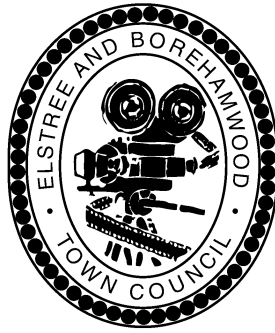


ELSTREE AND BOREHAMWOOD TOWN COUNCIL



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;
- Offenbunrg 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

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

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.....