
318	800437	P Cull	Remembrance Day 11/11/2018	£16.00	£0.00	3191/301	LGA 1972 s. 137
319	800438	S Dyer	Remembrance Day 11/11/2018	£16.00	£0.00	3191/301	LGA 1972 s. 137
320	800439	A Gill	Remembrance Day 11/11/2018	£28.00	£0.00	3191/301	LGA 1972 s. 137
321	800440	C Hazell	Remembrance Day 11/11/2018	£16.00	£0.00	3191/301	LGA 1972 s. 137
322	800441	I Pasco	Remembrance Day 11/11/2018	£16.00	£0.00	3191/301	LGA 1972 s. 137
323	800442	H Stammers	Remembrance Day 11/11/2018	£16.00	£0.00	3191/301	LGA 1972 s. 137
324	DD20/11/18	Total Gas & Power	Electricity Supply Hall 1/8/18-31/10/18	£380.98	£18.14	1613/106	LGA 1972 s. 111
325	DD18/11/18	Total Gas & Power	Gas Supply Office 31/7/18-31/10/18	£127.53	£6.08	1614/106	LGA 1972 s. 111
326	DD20/11/18	Total Gas & Power	Gas Supply Hall 31/7/18-31/10/18	£187.89	£8.95	1614/106	LGA 1972 s. 111
327	800443	Tutorcare Ltd	Manual Handling Course 30/11/18	£450.00	£75.00	1407/104	LGA 1972 s. 111
328	800444	BETTA	(Second Tranche) 2018/19 Budgeted Grant	£500.00	£0.00	4190/401	LGA 1972 s. 145
			Total Amounts	£30,771.09	£479.06		

 Councillor

 Councillor

 Responsible Finance Officer

Confirmed Approved Signed by Council on 28/11/18

- [LGA: Local Government Act]
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- [Local Authorities' Powers Act Extended by Local Government Act]
- [Open Spaces Act]
- 15-Nov-18

**Final External Auditor Report and Certificate 2017/18 in respect of
Elstree & Borehamwood Town Council HT0037**

Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

External auditor report 2017/18

On 28 September 2018 we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2018. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

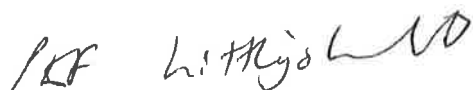
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation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

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

None

External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.



PKF Littlejohn LLP

28/09/2018

Mr Huw Jones
Elstree & Borehamwood Town Council
Fairway Hall
Brook Close
Borehamwood
WD6 5BT

Our ref HT0037
Your ref SB03042

Email sba@pkf-littlejohn.com

30 September 2018

Dear Mr Jones

Elstree & Borehamwood Town Council
Completion of the limited assurance review for the year ended 31 March 2018

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Elstree & Borehamwood Town Council for the year ended 31 March 2018. On 28 September 2018, we issued a report detailing the results to that date of our review of Elstree & Borehamwood Town Council's AGAR for the year ended 31 March 2018. We explained the reasons that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review. The final external auditor report and certificate is included for your attention as another attachment to the email containing this letter, along with a copy of Sections 1 and 2, on which our report is based. The smaller authority must consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the AGAR (Sections 1, 2 & 3) and our attached final report and certificate before 30 September (or as soon as possible where this date has passed), which must include publication on the smaller authority's website.
- Keep copies of the AGAR (Sections 1, 2 & 3) and the attached final report and certificate available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 (plus the attached final report and certificate) of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

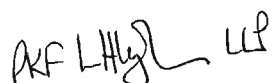
Fee

Where applicable, we enclose our second fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit Control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HT0037 or Elstree & Borehamwood Town Council as a reference when paying by BACS.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PKF Littlejohn LLP', with a stylized flourish at the end.

PKF Littlejohn LLP

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

COUNCIL 18/19 MIN 21 (i)

dated

13/6/18

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

Chairman

[Signature]

Clerk

[Signature] HAO JONES

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

elstreeborehamwood - tc . gov . uk

Section 2 – Accounting Statements 2017/18 for

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	96,898	180,692	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	442,712	453,468	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	97,671	427,949	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	238,338	252,030	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	218,252	265,532	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	180,692	544,359	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	185,489	544,359	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,527,235	1,440,950	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	N/A	N/A	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

13/6/18

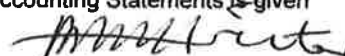
I confirm that these Accounting Statements were approved by this authority on this date:

13/6/18

and recorded as minute reference:

COUNCIL 18/19 MIN 21 (ii)

Signed by Chairman of the meeting where approval of the Accounting Statements is given



Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Elstree & Borehamwood Town Council HT0037

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2017/18

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

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

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

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2017/18

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

We do not certify completion because:

We must complete our review work before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Page No 1

Note: (-) Net Expenditure means Income is greater than Expenditure

<u>Next Year</u>
Next Year
Budget
0
472,717
472,717
-472,717
2,800
2,800
-2,800
227,000
22,000
54,000
303,000
303,000
3,600
500

At 16:16

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/20

	Last Year		Current Year		Next Year		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
1407 ADM-OFFICERS TRAININ	3,000	1,428	3,000	0	3,000	1,114	3,000
1408 ADM-OFFICERS TRAVEL	200	190	200	0	200	211	200
1410 ADM-Kitchen Supplies	800	693	800	0	800	348	800
1411 ADM-RECRUITMENT FEE	0	0	1,000	0	1,000	0	1,000
1415 HEALTH & SAFETY	3,000	2,722	3,000	0	3,000	1,350	3,000
1420 ADM-TELEPHONES	2,300	2,661	2,300	0	2,300	2,218	2,500
1421 ADM-POSTAGE	1,650	2,198	1,700	0	1,700	702	1,700
1422 ADM-STATIONERY	1,500	1,066	1,500	0	1,500	847	1,500
1423 ADM-SUBS & PUBS	3,600	3,538	3,750	0	3,750	3,601	3,750
1424 ADM-INSURANCE	5,500	5,584	5,600	0	5,600	3,652	4,000
1425 ADM-PRESS NOTICES	0	0	0	0	0	0	200
1426 ADM-HOSPITALITY	500	437	1,000	0	1,000	336	1,300
1427 FLOWERS ETC-SICKNESS/CONDOL	100	98	150	0	150	115	150
1429 MEETING COSTS	1,000	0	0	0	0	0	0
1430 BRITISH LEGION - R SUNDAY	366	264	500	0	500	104	500
1434 ADM-MAYORAL ALLOW	950	950	950	0	950	950	950
1435 ADM-MEMBERS TRAINING	500	115	250	0	250	0	250
1438 PHOTOCOPIER & PRINTING	2,500	2,138	2,700	0	2,700	2,096	2,700
1439 I.T.SERVICES	3,000	2,857	3,000	0	3,000	753	3,000
1440 SOFTWARE SUPPORT	2,000	1,706	2,000	0	2,000	1,698	2,000
1446 OFFICE FURNITURE & REFUB PURC	0	0	2,000	0	2,000	0	0
1448 HBC-PAYROLL SERVICES	0	0	0	0	0	0	400
1451 ADM-BANK CHARGES	250	200	300	0	300	0	100
1456 ADM-REP & LEGAL FEES	1,500	300	2,000	0	2,000	0	2,000
1457 ADM-AUDIT	2,000	2,560	2,000	0	2,000	1,195	2,000
1459 ADVERTISING-PUBLICITY	0	0	1,000	0	1,000	499	500

At 16:16

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/20

		Last Year		Current Year				Next Year	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget	
1483	CIVIC REGALIA	2,000	1,797	2,000	0	2,000	-297	1,000	
1484	PARTNERSHIP WORKING	2,000	1,000	2,000	0	2,000	270	2,000	
1486	Business Forum	600	0	600	0	600	77	0	
1487	MERCHANDISING	0	0	1,000	0	1,000	0	1,000	
OverHead Expenditure		44,916	38,211	50,400	0	50,400	25,739	45,600	
1000	CIL Funds from Bal sheet	0	258,893	0	0	0	0	0	
1498	Return of Long Term Investment	0	100,000	0	0	0	0	0	
Total Income		0	358,893	0	0	0	0	0	
104	Net Expenditure	44,916	-320,682	50,400	0	50,400	25,739	45,600	
<u>Community Hall</u>									
1602	COM-TEMP STAFF CONTRACTOR	500	865	1,500	0	1,500	1,638	0	
1611	COM-BUSINESS RATES	4,000	0	4,000	0	4,000	0	4,000	
1612	COM-WATER RATES	750	688	750	0	750	130	400	
1613	COM-ELECTRICITY	2,000	2,203	2,000	0	2,000	1,461	2,000	
1614	COM-GAS	3,300	3,243	3,300	0	3,300	1,935	3,300	
1616	CONSUMABLE SUPPLIES	1,000	1,116	1,000	0	1,000	524	800	
1617	COM-REFUSE COLLECTIO	2,100	2,086	2,100	0	2,100	2,148	2,300	
1625	COM-PUBLICITY	350	350	500	0	500	848	500	
1628	COM-LICENSES	800	319	800	0	800	0	800	
1637	COM-MAINTENANCE	4,000	3,652	4,000	0	4,000	3,249	4,000	
1640	COM-REFURBISHMENT	2,000	2,214	8,500	0	8,500	2,330	2,000	
OverHead Expenditure		20,800	16,735	28,450	0	28,450	14,263	20,100	

At 16.16

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/20

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
1681 COM-LETTINGS	38,000	37,685	35,000	0	35,000	19,780	35,000
1683 COM-CAR PARK RENT	1,870	1,558	1,870	0	1,870	0	1,870
Total Income	39,870	39,243	36,870	0	36,870	19,780	36,870
106 Net Expenditure	-19,070	-22,508	-8,420	0	-8,420	-5,517	-16,770
108 Cost of Elections							
1800 TO ELECTION FUND	6,250	0	6,250	0	6,250	0	6,250
1801 COST OF ELECTIONS	0	0	0	0	0	0	1,500
OverHead Expenditure	6,250	0	6,250	0	6,250	0	7,750
108 Net Expenditure	6,250	0	6,250	0	6,250	0	7,750
109 Contingency							
1900 GENERAL CONTINGENCY	2,500	2,500	2,500	0	2,500	0	2,500
OverHead Expenditure	2,500	2,500	2,500	0	2,500	0	2,500
109 Net Expenditure	2,500	2,500	2,500	0	2,500	0	2,500
General Management - Expenditure	328,466	306,366	350,600	0	350,600	211,268	378,950
Income	504,085	863,699	502,532	0	502,532	483,975	512,387
Net Expenditure	-175,619	-557,333	-151,932	0	-151,932	-272,707	-133,437

At 16:16

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/20

		<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>		
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
Environment & Planning								
201 Allotments								
2112	ALL-WATER RATES	800	508	800	0	800	1,636	1,800
2116	ALL-SUPPLIES	1,000	1,040	1,000	0	1,000	93	1,000
2117	TROPHIES	100	43	500	0	500	43	500
2118	CAR PARK NOTICE BOARD	0	0	1,000	0	1,000	0	0
2140	ALL-SITE IMPROVEMENT	0	10	3,000	0	3,000	2,631	3,000
2141	TREE MAINTENANCE	2,000	0	1,000	450	1,450	450	500
2142	ALL-SKIP HIRE	1,000	850	1,000	0	1,000	545	1,200
2143	ALL-MOWER MAINT	300	153	300	0	300	123	300
2146	ALL-MOWER REPLACEMENT	0	0	0	0	0	0	3,000
2155	STAPLETON GARDENS RENOVATIC	17,469	15,482	3,000	0	3,000	48	0
Overhead Expenditure		22,669	18,086	11,600	450	12,050	5,570	11,300
2185	ALL-RENT RECEIPTS	3,300	4,321	3,500	0	3,500	3,885	4,000
Total Income		3,300	4,321	3,500	0	3,500	3,885	4,000
201 Net Expenditure		19,369	13,765	8,100	450	8,550	1,685	7,300
202 War Memorials								
2203	WAR MEM-MAINTENANCE	1,000	238	1,000	0	1,000	580	1,000
Overhead Expenditure		1,000	238	1,000	0	1,000	580	1,000
Overhead Expenditure		0	0	0	0	0	0	0
202 Net Expenditure		1,000	238	1,000	0	1,000	580	1,000

At 16:16

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/20

	Last Year		Current Year			Next Year
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD
203 Churchyards						
2337 TREE WORKS	1,000	0	500	860	1,360	0
2339 CHU-MAINTENANCE	1,000	425	1,000	0	1,000	0
OverHead Expenditure	2,000	425	1,500	860	2,360	0
2377 CHU-BOROUGH GRANT	1,589	1,589	1,589	0	1,589	0
2378 SECTION 106-AGREEMT	2,100	2,168	2,100	0	2,100	0
Total Income	3,689	3,758	3,689	0	3,689	0
203 Net Expenditure	-1,689	-3,333	-2,189	860	-1,329	0
205 Clocks						
2538 CLO-MAINTENANCE	4,820	4,870	500	0	500	386
OverHead Expenditure	4,820	4,870	500	0	500	386
205 Net Expenditure	4,820	4,870	500	0	500	386
206 Street Furniture						
2637 STR-MAINTENANCE	300	0	300	0	300	0
2646 STR-NEW/REPLACEMENT	300	0	300	0	300	0
2647 NOTICE BOARDS	3,000	3,290	3,000	0	3,000	720
OverHead Expenditure	3,600	3,290	3,600	0	3,600	720
206 Net Expenditure	3,600	3,290	3,600	0	3,600	720
206 Net Expenditure	3,600	3,290	3,600	0	3,600	720

At 16:16

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/20

	Last Year		Current Year			Next Year Budget
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD
207 Equipment						
2746 EQU-NEW TOOLS/EQUIPM	1,000	537	1,500	0	1,500	51
OverHead Expenditure	1,000	537	1,500	0	1,500	51
207 Net Expenditure	1,000	537	1,500	0	1,500	51
209 Van						
2943 VAN- SERVICE, MOT & REPAIR	1,000	375	1,750	0	1,750	877
2944 VAN-PETROL	850	693	900	0	900	383
2945 VAN- TAX & INSURANCE	1,000	767	1,000	0	1,000	899
2947 VAN-REPLACEMENT FUND	1,000	0	1,000	0	1,000	0
OverHead Expenditure	3,850	1,836	4,650	0	4,650	2,159
209 Net Expenditure	3,850	1,836	4,650	0	4,650	2,159
303 Town Centre - Initiatives						
3302 High St Planter Maintenance	800	800	800	0	800	800
3303 Teddy's Trails	500	286	0	0	0	0
OverHead Expenditure	1,300	1,086	800	0	800	800
OverHead Expenditure	0	0	0	0	0	0
303 Net Expenditure	1,300	1,086	800	0	800	800
Environment & Planning - Expenditure	40,239	30,368	25,150	1,310	26,460	10,267
Income	6,989	8,079	7,189	0	7,189	3,885
Net Expenditure	33,250	22,289	17,961	1,310	19,271	6,382
						13,111

At 16:16

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/20

		Last Year		Current Year				Next Year	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget	
<u>Leisure & Entertainment</u>									
<u>301 Entertainments</u>									
3101	ENT-STAFF SALARIES	3,000	3,000	3,000	0	3,000	3,000	0	
3110	EVENT STAFF	1,150	1,301	1,400	0	1,400	474	1,400	
3125	ENT-PUBLICITY	500	479	450	0	450	131	450	
3126	BAND & HALL CHRISTMAS	1,100	1,000	1,100	0	1,100	0	1,100	
3127	EVENTS-HOSPITALITY	1,500	1,500	1,500	0	1,500	561	1,500	
3130	ENT-FIREWORKS DISPLA	10,000	10,000	10,000	0	10,000	10,000	10,000	
3131	FIREWORKS SOUND	900	800	900	0	900	0	900	
3142	EQUIPMENT PURCHASE & HIRE	1,600	1,507	1,600	0	1,600	217	1,600	
3143	British Red Cross-First Aider	700	566	700	0	700	980	1,000	
3145	150 YEARS RAILWAY STATION	3,000	3,000	0	0	0	0	0	
3146	TV SHOW 60 YEARS ANNIVERSARY	1,500	0	0	0	0	0	0	
3147	New Initiatives	1,500	601	2,500	0	2,500	78	2,500	
3191	Beacon Lighting Event	0	0	1,000	0	1,000	772	0	
OverHead Expenditure		26,450	23,753	24,150	0	24,150	16,213	20,450	
3148	Fireworks Sponsorship	500	0	500	0	500	0	200	
3186	TICKET SALES CHRISTMAS	550	760	550	0	550	0	780	
Total Income		1,050	760	1,050	0	1,050	0	980	
301 Net Expenditure		25,400	22,993	23,100	0	23,100	16,213	19,470	
<u>302 Civic Festival</u>									
3210	EVENT STAFF	1,500	1,486	1,500	0	1,500	2,357	2,500	
3225	CIV-PUBLICITY	450	163	450	0	450	26	300	

Elstree and B/Wood Town Council 18/19

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/20

Last Year				Current Year				Next Year	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD		Next Year Budget	
3229	CIV-EVENT/ARTISTE FEES	13,000	14,205	14,000	0	14,000	12,860	14,000	
3232	CIV-PRIZES/TROPHYS	370	302	300	0	300	207	300	
3235	FLOATS-F/ASSISTANCE	1,500	830	1,500	0	1,500	1,098	1,500	
3241	CIV-PREMISES HIRE	550	550	550	0	550	723	800	
3245	PHOTOGRAPHIC SERVICE	0	0	0	0	0	0	200	
3248	ITEM PURCHASE/HIRE	3,500	3,863	4,000	0	4,000	3,019	3,500	
OverHead Expenditure		20,870	21,398	22,300	0	22,300	20,290	23,100	
3287	Ticket Sales-Others	0	1,038	1,000	0	1,000	1,466	1,200	
3290	CIV-DONATION/SPONSOR	500	0	500	0	500	0	200	
3291	STALLS HIRE-F/DAY	600	250	300	0	300	300	300	
Total Income		1,100	1,288	1,800	0	1,800	1,766	1,700	
302 Net Expenditure		19,770	20,110	20,500	0	20,500	18,524	21,400	
405 Town News									
4566	Town Crier Production	30,500	23,922	28,000	0	28,000	12,227	26,000	
4568	Town Crier Distribution	3,600	3,600	3,700	0	3,700	55	3,780	
OverHead Expenditure		34,100	27,522	31,700	0	31,700	12,282	29,780	
4581	Town Crier Adverts	3,500	2,965	2,000	0	2,000	1,063	1,500	
Total Income		3,500	2,965	2,000	0	2,000	1,063	1,500	
405 Net Expenditure		30,600	24,557	29,700	0	29,700	11,219	28,280	
407 Coach Trips									
4767	COA-COACH HIRE/ADMIN	9,125	8,660	9,125	0	9,125	8,390	9,125	
OverHead Expenditure		9,125	8,660	9,125	0	9,125	8,390	9,125	

At 16:16

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/20

		Last Year		Current Year				Next Year	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget	
4787	COA-TICKET SALES	5,194	4,627	5,194	0	5,194	4,541	5,194	
	Total Income	5,194	4,627	5,194	0	5,194	4,541	5,194	
	407 Net Expenditure	3,931	4,033	3,931	0	3,931	3,849	3,931	
408	Christmas Decorations								
	Total Income	0	0	0	0	0	0	0	
4846	CHR-HIRE CHARGE	9,255	9,255	11,010	0	11,010	0	11,010	
4847	SWITCH ON CEREMONY	4,000	4,989	5,000	0	5,000	3,725	5,000	
4868	CHR-CONTRACT	9,904	9,904	9,904	0	9,904	0	9,904	
4869	CHR-MAINT/ELECTICITY	600	677	625	0	625	0	625	
4870	CHR-REWIRING/TIME C	2,500	2,496	2,500	0	2,500	3,186	2,500	
	OverHead Expenditure	26,259	27,321	29,039	0	29,039	6,911	29,039	
4881	Christmas Sponsorship	500	0	500	0	500	0	200	
	Total Income	500	0	500	0	500	0	200	
	408 Net Expenditure	25,759	27,321	28,539	0	28,539	6,911	28,839	
Leisure & Entertainment - Expenditure									
	Income	116,804	108,655	116,314	0	116,314	64,085	111,494	
	Net Expenditure	11,344	9,640	10,544	0	10,544	7,370	9,574	
	Net Expenditure	105,460	99,015	105,770	0	105,770	56,715	101,920	

At 16:16

Budget Detail - By Committee

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Note : Budget Report for 2019/20

		Last Year		Current Year			Next Year	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
Grants & Community Support								
401 Grants								
4161	Community Grant Awards	10,000	7,725	10,000	0	10,000	-200	10,000
4166	Budgeted Grant - Bwood FC	1,000	1,000	1,000	0	1,000	1,600	1,600
4167	Budgeted Grant - First Impress	1,000	1,000	1,000	0	1,000	0	0
4190	Budgeted Grant - BETTA	1,000	1,000	1,500	0	1,500	1,500	1,500
Overhead Expenditure		13,000	10,725	13,500	0	13,500	2,900	13,100
Total Income		0	0	0	0	0	0	0
401 Net Expenditure		13,000	10,725	13,500	0	13,500	2,900	13,100
403 School Swimming								
4363	SWI-TRANS & ADMITANC	32,000	32,058	32,100	0	32,100	16,753	32,500
Overhead Expenditure		32,000	32,058	32,100	0	32,100	16,753	32,500
403 Net Expenditure		32,000	32,058	32,100	0	32,100	16,753	32,500
404 Town Twinning								
4464	TWI-ACTIVITIES	1,000	956	1,500	0	1,500	330	1,500
Overhead Expenditure		1,000	956	1,500	0	1,500	330	1,500
404 Net Expenditure		1,000	956	1,500	0	1,500	330	1,500
406 Youth Council								
4666	YOU-ACTIVITIES	1,000	58	500	460	960	442	500
Overhead Expenditure		1,000	58	500	460	960	442	500

At 16:16

Budget Detail - By Committee

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Note : Budget Report for 2019/20

	Last Year		Current Year				Next Year
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
406	Total Income	0	0	0	0	0	0
	Net Expenditure	1,000	58	500	460	960	442
Grants & Community Support - Expenditure							
	Total Income	47,000	43,797	47,600	460	48,060	20,424
	Income	0	0	0	0	0	0
Total Budget Expenditure	Net Expenditure	47,000	43,797	47,600	460	48,060	20,424
Income							
Net Expenditure							