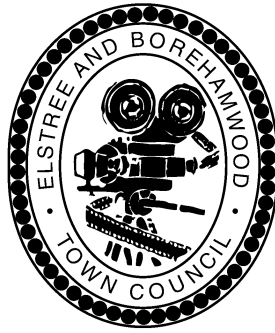


ELSTREE AND BOREHAMWOOD TOWN COUNCIL



**FULL COUNCIL**

**MINUTES** of a meeting held at Fairway Hall, Town Council Offices, Brook Close, Borehamwood, WD6 5BT on Wednesday 17<sup>th</sup> January 2018 at 7.30pm.

Present:

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

In Attendance:

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

One additional Member of the Public was present.

**44. APOLOGIES FOR NON-ATTENDANCE**

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

#### **45. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

| <b>Committee Member</b> | <b>Minute Number</b> | <b>Nature of Interest</b>            |
|-------------------------|----------------------|--------------------------------------|
| Cllr G Franklin         | 51 (Voucher 342)     | Disclosable Pecuniary Interest (DPI) |

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

#### **46. MINUTES OF COUNCIL**

**It was RESOLVED that:**

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

#### **47. OUTSIDE BODIES**

##### Representation Updates

**It was RESOLVED that:**

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

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

##### Outside Bodies Reports

##### Elstree and Borehamwood Museum Group

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

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

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

Growing visitor numbers were welcomed in December (393).

### China Sister Town Sub-Committee

Cllr C Butchins reported:

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

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

### Elstree, Borehamwood and District Community Association

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

## Community Hertsmere

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

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

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

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

## Aldenham Country Park

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

## Maxwell Park Management Group (1 Member)

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

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

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

*The following special events were held during the year:*

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

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

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

### First Impressions Group

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

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

#### **48. SIGNED MINUTES AND DELEGATED POWER**

**It was RESOLVED that:**

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

|   |                          |
|---|--------------------------|
| <b>A Environment and Planning Committee</b> | <b>26 September 2017</b> |
| <b>B Youth Council</b>                      | <b>26 September 2017</b> |

#### **49. INVESTMENTS**

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

**It was RESOLVED that:**

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

#### **50. CIL EXPENDITURE**

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

**It was RESOLVED that:**

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

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

## 51. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

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

[In addition to the Agenda appendices, details of all payments over £500 are published on the Town Council's website for public inspection - [www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)]

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

It was RESOLVED that:

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

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

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

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

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

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

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

### **53. PUBLIC PARTICIPATION – QUESTION TIME**

#### Borehamwood Band Stand Proposal

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

#### China Sister Town Sub-Committee Minutes

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



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

**54. CLOSE OF MEETING**

The Meeting closed at 8.20 pm.

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

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

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