

# 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 11 January 2017 at 7.30 pm.

**[Meeting Open to Press and Public (Items 1 to 11)]**

All Town Councillors are hereby summoned to attend.

Signed: \_\_\_\_\_

H R O Jones  
Town Clerk  
22 December 2016

(email) [clerk@elstreeborehamwood-tc.gov.uk](mailto:clerk@elstreeborehamwood-tc.gov.uk)

(telephone) 0208 207 1383

(postal address) Fairway Hall, Brook Close, Borehamwood, Herts, WD6 5BT

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

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

The protected characteristics are:

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

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

### **Distribution List:**

Town Council Members:

Cllr C Butchins (Mayor) (Hillside Ward)  
Cllr E Silver (Deputy Mayor) (Kenilworth Ward)

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

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

1. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, no apologies for absence have been received.
  
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 **16 November 2016**.  

**- attached**
  
4. **Finance, Budget and Precept Demand Report for 2017/18:** To consider:
  - (i) Finance and Budget report including any recommendations contained therein;
  - (ii) adoption of Budget for 2017/18; and
  - (iii) setting of Town Council Precept demand for 2017/18.

**- attached**
  
5. **Sister Town Proposal:** To consider recommendation from Special General Management Committee meeting of 14 December 2016 (GMC 2016/17 Minute 51 on page 25):  

*"Full Council on 11 January 2017 be asked to consider approving the proposal to form a sister town arrangement to promote cultural and business links with Huainan (guided by Dr P Wong Morrow) on condition that full support and commitment for the project was obtained from Hertsmere Borough Council and Hertfordshire County Council."*
  
6. **Outside Bodies:** To receive reports from Members serving on Outside Bodies as follows:
  - Leeming/Aycliffe Big Local Advisory Panel (2 Ward Members)
 

Councillor (1) (Cowley Hill)	<b>Cllr A Coleshill</b>
Councillor (2) (Brookmeadow)	<b>Cllr V Eni</b>
  
  - Elstree and Borehamwood Museum Group (1 Member)
 

Councillor (1)	<b>Cllr E Silver</b>
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- Borehamwood & Elstree Twin Town Association (2 Members)
 

Councillor (1)	<b>Cllr Mrs P Strack</b>
Councillor (2)	<b>Cllr C Butchins</b>
  
- Elstree, Borehamwood and District Community Association (2 Members)
 

Councillor (1)	<b>Cllr Mrs S Parnell</b>
Councillor (2)	<b>Cllr Mrs A Mitchell</b>
  
- Hertsmere MENCAP(1 Member and 1 Standing Deputy)
 

Councillor (1)	<b>Cllr E Silver</b>
Councillor (2) (Standing Deputy)	<b>Cllr A Coleshill</b>
  
- Community Safety Partnership (Town wide CSP) (1 Member)
 

Councillor (1)	<b>Cllr Mrs P Strack</b>
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- Community Action Hertsmere (CAH) (1 Member and 1 Standing Deputy)
 

Councillor (1)	<b>Cllr C Butchins</b>
Councillor (Standing Deputy)	<b>Cllr Mrs P Strack</b>
  
- Aldenham Country Park (1 Member)
 

Councillor (1)	<b>Cllr Mrs P Strack</b>
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- Maxwell Park Management Group (1 Member)
 

Councillor (1)	<b>Cllr Mrs S Parnell</b>
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- First Impressions Group (1 Member and Town Clerk Standing Deputy)
 

Councillor (1)	<b>Cllr Mrs S Parnell</b>
(Standing Deputy)	<b>Town Clerk)</b>

- Defibrillator Group (5 Members and 1 co-opted)

Councillor (1)	<b>Cllr Mrs P Strack</b>
Councillor (2)	<b>Cllr C Butchins</b>
Councillor (3)	<b>Cllr Mrs S Parnell</b>
Councillor (4)	<b>Cllr E Silver</b>
Councillor (5)	<b>Cllr G Silver</b>
Co-opted (6)	<b>L Stack (EBRA)</b>

## 7. **Signed Minutes and Delegated Power:**

- (i) To note the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

A Environment and Planning Committee    20 September 2016    - **attached 7(i A)**

B Youth Council    28 September 2016    - **attached 7(i B)**

- (ii) To approve revised Schedule of meetings for calendar year 2017.

- **attached 7 (ii)**

## 8. **Quality Status Documentation**

To resolve to agree and to note completion of publication online ([www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)) of the following documents:

### Criteria (Foundation)

*Current agendas (January 2017)*

*Its action plan for the current year (January 2017)*

*Evidence of consulting the community (January 2017)*

*Publicity advertising council activities (January 2017)*

*Evidence of participating in town and country planning (January 2017)*

### Criteria (Quality)

*Councillor profiles (January 2017)*

*A community engagement policy involving two-way communication between council and community (January 2017)*

*Evidence showing how electors contribute to the Annual Parish or Town Meeting (January 2017)*

*An action plan and related budget responding to community engagement and setting out a timetable for action and review (January 2017)*

*Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins (January 2017)*

*Evidence of helping the community plan for its future (January 2017)*

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

Page No.	Date	Voucher No	Total payment
		2016/17	
1-2	11/11/2016	332-355	£24,335.19
3-4	25/11/2016	356-378	£6,126.40
5-6	13/12/2016	379-407	£36,407.12
		Total	£66,868.71

- Schedules attached

10. **Public Participation – Question Time:** Fifteen Minutes of the Meeting will be given over to questions from Members of the Public relating to Town Council Business.

A note on Public Questions: Where no clear and concise answer can be provided on the evening to any particular question raised, the Member of Public will be notified that he/she will be provided with a written response within five working days of the meeting answering the query in full or clearly stating what, if any, action the Council is undertaking. In some instances, it may be necessary to obtain advice before answering questions or to refer matters to the Committee of the Council with the pertinent Terms of Reference.

11. **Close of Meeting:** To Close Meeting.

The Annual Parish Council Meeting is scheduled for Wednesday 8 March 2017 at 7.30 pm in Fairway Hall (presentations by Mayor and Committee and Forum Chairmen).

The next meeting of Full Council is scheduled for Wednesday 15 March 2017 at 7.30 pm in Fairway Hall (last meeting of 2016/17 Council Year).

[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 16 November 2016 at 7.30pm.

**Present:**

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

**In Attendance:**

- D Salter - Events Officer
- T Malton - Deputy Town Clerk
- H Jones - Town Clerk

**Also Present:**

- Cllr M Vince (Hertsmere Borough Council)
- N Male (BETTA)
- A Grady (BETTA)
- Two representatives of St Nicolas Church, Elstree
- A Rice (Verulam Radio)
- YC M Roberts (Youth Council Chair)

### **34. APOLOGIES FOR NON-ATTENDANCE**

There were none.

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

The following declarations of Councillors' interests were made:

<b>Committee Member</b>	<b>Minute Number</b>	<b>Nature of Interest</b>
Cllr Mrs P Strack	37 (h, i, j and k)	Disclosable Pecuniary Interest (DPI)
Cllr Mrs S Parnell	37 (j and k)	Disclosable Pecuniary Interest (DPI)
Cllr C Butchins	37(j and k)	Disclosable Pecuniary Interest (DPI)
Cllr A Coleshill	37(m)	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 37 (j and k) were discussed, the Deputy Mayor (Cllr E Silver) took the Chair.

### **36. MINUTES OF COUNCIL**

**It was RESOLVED that:**

**the Minutes of the Full Council Meeting held on 21 September 2016 be signed by the Mayor as a true record and adopted by the Council.**

### **37. COMMUNITY GRANT APPLICATIONS**

**It was RESOLVED that:**

**The Community Grant Applications referred to Full Council by the General Management Committee meeting of 3 November 2016 be approved as set out in the report as follows:**

	<b>Applicant</b>	<b>Purpose of Grant</b>	<b>Amount Sought by organisation in application</b>	<b>Amount Approved by Full Council</b>	<b>Authority/Statutory Power of Expenditure</b>
(a)	Community Action Hertsmere	Computer Equipment	£3,199.68	defer to 3 <sup>rd</sup> tranche	N/A
(b)	Borehamwood Women's Institute	Craft Materials	£300	£300	Local Government Act 1972 s.145
(c)	Hotshots Flyball Team	Jumps/Shelter	£600	Nil	N/A
(d)	EBLOS Musical Theatre	Hall Hire	£1,000	£500	Local Government Act 1972 s.145
(e)	Hertsmere MENCAP	Classes/Activities	£2,350	defer to 3 <sup>rd</sup> tranche	N/A
(f)	St Nicholas Church	New Clock	£4,420	Council to budget in 2017/18	Parish Councils Act 1957 s.2
(g)	All Saints Church	Lighting	£558	£558	Local Government Act 1972 s.144
(h)	Young Carers at Hertswood School	Activities Costs	£1,000	£500 (with £500 to be sought from Youth Council)	Local Government (Miscellaneous Provisions) Act 1976 s.19
(i)	Elstree & Borehamwood Community Charity	Cookery Course at Hertswood School	£1,000	£300	Local Government (Miscellaneous Provisions) Act 1976 s.19
(j)	DR96 Over 60s club	Hire of Hall/teacher	£350	£250	Local Government Act 1972 s.145
(k)	Woodcock Hill Village Green	Bench	£500	Nil	N/A
(l)	Elstree & Borehamwood Residents' Association	Free Quarterly advert in Town Crier	No Direct Grant Sought	Agreed with conditions	Local Government Act 1972 s.145
(m)	Funky Friends	Running Costs	£316.46	£316.46	Local Government Act 1972 s.145

**Conditions of grant:**

(l) Elstree & Borehamwood Residents' Association (EBRA): The grant would be awarded on condition that EBRA provided reciprocal publicity for public Town Council Events and relevant services at its meetings and on social media. In addition, the Council would wish EBRA to arrange a vehicle float at the 2017 Parade and a stall at 2017 (Star Wars themed) Families Day.

### **38. ENTERTAINMENTS AND EVENTS PRESENTATION**

The Council received a PowerPoint presentation from the Events Officer, D Salter, entitled “*Entertainments: Christmas and Beyond*” setting out the programme of events organised by the Town Council for the period up until and including the 2017 Civic Festival.

It was noted that the Town Clerk was organising social media training for Town Councillors in 2017 together with training for media management for local authorities. In the meantime, the Events Officer provided guidance on sharing and ‘liking’ official Town Council posts on Facebook, Twitter, YouTube and the Borehamwood Times online.

Of particular interest to the Council was the list of artistes booked for Families Day 2017:

#### **“Above and Beyond**

*A colourful feast of breath-taking thrills, spins & elegant poses, suspended 10metres above your ground, with no safety net. Amazing displays of grace, strength and daring. Watch this if you dare!*

#### **Joseph Peace Fire Stunt Show**

*A truly amazing and unique show featuring great patter and much audience participation. Includes the ‘Ring of Fire’ and a jaw-dropping leap through a wall of fire wearing just a pair of frilly gold shorts. Must be seen to be believed!*

#### **Star Wars Theme - Stunt Performers**

*The scene is set with Imperial Stormtroopers checking guests for rebels, smugglers and droids, all with a seedy spaceport feel. They suggest you comply fully with the soldiers of the Empire, they don’t take no for an answer! This offers great photo opportunities and a chance for character interaction with the guests.*

#### **Dwarf Vader & Short Troopers - Little People**

*Dwarf Vader accompanied by his cronies the Short Troopers! These classic star wars baddies seem to have shrunk slightly but are still packed full of attitude. Guaranteed to raise a smile at any event.”*

### **39. SIGNED MINUTES AND DELEGATED ACTION**

**It was RESOLVED that:**

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

<b>A Entertainments Committee</b>	<b>9 September 2016</b>
<b>B Entertainments Committee</b>	<b>19 October 2016</b>
<b>C Environment and Planning Committee</b>	<b>19 July 2016</b>
<b>D General Management Committee</b>	<b>14 July 2016</b>
<b>E General Management Committee</b>	<b>14 September 2016</b>
<b>F Youth Council</b>	<b>29 June 2016</b>
<b>G Transport Forum</b>	<b>13 July 2016</b>

### **40. YOUTH COUNCIL**

Members congratulated Malachai Roberts for being appointed the Youth Council Chair and for attending the Full Council meeting.

It was noted that there were currently eight Members of the Youth Council, with numbers set to rise as a result of the Council's publicity campaign.

Members welcomed the report that the Youth Council had laid Remembrance Day wreaths at both Elstree and Borehamwood war memorials.

The Council also expressed its gratitude to the Youth Councillors who had agreed to act as hosts for the BBC Concert Band performance on 7 December 2016.

**It was RESOLVED that:**

**the Youth Council constitution be (version November 2016) as set out in the report before Members be approved.**

### **41. COUNCIL MEETING VENUE**

It was noted that at the instruction of the General Management Committee, a County Crime Prevention Officer had been asked to conduct a safety/security appraisal of Fairway Hall and Council Offices (in particular insofar as the security arrangements surrounding Full Council meetings, Committee Meetings, hall hire and staffing the facilities were concerned).

The Committee anticipated a report arising from this survey at its meeting on 9 February 2017.

**It was RESOLVED that:**

**the item on the agenda be deferred for consideration by Full Council at its meeting on 15 March 2017.**

#### **42. COUNCIL AWARD SCHEME DOCUMENTATION**

Members asked to record in the Minutes their thanks to Council staff for carrying out the administrative tasks to display the Council Award Scheme documentation for inspection by an assessor.

**It was RESOLVED that:**

- (i) the tasks to complete the Online and Offline documentation for the Quality Level Council Award Scheme be agreed and noted; and**
- (ii) Full Council on 11 January 2017 be asked to resolve “to agree and to note completion of publication online” of the following outstanding items:**

##### **Criteria (Foundation)**

*Current agendas (January 2017)*

*action plan for the current year (January 2017)*

*Evidence of consulting the community (January 2017)*

*Publicity advertising council activities (January 2017)*

*Evidence of participating in town and country planning (January 2017)*

##### **Criteria (Quality)**

*Councillor profiles (January 2017)*

*A community engagement policy involving two-way communication between council and community (January 2017)*

*Evidence showing how electors contribute to the Annual Parish or Town Meeting (January 2017)*

*An action plan and related budget responding to community engagement and setting out a timetable for action and review (January 2017)*

*Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins (January 2017)*

*Evidence of helping the community plan for its future (January 2017)*

### **43. REPORTS FROM OUTSIDE BODIES**

#### Leeming/Aycliffe Big Local Advisory Panel

Cllr A Coleshill reported that a meeting with the project worker was scheduled in December 2016 and that she would report back at the next Full Council meeting. The Mayor reported that he had also met with panel members and that a new launch was anticipated soon.

*[Post Meeting Note: The meeting was attended by the Town Mayor on 9 December 2016.]*

#### Elstree and Borehamwood Museum Group

Cllr E Silver reported that the current exhibition ('Going Down the Shops') was already two thirds of the way through and had been well received by the public (especially the sweet shop and till). 830 visitors were recorded between July and September 2016. Outreach presentations had been recommenced, such as to the U3A group on the topic of Shenley in the 20<sup>th</sup> century. Visits were also planned to local schools and scouting organisations. In January 2017, an exhibition was planned on Migration. Finally, improved merchandising arrangements were noted (including a more prominent donations box on site).

#### Borehamwood & Elstree Twin Town Association

The Town Mayor reported that he had a successful and enjoyable trip to Fontenay aux Roses for the moving remembrance ceremony in the previous week. Dignitaries in France received gifts, including biscuits made by local producer Churchill's. It was noted that the Fontenay Festival was taking place between 20 to 21 May 2017 (i.e. before the Civic Festival). It was noted that BETTA's Christmas concert ('Carols by Candlelight') was taking place on 17 December 2017 at 7.00 pm at St Michael's Church.

Cllr Mrs P Strack reported that BETTA planned to hold a fundraising gala dinner in March 2017. Cllr Mrs P Strack also reported that Members were aware that Dr Wong Morrow was now well after a recent illness. A Special General Management Committee meeting had been arranged on 14 December 2016 to consider a presentation from him on how the Town Council might be involved in furthering links with overseas communities.

It was noted that Members of BETTA visited Offenburg in September 2016 for the annual wine festival. This was another successful venture to be repeated in the New Year.

### Elstree, Borehamwood and District Community Association

Cllr Mrs S Parnell reported that the AGM was scheduled to take place before the end of November 2016. It was reported that Allum Hall looked forward to hosting the Town Council's Christmas Concert performed by the BBC Elstree Concert Band on 7 December 2016.

### Hertsmere MENCAP

Cllr E Silver reported that the Christmas Party had been arranged for 10 December 2016. Members were reminded that Hertsmere MENCAP received no income other than from monies raised at events and grants. It was noted that the Jubilee Club was hosting up to 25 people per week. The adult activity programme had a variety of activities Monday to Friday with a new football session. It was noted that MENCAP was in need of a snooker table. Cllr Mrs P Strack offered to assist in seeking to obtain this item. It was reported that 46 children had attended the Noah's Ark scheme over the course of the summer. A major item of consideration for the New Year would be obtaining, if possible, a minibus.

### **It was RESOLVED that:**

**the Town Council's records be amended to reflect that Hertsmere MENCAP raised £21,000 from the 2016 charity golf day event (a higher amount (£30,000) was reported at the previous Council meeting).**

### Community Safety Partnership (Town wide CSP)

Cllr Mrs P Strack reported that the next meeting was taking place in February 2017.

### Community Action Hertsmere (CAH)

The Mayor reported that the AGM was scheduled for 24 November 2016. Voluntary organisations were encouraged to join CAH. It was noted that a grant application from the organisation would be considered by the General Management Committee in February 2017 once updated accounts had been approved by the CAH AGM.

### Aldenham Country Park

Cllr Mrs P Strack reported that the the planning application for 150 homes opposite the reservoir on Watford Road was turned down by Hertsmere Borough Council planning committee. In October 2016, the Gosrani brothers had decided to separate the limited company from Liberty Aldenham. It is understood that they had sought advice about fencing off the lake and closing the footpath to public access.

ACPT Ltd had applied to Hertfordshire County Council for the complete footpath around the lake to become a dedicated right of way. This was turned down in October

2016. ACPT was appealing against the decision with help from The Ramblers Association, the BDFA and other stakeholders. The ACPT Trustees were collecting evidence to demonstrate that an unimpeded footpath existed for at least 20 years before 1974 when the County Council took over the lease.

It was noted that the proposed Parish Plan identified working with Aldenham Renaissance for the benefit of local residents as a key initiative. Following a successful Fun Day (a joint initiative with the Town) held in October 2016, talks to hold another joint initiative in the spring were ongoing.

#### Maxwell Park Management Group

Cllr Mrs S Parnell reported that no meeting had taken place since the last Full Council but she noted that the staff at Maxwell Community Centre continued to be very busy with large numbers of bookings (indicating a continued need for the establishment to serve community needs).

#### Defibrillator Group

Cllr Mrs P Strack reported that 9 of the 10 primary schools had now received their defibrillators. It was noted that, together with Cllr Mrs S Parnell, she had attended assemblies at St Teresa's and Monksmead to raise awareness among the pupils of how lives could be saved. Dates for assemblies at other schools were being set up so the many donors to the scheme could meet the staff and pupils. Yavneh Primary opened its doors in September 2016 and it was reported that the new head, Caroline Field, was keen to ensure that Yavneh was part of this scheme. All schools had received the H&S paperwork.

It was noted that the defibrillator cabinets had been fitted at Aberford Park and Fairway Hall. The next step was to register all the boxes with the Ambulance service. Paperwork for H&S officers at each location would be issued before the end of the year.

It was noted that Elstree tennis club ran a quiz and raised £428 towards a defibrillator. Hertsmere Cllr C Clapper had agreed to match fund that amount with the defibrillator fund making up the shortfall of £128 to purchase an item.

*[Post Meeting Note: Cllr M Bright (Hertsmere Borough Council) had agreed to use WIIS monies to fund the shortfall.]*

It was reported with regret that Lawrence Stack, who initiated the campaign, was to undergo major surgery at the end of the month. All present at the meeting joined Cllr Mrs P Strack in wishing him well.

It was noted that a defibrillator located at Radlett Golf Club could, if it was appropriate to do so, be added to the Town Council's map of AED locations in the area.

#### **44. ACCOUNTS FOR PAYMENT**

**It was RESOLVED that:**

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

	<b>Date</b>	<b>Voucher No</b>	<b>Total payment</b>
<b>Page No.</b>			
		<b>2016/17</b>	
<b>1-2</b>	<b>06/09/2016</b>	<b>261-272</b>	<b>£25,600.47</b>
<b>3-4</b>	<b>28/09/2016</b>	<b>273-296</b>	<b>£29,569.19</b>
<b>5-6</b>	<b>17/10/2016</b>	<b>297-314</b>	<b>£26,831.49</b>
<b>7-8</b>	<b>02/11/2016</b>	<b>315-331</b>	<b>£19,487.35</b>
		<b>Total</b>	<b>£101,488.50</b>

**Note: Voucher 283 replaces Voucher 267 - banking matter**

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

##### Christmas Switch On Charity Collection

Responding to a query from Cllr M Vince (Hertsmere Borough Council), Members reaffirmed the Council's decision to allow the designated Mayor's charity for 2016/17 (Elstree and Borehamwood Museum) to be the sole collector at the Switch On event on 27 November 2016.

##### St Nicholas Church Clock

Representatives of St Nicholas Church, Elstree, thanked Council Members for agreeing to include the cost of a replacement wind up clock in the draft 2017/18 budget.

**46. CLOSE OF MEETING**

The Meeting closed at 8.45 pm.

It was noted that the next Council meeting (Budget and Precept setting 2017/18) was scheduled to take place on Wednesday 11 January 2017 at 7.30 pm in Fairway Hall.

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

## FINANCE REPORT

Submitted to Council on 11 January 2017.

### (a) Council Investments

Members are asked to note the following investment vehicles previously approved in accordance with the Investment Policy:

#### CLOSE BROTHERS TREASURY

Start Date	Maturity Date	Rate %	£ Amount	Interest	Total at maturity
14 Apr-15	18-Apr-17	2.05%	£150,000.00	£3,032.88	£153,032.88

#### INVESTEC

Start Date	Maturity Date	Rate %	£ Amount	Interest	Total at maturity
3-Dec-14	4-Dec-17	2.50%	£100,000.00	£7,513.70	£107,513.70

#### ALDERMORE BANK PLC

Start Date	Maturity Date	Rate %	£ Amount	Interest	Total at maturity
9-Jan-17	TBC	1.10%	£100,000.00	TBC	TBC

**Note – Existing investment with Aldermore Bank Plc will mature 9 January 2017 (pre Council meeting). Interest received £3,910.68 – Interest rate 1.95%.**

### (b) Earmarked Reserves 2016/17

The recommended budgeted Earmarked Reserve transfers for year end 2016/17 are scheduled as follows:

- 1800/108 Transfer £6,250 to Election Reserve
- 2947/209 Transfer £1,000 to Van Replacement Reserve

### (c) Earmarked Reserves 2017/18

The effect of such movement would equate to Earmarked Reserves as follows from 1 April 2017:

- 311 Election Fund £11,700
- 312 Van Replacement £5,451
- 313 Capital Project £215,640

- 325 Future Planning £40,000
- 328 Stapleton 106 £26,211.06

The recommended budgeted Earmarked Reserve transfers for year end 2017/18 are scheduled as follows:

- 1800/108 Transfer £6,250 to Election Reserve
- 2947/209 Transfer £1,000 to Van Replacement Reserve

**(d) Adoption of Budget for 2017/18**

During September, October and November 2016, the Council's Committees undertook a comprehensive review of their respective forecasts for expenditure and income for the 2017/18 Council Year. From this process, draft budgets were recommended to the General Management Committee (GMC) at its meeting on 3 November 2016. It was further recognised that new information and circumstances arising between these meetings might influence or suggest further needed revisions.

**(e) Setting Precept Demand for 2017/18**

An increase on Band D by 0.5% (i.e. from £36.08 to £36.26 the Band D household would pay 18p more per year for all Town Council services).

Noting increase in Tax base from 2016/17 of 12,271 to 2017/18 of 12,506 (i.e. an increase of 235)  $36.26 \times 12,506 = £453,468.00$  (Basic Precept).

T C L Malton  
Deputy Clerk and Finance Officer  
21 December 2016

**Note : Budget Report 2016/17**

				<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>		
				Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget
<u>General Management</u>										
<u>101</u>	<u>Precept</u>									
				0	0	0	0	0	0	0
1176	PRECEPT									
1177	PRECEPT GRANT	302,912	302,912	442,712	442,712	442,712	442,712	442,712	453,468	0
				50,822	50,822	0	0	0	0	0
				353,734	353,734	442,712	442,712	442,712	453,468	0
Total Income										
101	Net Expenditure	-353,734	-353,734	-442,712	-442,712	-442,712	-442,712	-442,712	-453,468	0
<u>102</u>	<u>Interest</u>									
1296	INTEREST	6,500	189	7,500	7,500	7,500	7,500	3,185	10,747	0
				6,500	189	7,500	7,500	3,185	10,747	0
Total Income										
102	Net Expenditure	-6,500	-189	-7,500	-7,500	-7,500	-7,500	-3,185	-10,747	0
<u>103</u>	<u>Salaries</u>									
1301	SAL-STAFF SALARIES	205,000	236,805	217,000	217,000	217,000	217,000	174,975	191,000	0
1302	SAL-EMP'RS NI	0	0	0	0	0	0	0	20,000	0
1303	SAL-EMPR SUPERANN	0	0	0	0	0	0	0	43,000	0
				205,000	236,805	217,000	217,000	174,975	254,000	0
OverHead Expenditure										
103	Net Expenditure	205,000	236,805	217,000	217,000	217,000	217,000	174,975	254,000	0
<u>104</u>	<u>Administration</u>									
1402	MEMBERS' ALLOWANCES	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	0

## Elstree and B/Wood Town Council 16/17

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

	<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>		
	Budget	Actual	Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget	
							Agreed Budget
1405	CLERK TRAINING	500	793	500	416	500	0
1407	ADM-OFFICERS TRAININ	1,000	921	1,000	299	3,000	0
1408	ADM-OFFICERS TRAVEL	200	770	200	18	200	0
1410	ADM-Kitchen Supplies	575	627	900	510	800	0
1415	HEALTH & SAFETY	2,000	2,141	2,000	1,929	3,000	0
1420	ADM-TELEPHONES	2,300	2,842	2,300	1,100	2,300	0
1421	ADM-POSTAGE	1,650	1,464	1,650	1,080	1,650	0
1422	ADM-STATIONERY	1,800	1,820	1,800	1,176	1,500	0
1423	ADM-SUBS & PUBS	3,300	3,329	3,600	3,570	3,600	0
1424	ADM-INSURANCE	5,500	5,223	5,500	5,384	5,500	0
1426	ADM-HOSPITALITY	450	460	800	338	500	0
1427	FLOWERS ETC-SICKNESS/CONDOL	150	150	100	24	100	0
1429	MEETING COSTS	1,000	785	1,000	1,225	1,000	0
1430	BRITISH LEGION - R SUNDAY	100	104	125	85	366	0
1434	ADM-MAYORAL ALLOW	950	950	950	950	950	0
1435	ADM-MEMBERS TRAINING	500	491	500	105	500	0
1438	PHOTOCOPIER & PRINTING	2,100	2,343	2,100	2,004	2,500	0
1439	I.T.SERVICES	5,500	3,139	5,500	1,255	3,000	0
1440	SOFTWARE SUPPORT	2,000	1,669	2,000	1,591	2,000	0
1451	ADM-BANK CHARGES	300	277	250	209	250	0
1456	ADM-REP & LEGAL FEES	1,500	1,895	1,500	871	1,500	0
1457	ADM-AUDIT	2,500	2,850	2,000	430	2,000	0
1458	Police Community Support Offic	14,250	14,250	0	0	0	0
1483	CIVIC REGALIA	1,200	1,107	1,200	1,583	2,000	0
1484	PARTNERSHIP WORKING	2,000	1,816	2,000	370	2,000	0
1485	Neighbourhood Planning	0	0	15,000	2,750	0	0

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget
1486	Business Forum	0	0	0	0	0	600	0
OverHead Expenditure		56,925	55,815	58,075	58,075	32,873	44,916	0
Total Income		0	0	0	0	0	0	0
104	Net Expenditure	56,925	55,815	58,075	58,075	32,873	44,916	0
106	Community Hall							
1602	COM-TEMP STAFF CONTACTOR	800	442	800	800	254	500	0
1611	COM-BUSINESS RATES	6,500	6,360	5,200	5,200	3,812	4,000	0
1612	COM-WATER RATES	700	190	750	750	326	750	0
1613	COM-ELECTRICITY	3,000	2,234	2,500	2,500	704	2,000	0
1614	COM-GAS	3,300	2,408	3,300	3,300	2,162	3,300	0
1616	CONSUMABLE SUPPLIES	800	771	1,000	1,000	497	1,000	0
1617	COM-REFUSE COLLECTIO	2,100	1,994	2,100	2,100	2,027	2,100	0
1625	COM-PUBLICITY	350	323	350	350	0	350	0
1628	COM-LICENSES	800	357	800	800	192	800	0
1637	COM-MAINTENANCE	4,000	3,758	4,000	4,000	3,586	4,000	0
1639	Car Park - Improvements	0	832	0	0	0	0	0
1640	COM-REFURBISHMENT	2,500	2,917	0	0	0	2,000	0
OverHead Expenditure		24,850	22,584	20,800	20,800	13,560	20,800	0
1681	COM-LETTINGS	35,000	38,079	43,565	43,565	21,157	38,000	0
1682	Neighbourhood Planning	0	0	0	0	40,000	0	0
1683	COM-CAR PARK RENT	1,870	1,558	1,870	1,870	857	1,870	0
1686	COM-BUSINESS RATES REBATE	0	10,160	0	0	0	0	0
Total Income		36,870	49,797	45,435	45,435	62,014	39,870	0
106	Net Expenditure	-12,020	-27,213	-24,635	-24,635	-48,454	-19,070	0

Continued on Page 4

## Elstree and B/Wood Town Council 16/17

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>		Next Year Budget	C/Fwd Budget
	Budget	Actual		Revised Budget	Actual YTD		
<b>108</b> <u>Cost of Elections</u>							
1800 TO ELECTION FUND	5,500	0	6,250	6,250	0	6,250	0
OverHead Expenditure	5,500	0	6,250	6,250	0	6,250	0
108 Net Expenditure	5,500	0	6,250	6,250	0	6,250	0
<b>109</b> <u>Contingency</u>							
1900 GENERAL CONTINGENCY	2,500	0	2,500	2,500	1,207	2,500	0
OverHead Expenditure	2,500	0	2,500	2,500	1,207	2,500	0
109 Net Expenditure	2,500	0	2,500	2,500	1,207	2,500	0
<b>General Management - Expenditure</b>	294,775	315,204	304,625	304,625	222,615	328,466	0
Income	397,104	403,720	495,647	495,647	507,911	504,085	0
<b>Net Expenditure</b>	-102,329	-88,516	-191,022	-191,022	-285,296	-175,619	0

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

				<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>		
				Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget
<u>Environment &amp; Planning</u>										
<u>201</u>	<u>Allotments</u>									
2112	ALL-WATER RATES	1,000	636	1,000		1,000	1,000	176	800	0
2116	ALL-SUPPLIES	1,000	376	1,000		1,000	1,000	25	1,000	0
2117	TROPHIES	130	81	130		130	130	37	100	0
2140	ALL-SITE IMPROVEMENT	2,500	264	2,000		2,000	2,000	138	0	0
2141	TREE MAINTENANCE	3,700	0	2,000		2,000	3,200	0	2,000	0
2142	ALL-SKIP HIRE	1,000	585	1,000		1,000	1,000	545	1,000	0
2143	ALL-MOWER MAINT	300	71	300		300	300	162	300	0
2155	STAPLETON GARDENS RENOVATIC	2,500	2,500	10,000		10,000	10,000	-952	6,517	10,952
OverHead Expenditure				12,130	4,512	17,430	18,630	130	11,717	10,952
2185	ALL-RENT RECEIPTS	3,400	2,937	3,000		3,000	3,000	2,613	3,300	0
Total Income				3,400	2,937	3,000	3,000	2,613	3,300	0
201	Net Expenditure	8,730	1,575	14,430		15,630	15,630	-2,483	8,417	10,952
<u>202</u>	<u>War Memorials</u>									
2203	WAR MEM-MAINTENANCE	1,000	848	1,000		1,000	1,000	260	1,000	0
OverHead Expenditure				1,000	848	1,000	1,000	260	1,000	0
OverHead Expenditure				0	0	0	0	0	0	0
202	Net Expenditure	1,000	848	1,000		1,000	1,000	260	1,000	0

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>		<u>Next Year</u>	
	Budget	Actual		Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget
<u>203 Churchyards</u>							
2337 TREE WORKS	1,000	380	1,000	1,000	460	1,000	0
2339 CHU-MAINTENANCE	1,000	0	1,000	1,000	0	1,000	0
OverHead Expenditure	2,000	380	2,000	2,000	460	2,000	0
2377 CHU-BOROUGH GRANT	1,867	1,589	1,867	1,867	0	1,589	0
2378 SECTION 106-AGREEMT	1,600	2,032	1,600	1,600	0	2,100	0
Total Income	3,467	3,621	3,467	3,467	0	3,689	0
203 Net Expenditure	-1,467	-3,241	-1,467	-1,467	460	-1,689	0
<u>205 Clocks</u>							
2538 CLO-MAINTENANCE	400	467	400	400	1,548	4,820	0
OverHead Expenditure	400	467	400	400	1,548	4,820	0
205 Net Expenditure	400	467	400	400	1,548	4,820	0
<u>206 Street Furniture</u>							
2637 STR-MAINTENANCE	300	300	300	300	211	300	0
2646 STR-NEW/REPLACEMENT	300	36	300	300	0	300	0
2647 NOTICE BOARDS	3,000	3,009	3,000	3,000	780	3,000	0
OverHead Expenditure	3,600	3,346	3,600	3,600	991	3,600	0
206 Net Expenditure	3,600	3,346	3,600	3,600	991	3,600	0

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

			<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>		
			Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget
<u>207</u>	<u>Equipment</u>								
2746	EQU-NEW TOOLS/EQUIPM		1,000	726	1,000	1,000	684	1,000	0
	OverHead Expenditure		1,000	726	1,000	1,000	684	1,000	0
207	Net Expenditure		1,000	726	1,000	1,000	684	1,000	0
<u>209</u>	<u>Van</u>								
2918	VAN-GARAGE		500	0	0	0	0	0	0
2943	VAN- SERVICE, MOT & REPAIR		500	556	1,000	1,000	757	1,000	0
2944	VAN-PETROL		800	669	800	800	546	850	0
2945	VAN- TAX & INSURANCE		850	546	1,200	1,200	1,154	1,000	0
2947	VAN-REPLACEMENT FUND		1,000	0	1,000	1,000	0	1,000	0
	OverHead Expenditure		3,650	1,771	4,000	4,000	2,457	3,850	0
209	Net Expenditure		3,650	1,771	4,000	4,000	2,457	3,850	0
<u>303</u>	<u>Town Centre - Initiatives</u>								
3302	High St Planter Maintenance		800	800	800	800	0	800	0
3303	Teddy's Trails		0	0	0	0	0	500	0
	OverHead Expenditure		800	800	800	800	0	1,300	0
	OverHead Expenditure		0	0	0	0	0	0	0
303	Net Expenditure		800	800	800	800	0	1,300	0
Environment & Planning - Expenditure			24,580	12,850	30,230	31,430	6,530	29,287	10,952
	Income		6,867	6,558	6,467	6,467	2,613	6,989	0
	Net Expenditure		17,713	6,291	23,763	24,963	3,918	22,298	10,952

## Elstree and B/Wood Town Council 16/17

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>		<u>Next Year</u>	
	Budget	Actual		Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget
<u>Leisure &amp; Entertainment</u>							
<u>301</u>	<u>Entertainments</u>						
3101	ENT-STAFF SALARIES	3,000	3,000	3,000	3,000	3,000	0
3110	EVENT STAFF	650	632	1,150	1,101	1,150	0
3125	ENT-PUBLICITY	500	133	500	100	500	0
3126	BAND & HALL CHRISTMAS	1,100	1,113	1,100	700	1,100	0
3127	EVENTS-HOSPITALITY	0	0	1,500	275	1,500	0
3130	ENT-FIREWORKS DISPLA	10,000	10,000	10,000	10,000	10,000	0
3131	FIREWORKS SOUND	0	0	0	0	900	0
3142	EQUIPMENT PURCHASE & HIRE	1,000	1,666	1,000	1,283	1,600	0
3143	British Red Cross-First Aider	550	689	550	806	700	0
3144	Film Night Studios Anniversary	0	0	1,500	0	0	0
3145	150 YEARS RAILWAY STATION	0	0	0	0	3,000	0
3146	TV SHOW 60 YEARS ANNIVERSARY	0	0	0	0	1,500	0
3147	New Initiatives	1,500	1,843	1,500	1,405	1,500	0
<b>OverHead Expenditure</b>		<b>18,300</b>	<b>19,075</b>	<b>21,800</b>	<b>18,671</b>	<b>26,450</b>	<b>0</b>
3148	Fireworks Sponsorship	500	10,500	500	500	500	0
3186	TICKET SALES CHRISTMAS	600	450	600	720	550	0
<b>Total Income</b>		<b>1,100</b>	<b>10,950</b>	<b>1,100</b>	<b>1,220</b>	<b>1,050</b>	<b>0</b>
<b>301</b>	<b>Net Expenditure</b>	<b>17,200</b>	<b>8,125</b>	<b>20,700</b>	<b>17,451</b>	<b>25,400</b>	<b>0</b>
<u>302</u>	<u>Civic Festival</u>						
3210	EVENT STAFF	2,000	1,493	1,500	1,500	1,500	0
3225	CIV-PUBLICITY	450	317	450	420	450	0

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

	<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget
3229 CIV-EVENT/ARTISTE FEES	12,000	13,421	13,000	12,821	13,000	0
3232 CIV-PRIZES/TROPHYS	0	0	0	0	370	0
3235 FLOATS-F/ASSISTANCE	1,500	1,215	1,500	1,050	1,500	0
3241 CIV-PREMISES HIRE	550	230	550	364	550	0
3248 CONSUMABLE PURCHASES	3,500	3,182	3,500	3,194	3,500	0
<b>OverHead Expenditure</b>	<b>20,000</b>	<b>19,858</b>	<b>20,500</b>	<b>19,349</b>	<b>20,870</b>	<b>0</b>
3287 Ticket Sales-Others	750	0	750	0	0	0
3290 CIV-DONATION/SPONSOR	1,500	139	1,500	0	500	0
3291 STALLS HIRE-F/DAY	600	550	600	400	600	0
<b>Total Income</b>	<b>2,850</b>	<b>689</b>	<b>2,850</b>	<b>400</b>	<b>1,100</b>	<b>0</b>
<b>302 Net Expenditure</b>	<b>17,150</b>	<b>19,169</b>	<b>17,650</b>	<b>18,949</b>	<b>19,770</b>	<b>0</b>
<b>405 Town News</b>						
4566 Town Crier Production	18,000	16,516	30,500	14,235	30,500	0
4568 Town Crier Distribution	3,600	3,530	3,600	2,648	3,600	0
<b>OverHead Expenditure</b>	<b>21,600</b>	<b>20,046</b>	<b>34,100</b>	<b>16,883</b>	<b>34,100</b>	<b>0</b>
4581 Town Crier Adverts	2,000	2,669	4,000	1,604	3,500	0
<b>Total Income</b>	<b>2,000</b>	<b>2,669</b>	<b>4,000</b>	<b>1,604</b>	<b>3,500</b>	<b>0</b>
<b>405 Net Expenditure</b>	<b>19,600</b>	<b>17,377</b>	<b>30,100</b>	<b>15,279</b>	<b>30,600</b>	<b>0</b>
<b>407 Coach Trips</b>						
4767 COA-COACH HIRE/ADMIN	7,300	7,120	9,125	8,487	9,125	0
<b>OverHead Expenditure</b>	<b>7,300</b>	<b>7,120</b>	<b>9,125</b>	<b>8,487</b>	<b>9,125</b>	<b>0</b>

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

		<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>		
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget
4787	COA-TICKET SALES	3,600	3,780	4,953	4,953	4,285	5,194	0
Total Income		3,600	3,780	4,953	4,953	4,285	5,194	0
407	Net Expenditure	3,700	3,340	4,172	4,172	4,203	3,931	0
408	<u>Christmas Decorations</u>							
Total Income		0	0	0	0	0	0	0
4846	CHR-HIRE CHARGE	8,000	7,958	8,000	8,000	6,236	9,255	0
4847	SWITCH ON CEREMONY	3,800	3,850	4,000	4,000	4,191	4,000	0
4868	CHR-CONTRACT	9,500	10,486	9,500	9,500	9,255	9,904	0
4869	CHR-MAINT/ELECTICITY	600	520	600	600	0	600	0
4870	CHR-REWIRING/TIME C	2,500	1,947	2,500	2,500	3,186	2,500	0
OverHead Expenditure		24,400	24,761	24,600	24,600	22,868	26,259	0
4881	Christmas Sponsorship	500	572	500	500	1,000	500	0
Total Income		500	572	500	500	1,000	500	0
408	Net Expenditure	23,900	24,189	24,100	24,100	21,868	25,759	0
Leisure & Entertainment - Expenditure		91,600	90,860	110,125	110,125	86,258	116,804	0
Income		10,050	18,660	13,403	13,403	8,509	11,344	0
Net Expenditure		81,550	72,200	96,722	96,722	77,750	105,460	0

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>		<u>Next Year</u>	
	Budget	Actual		Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget
<u>Grants &amp; Community Support</u>							
<u>401</u>	<u>Grants</u>						
4161	Community Grant Awards	10,000	250	10,000	4,854	10,000	0
4166	Budgeted Grant - Bwood FC	1,000	1,000	1,000	1,000	1,000	0
4167	Budgeted Grant - First Impress	0	0	0	0	1,000	0
4190	Budgeted Grant - BETTA	1,000	1,000	1,000	1,000	1,000	0
	OverHead Expenditure	12,000	2,250	12,000	6,854	13,000	0
	Total Income	0	0	0	0	0	0
401	Net Expenditure	12,000	2,250	12,000	6,854	13,000	0
<u>403</u>	<u>School Swimming</u>						
4363	SWI-TRANS & ADMITANC	32,940	30,397	32,940	19,586	32,000	0
	OverHead Expenditure	32,940	30,397	32,940	19,586	32,000	0
403	Net Expenditure	32,940	30,397	32,940	19,586	32,000	0
<u>404</u>	<u>Town Twinning</u>						
4464	TWI-ACTIVITIES	1,000	763	1,000	239	1,000	0
	OverHead Expenditure	1,000	763	1,000	239	1,000	0
404	Net Expenditure	1,000	763	1,000	239	1,000	0
<u>406</u>	<u>Youth Council</u>						
4666	YOU-ACTIVITIES	1,000	769	1,000	523	1,000	0
	OverHead Expenditure	1,000	769	1,000	523	1,000	0

## Budget Detail - By Committee

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

## Note : Budget Report 2016/17

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Next Year Budget</u>	<u>C/Fwd Budget</u>
Total Income		0	0	0	0	0	0	0
406	Net Expenditure	1,000	769	1,000	1,000	523	1,000	0
Grants & Community Support - Expenditure		46,940	34,180	46,940	46,940	27,201	47,000	0
Income		0	0	0	0	0	0	0
Net Expenditure		46,940	34,180	46,940	46,940	27,201	47,000	0
Total Budget Expenditure		457,895	453,093	491,920	493,120	342,605	521,557	10,952
Income		414,021	428,938	515,517	515,517	519,032	522,418	0
Net Expenditure		43,874	24,155	-23,597	-22,397	-176,427	-861	10,952

# 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 20 September 2016** at 7.00pm.

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

In attendance: H R O Jones – Town Clerk

### 39. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

### 40. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

### 41. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 19 July 2016 were signed as a true record.

### 42. PLANNING APPLICATIONS

A total of 62 applications received from the Borough Council were examined, on 53 of which the Committee had no specific objections to make, subject to the views of neighbours.

The Committee made the following observations on the remaining applications:

16/1324/FUL - The Synagogue, Croxdale Road

Erection of a temporary portacabin for a period of five years within the grounds of the synagogue to be used as additional office space.

Observation: The Environment and Planning Committee on 20 September 2016 stated that whilst it raised no objection to the application, it felt that the word "temporary" was inappropriate for a 5 year structure.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the period being deemed to be ended.]*

16/1380/FUL - 25 Micklefield Way, Borehamwood WD6 4LG

Erection of two storey side extension and part single, part two storey rear extension to facilitate the conversion of the existing 3 bed dwelling to 2 x 3 bed self-contained flats

Observation: The Environment and Planning Committee on 20 September 2016 considered the application to be over development.

*[Post Meeting Note: The application was uploaded on 21 September 2016]*

16/1149/OUT - Land to the rear of 52 Stratfield Road/Badminton Close, Borehamwood

Outline application for the erection of 2 x 2 bed dwellings (access arrangement including parking provision, layout and scale to be determined at this stage).

Observation: The Environment and Planning Committee on 20 September 2016 considered the application to be over development.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the period being deemed to be ended.]*

16/1259/FUL - Wellswood House, Fairway Avenue, Borehamwood

Change of use of first floor from mixed use pharmacy and D1 to residential to provide 2 apartments (1x1 bed & 1 studio); Raise ridge height and creation of second floor to provide a further 2 studio apartments with dormers to all elevations; installation of new external steel staircase to serve all apartments.

Observation: The Environment and Planning Committee on 20 September 2016 considered the application to be over development and raised concerns about parking provision.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the period being deemed to be ended.]*

16/1525/FUL - 1 Shenley Road, Borehamwood WD6 1AA

Basement extension to create a gymnasium (class D2) with associated ground floor access & fire escape & 20 cycle parking spaces.

Observation: The Environment and Planning Committee on 20 September 2016 raised concerns over parking adequacy, subterranean development (with possible effects on water displacement) and poor siting of the proposed gymnasium.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the period being deemed to be ended.]*

16/1608/HSE - 19 Essex Road, Borehamwood WD6 1BP

Single storey side and rear extension

Observation: The Environment and Planning Committee on 20 September 2016 considered the application to be over development with possible "land-locking" of No.17.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the period being deemed to be ended.]*

16/1266/HSE - 26 Drayton Road, Borehamwood WD6 2BX

Retrospective application for single storey rear extension (amended plans 24.8.16)

Observation: The Environment and Planning Committee on 20 September 2016 felt that retrospective applications were outside of the spirit of planning law.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the message "case not for consultation" was listed as the reason.]*

16/1605/FUL - 117 Theobald Street, Borehamwood WD6 4PT

Erection of detached 3 bed bungalow in rear garden of existing property

Observation: The Environment and Planning Committee on 20 September 2016 raised concerns about access and egress resulting from the proposed application.

*[Post Meeting Note: The application was uploaded on 21 September 2016]*

16/1670/FUL - 87 Linton Avenue, Borehamwood WD6 4QY

Retrospective application for continued use of property as a house of multiple occupation (class C4) (HMO) comprising 9 bedrooms

Observation: The Environment and Planning Committee on 20 September 2016 commented that retrospective applications were outside the spirit of planning law and raised concerns about the adequacy of parking and the suitability of the premises for multiple occupation (citing possible over occupation).

Observation: The Environment and Planning Committee on 20 September 2016

*[Post Meeting Note: The application was uploaded on 21 September 2016]*

#### Hertsmere Borough Council's requirements for the submission of planning comments by Town and Parish Councils

Members noted the requirements from 1 September 2016 from Hertsmere Borough Council's for the submission of planning comments by Town and Parish Councils; these were to be uploaded individually on the HBC website. It was suggested that the Committee review the effectiveness of this process at the next meeting and bring any concerns to the joint Town/Borough planning liaison meetings. It was noted that other Clerks in the Hertsmere area would be asked to provide an update on the user experience regarding the procedures for providing consultee planning comments.

#### Core Strategy working group membership and representation.

**It was RESOLVED that:**

**the following Members be appointed as a Working Group of the Environment and Planning Committee to meet with Hertsmere Borough Council Officers and Members to provide input into the wording and formation of the upcoming Core Strategy document for planning (with the first meeting to be arranged by Hertsmere Borough Council in October 2016):**

**Cllr Mrs P Strack**

**Cllr Mrs S Parnell**

**Cllr C Butchins**

**Standing Deputies:**

**Cllr E Silver**

**Cllr G Franklin**

**(no Town Council Officer attendance)**

#### **43. PLANNING DECISIONS**

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

#### **44. COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Members noted the revisions to the August 2016 edition of the Hertsmere Borough Council guidelines in relation to the distribution of the Community Infrastructure Levy (CIL) funds to Parish and Town Councils. It was now understood that projects involving revenue expenditure could not be the subject of bids to the Borough Council. However, providing other criteria were met, top-sliced (15%) CIL monies to Parish and Town Councils could be used for revenue cost projects.

It was noted that at the current time the Town Council did not have designated projects for top sliced CIL monies received thus far. In addition, no CIL bids were currently planned for the next Borough Panel meeting.

#### **45. COMMITTEE BUDGET 2017/18**

It was **RESOLVED** that the following items be included in the **DRAFT Environment and Planning Committee Budget 2017/18**:

- **Teddy's Trails (New Budget)                      £500**
- **Stapleton Gardens                                      £17,469\***

\* It was noted that the £17,469 sum would represent the total year budget with the remaining £10,952 balance being rolled over at year end 2016/17 (i.e. £6,517 new budget monies) and that the total cost of the project would be met from the 2017/18 Budget (2155/201) and the EMR - Stapleton Project (9015/901). It was further noted that £10,000 of the anticipated costs were for a locker building which was subject to a future planning application (if required).

#### **46. COUNCIL BENCHES AND NOTICE BOARDS**

##### Benches

It was **RESOLVED** that:

**the Town Council bench outside Peacocks be designated for a Borehamwood Women's Institute plaque (to be purchased by the Town Council (2646/206) and a Mayoral opening event be arranged in late October / early November 2016 for this purpose.**

##### Notice Boards

It was noted that Rev T Warr had been in consultation with Cllr Mrs P Strack regarding the possibility of installing a Town council notice board near All Saints Church and that the issue would be raised again for further discussion.

The Committee welcomed the opportunity to advertise Town Council services and events on a patient widescreen television at Fairbrook Medical Centre noting that the arrangement would be for a one year

C11

trial period for a 20 second advert every 5 minutes over a 52 week period. It was further noted that an average of 250 patients visited the Centre each day with an average waiting time of 10-15 minutes. The advert would be updated on six occasions during the course of the year (and include environmental as well as entertainment services) and was in effect an electronic noticeboard for the authority.

**It was RESOLVED that:**

**£780 be utilised from the 2016/17 notice board budget (2647/206) to cover the cost of a 1 year electronic advertising notice at Fairbrook Medical Centre.**

#### **47. ALLOTMENTS**

It was noted that all allotment rent requests had been issued in September 2016 together with a plot holder satisfaction and comments questionnaire and updated shed policy for the Melrose Avenue site.

It was further noted that the Committee Chairman, Town Clerk and Council Grounds Team met with the project co-ordinators for the Stapleton Gardens rejuvenation project at Fairway Hall on 15 September 2016 where the revised costs for implementing the scheme were considered. It was noted that the new completion date was 1 May 2017 and that the delay was due to the extent of work entailed with terracing the ground.

#### **48. CHURCHYARDS**

It was noted that the Council Grounds Team were currently undertaking work to a pine (or similar) tree at St Nicholas closed churchyard.

#### **49. CENTENARY PLACE**

Members considered possible options for Town Council involvement in the management of the surrounding site at Centenary Place (including possible laurel replacement and the addition of bench seating). After a thorough and wide ranging discussion, with reference being made to Hertfordshire County Council's "Working Together" programme, it was felt that consideration of the topic should be made at a future time taking into account any future plans for the Town Council's environment and planning services.

It was noted that the Council would be preparing a Parish Plan setting out the service area targets for the forthcoming 5 years. Some Members felt that any proposal for devolution of services from County to Town and Parish Councils should come in the form of a detailed plan, including assurances as to the transfer of funds to cover increased costs to be prepared by County Council Officers.

The overarching conclusion was that such devolved services should be considered against the background of all the Town Council's service areas with all options being presented before agreeing to any individual item.


As such, Members would continue to be notified of County Council programmes and feed the opportunities into the decision making framework of the Town Council for consideration by the appropriate Committee or for inclusion into the Parish Plan as appropriate.

**50. CLOSURE**

The Meeting closed at 8.40pm.

It was noted that the next meeting was scheduled for Tuesday 22 November 2016 at 7.00 pm.

Date: 22 11 16 .....

CHAIRMAN  .....

## ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**YOUTH COUNCIL MINUTES** of a meeting held at, Fairway Hall, Brook Close on Wednesday 28 September 2016

Youth Councillors present: YC Jackie Warman (Chairman)  
YC Ikenna Eni  
YC Malachi Roberts  
YC Shivani Ved  
YC Sasha Cohen

In Attendance: Cllr Cynthia Barker  
Cllr G Silver  
T Malton – Deputy Clerk (Secretary)

Also present: Mr R Redman (Elstree Screen Heritage and First Impressions)  
Mr V Wilcocks (Youth Connexions)  
Mr S Brown (Borehamwood Times)

### **09. ELECTION OF YOUTH COUNCIL CHAIRMAN**

There were no nominations received for the appointment of a Youth Council Chairman for the Municipal year 2016/17

**It was AGREED that:**

- (i) a recruitment campaign be a priority of the Youth Council with full support from Council Members Cllr C Barker, Cllr G Silver, Cllr Mrs P Strack and Mr B Redman**
- (ii) moving forward a series of co-ordinated presentations and liaison meetings between Council Members, Youth Councillors, Schools and youth groups be organised**
- (iii) a revamped Youth Council pack be created that will include the Youth Council Constitution, testimonials, past achievements, and their vision for the future; and**
- (iv) contact be made with Corina Best and Loran Kington (Hertsmere Youth Network) regarding projects of interest, recruitment and liaison meetings.**

### **10. APOLOGIES**

Apologies for absence were received from YC Ogechi Eni (no longer able to attend due to education commitments) and Sainka Shah (no longer able to attend due to educational commitments).

### **11. DECLARATIONS OF INTEREST**

There were none.

## **12. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of the Youth Council held on 29 June 2016 were approved and authorised for signing by the outgoing Committee Chairman.

## **13. YOUTH COUNCIL CONSTITUTION**

At the meeting of Full Council on 21 September 2016 members considered a revision of the age criteria of the Youth Council being lowered to age 10 years. It was noted that the numbers were low at this present time and whilst a degree of fluctuation was acceptable and unavoidable members felt that lowering of the age could increase Youth Council numbers.

**It was AGREED That:**

- (i) The Youth Council Constitution be amended to reflect an age entry of School year 7 (i.e. at least age 11 by 1 September in any given academic year) to age 19 years.**

## **14. YOUTH COUNCIL LEAFLET**

The draft Youth Council leaflet was deemed to be non-relevant to the Youth of today and as such, did not reflect entirely the aims, goals and passed achievements of members of the Youth Council. An entire re vamp was discussed by those present with the residing Chairman requesting some volunteers to take up the challenge.

**It was AGREED That:**

- (i) the current Youth Council poster/leaflet be re designed by Youth Councillor Sasha Cohen with the help of Youth Councillor Tomisin Osibona.**

## **15. OUTGOING REPORT BY YOUTH COUNCIL CHAIRMAN**

Youth Councillor Jackie Warman (outgoing Chairman) began by saying he had been part of the Youth Council for 5 years and was very sad to be saying goodbye. He said he had made lots of very good friends and seen many Youth Councillors mature in abilities and confidence himself included and that he was very proud of the great things that had been achieved during his time as a Youth Councillor. Jackie thanked the Town Council for providing him and other young people of Elstree and Borehamwood with the amazing opportunity of being part of the Youth Council. Jackie finished by saying he had had a wonderful time and his hope for the Youth Council was that it would continue to go from strength to strength.

## **16. BOREHAMWOOD TIMES**

An introduction was received by Stephen Brown from the Borehamwood Time. Mr Brown said he would be happy to cover some of the Youth council activities in their local news stories and would be interested in an article from Youth Councillor Jackie Warman highlighting his time as a member of the Youth Council.

## 17. ELSTREE SCREEN HERITAGE

Mr Redman began by apologising for his absence at the June meeting. Mr Redman proceeded to give an update report on progress since the Youth Council meeting of 20 April 2016.

- **Harrison Ford Heritage Panel** – Elstree Screen Heritage are still waiting for formal permission from Lucas Film
- **Alfred Hitchcock Heritage Panel** – Elstree Studios are not keen to have involvement so Elstree Screen heritage will contact the company (Jaysam Contractors) that are building on the Isopod House site.
- **Heritage Display Board** – Elstree Screen Heritage are still waiting (since March) for formal permission from owner of the building on the corner of Shenley Road and Furzhill Road.
- **The Train Station** – The “Welcome Wall” (including sign from the BBC) was unveiled at the end of May. Chippings have been spread by some members of the Youth Council. Article can be seen in the Autumn Edition of the Town Crier Issue #23 and seating paid for by the Youth Council has been installed.
- **Central Place** – This has been replanted and renamed as Centenary Place with an additional clear out of overgrown bushes.
- **Association of Community Rail Partnerships** – First impressions were in the finals for the Gold Category of Community Partnerships for all the work they had done (including the Town Council and Youth Council) and were proud to have made the last 11 in the national competition.
- **Anniversary of Rail Passengers in Elstree and Borehamwood** – The arrival of passenger trains lead to the growth of the town and to the subsequent decision of so many film studios to settle in Borehamwood. Under the “umbrella” of First Impressions plans are being made for a wide range of activities for 2018. As such, funding will be sought so that work can start in 2017.
- **A Charity Christmas card** – Mr Redman was pleased to report that The Peace Hospice had used a painting of the welcome signs which are placed at key gateways to the town, representing the Town on their Christmas Cards.

## 18. FUTURE EVENTS

### Community Fun Day

It was noted that a ‘Community Fun Day’ was to held at Aldenham Country Park on Saturday 1 October 2016 from 11.00am to 4.00pm and that volunteers were sought for the event. There were no confirmed volunteers for this event but new Youth Council member Malachi Roberts said he would ask permission from his parents to attend.

MR

### **Fireworks Night**

It was noted that Fireworks Night (5<sup>th</sup> November) would fall on a Saturday this year and that the help of the Youth Councillors would be sought for the event.

#### **It was AGREED that:**

- i) Youth Councillors Sainka Shah and Malachi Roberts would be available to help at the Fireworks Night display on 5 November 2016 between 7.00pm and 8.00pm.

### **Remembrance Day**

It was noted that Remembrance Sunday would be held on Sunday 13<sup>th</sup> November 2016 at St Nicolas Elstree and All Saints Borehamwood. It was further noted that four Youth Councillors were requested to lay wreaths at both sites, two in attendance at Elstree and two in attendance at Borehamwood. Actual timetable had not been confirmed as yet but all members would be updated with the itinerary when it has been received.

## **19. YOUTH COUNCIL BUDGET – HEADLINE ITEMS**

Youth Council members were asked to consider the remainder of their budget (4666/406) and to agree headline items for 2017/18.

#### **It was RESOLVED that:**

- ii) c£200 from the youth Council Budget (4666/406) be used for the publication of the new Youth Council posters
- iii) expenditure of the remaining Youth Council budget for 2016/17 be deferred as a future agenda item due to low membership; and
- iv) Youth Council Budget headline items for 2017/18 be deferred until a future meeting due to low membership.

## **20. CLOSURE**

The meeting closed at 7.45

The next meeting date was noted as scheduled for **Wednesday 9 November 2016.**

Date: 9/11/16

Chair: Malachi Roberts

**Elstree and Borehamwood Town Council**  
**Calendar of Meetings for the Year 2017**  
**(as at 25.11.16)**

TUE	10 January 2017	Entertainments	Fairway Hall Meeting Room	7.30pm
WED	11 January 2017	<b>COUNCIL</b>	Fairway Hall (Main Hall)	7.30pm
TUE	17 January 2017	Environment & Planning	Fairway Hall Meeting Room	7.00pm
WED	18 January	Youth Council Working Group	Fairway Hall Meeting Room	5.30pm
WED	25 January 2017	Business Forum	Fairway Hall (Main Hall)	7.30pm
WED	1 February 2017	Events Forum	Fairway Hall (Main Hall)	cancelled
TUE	7 February 2017	Entertainments	Fairway Hall Meeting Room	7.30pm
WED	8 February 2017	Youth Council	Fairway Hall Meeting Room	6.30pm
THU	9 February 2017	General Management	Fairway Hall Meeting Room	7.00pm
TUE	14 February 2017	Environment & Planning	Fairway Hall Meeting Room	6.00pm
WED	22 February	Youth Council Working Group	Fairway Hall Meeting Room	5.30pm
WED	22 February 2017	Transport Forum	Fairway Hall (Main Hall)	7.00pm
WED	1 March 2017	Youth Council	Fairway Hall Meeting Room	6.30pm
TUE	7 March 2017	Entertainments	Fairway Hall Meeting Room	7.30pm
WED	8 March 2017	<b>ANNUAL PARISH COUNCIL</b>	Fairway Hall (Main Hall)	7.30pm
TUE	14 March 2017	Environment & Planning	Fairway Hall Meeting Room	7.00pm
WED	15 March 2017	<b>COUNCIL</b>	Fairway Hall (Main Hall)	7.30pm
WED	22 March 2017	Youth Council Working Group	Fairway Hall Meeting Room	5.30pm
WED	22 March 2017	Business Forum	Fairway Hall (Main Hall)	7.30pm
TUE	4 April 2017	Entertainments	Fairway Hall Meeting Room	7.30pm
TUE	25 April 2017	Environment & Planning	Fairway Hall Meeting Room	7.00pm
WED	26 April 2017	Youth Council	Fairway Hall Meeting Room	6.30pm
THU	27 April 2017	General Management	Fairway Hall Meeting Room	7.00pm
WED	10 May 2017	Youth Council Working Group	Fairway Hall Meeting Room	5.30pm
WED	10 May 2017	Transport Forum	Fairway Hall (Main Hall)	7.00pm
TUE	23 May 2017	Environment & Planning	Fairway Hall Meeting Room	7.00pm
WED	24 May 2017	Youth Council	Meeting Room	cancelled

## Municipal Year 2017/2018

WED	24 May 2017	<b>ANNUAL COUNCIL MAYOR MAKING</b>	Fairway Hall (Main Hall)	7.00pm
THU	25 May 2017	General Management	Meeting Room	7.00pm
TUE	6 June 2017	Entertainments	Meeting Room	7.30pm
WED	7 June 2017	Youth Council	Meeting Room	6.30pm
WED	14 June 2017	<b>FULL COUNCIL</b>	Hall	7.30pm
TUE	20 June 2017	Environment & Planning	Meeting Room	7.00pm
WED	28 June 2017	YCWG	Meeting Room	5.30pm
WED	5 July 2017	Transport Forum	Hall	7.00pm
TUE	11 July 2017	Entertainments	Meeting Room	7.30pm
THU	13 July 2017	General Management	Meeting Room	7.00pm
TUE	18 July 2017	Environment & Planning	Meeting Room	7.00pm
WED	6 September 2017	YCWG	Meeting Room	5.30pm
WED	6 September 2017	Events Forum	Hall	cancelled
TUE	12 September 2017	Entertainments	Meeting Room	7.30pm
WED	13 September 2017	<b>FULL COUNCIL</b>	Hall	7.30pm
TUE	26 September 2017	Environment & Planning	Meeting Room	7.00pm
WED	27 September 2017	Youth Council	Meeting Room	6.30pm
TUE	17 October 2017	Entertainments	Meeting Room	7.30pm
WED	18 October 2017	Youth Council	Meeting Room	6.30pm
THU	19 October 2017	General Management	Meeting Room	7.00pm
WED	25 October 2017	Transport Forum	Hall	7.00pm
THU	2 November 2017	General Management	Meeting Room	7.00pm
TUE	14 November 2017	Entertainments	Meeting Room	7.30pm
WED	15 November 2017	YCWG	Meeting Room	5.30pm
WED	22 November 2017	<b>FULL COUNCIL</b>	Hall	7.30pm
TUE	28 November 2017	Environment & Planning	Meeting Room	7.00pm
WED	29 November 2017	Youth Council	Meeting Room	6.30pm
WED	6 December 2017	YCWG	Meeting Room	5.30pm
WED	13 December 2017	Youth Council	Meeting Room	6.30pm

# AGENDA ITEM 9

Elstree and Borehamwood Town Council

2016/17

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
332	15450	AMC Communications	Hire of Sound Systems 5/11/2016	£750.00	£0.00	3142/301	LGA 1972 s. 145
333	15451	Angel Springs Ltd	Water Cooler Rental	£51.48	£8.58	1410/104	LGA 1972 s. 111
334	15452	Boreham Wood FC	x 6 Pin Badges & x 1 T-Shirt Town Twinning	£31.00	£0.00	4464/404	LGA 1972 s. 144
335	15453	1372 Elstree & Borehamwood Air Cadets	Guy Competition Prize	£50.00	£0.00	1484/104	LGA 1972 s. 145
336	15454	HAPTC	x 2 Staff Training (Effective Meetings)	£70.00	£0.00	1405/104, 1407/104	LGA 1972 s. 111
337	15455	HMRC	Payroll: Tax & NI November 2016	£4,556.24	£0.00	1301/103	LGA 1972 s. 112 (1)
338	15456	Hertfordshire County Council	Payroll Superannuation Nov 2016	£4,274.26	£0.00	1301/103	LGA 1972 s. 112 (1)
339	15457	Hertfordshire County Council	Hall / Office Supplies	£90.42	£15.07	1616/106, 1422/104	LGA 1972 s. 111
340	15458	Hearns Coaches Ltd	60+ Christmas Coach Trips	£1,060.00	£0.00	4767/407	LGA 1972 s. 145
341	15459	Hearns Coaches Ltd	School Swimming Programme Oct 16	£2,245.50	£0.00	4363/403	LGA (MP) 1976 s. 19
342	DD15/11/16	NatWest Autopay	Payroll: November 2016	£10,825.65	£0.00	1301/103	LGA 1972 s. 112 (1)
343	15460	Printech	2400 Trails Leaflets	£65.00	£0.00	3147/301	LGA (MP) 1976 s. 19
344	DD14/11/16	Right Fuelcard Company	Vehicle Fuel Charging Fee	£0.64	£0.11	2944/209	LGA 1972 s. 111
		<b>Stewards Payments 5/11/2016</b>					
345	15461	R Jarvis	Fireworks Night	£67.00	£0.00	3110/301	LGA 1972 s. 145
346	15462	L Ward	Fireworks Night	£24.00	£0.00	3110/301	LGA 1972 s. 145
347	15463	R Burt	Fireworks Night	£49.00	£0.00	3110/301	LGA 1972 s. 145
348	15464	V Eni	Fireworks Night	£25.00	£0.00	3110/301	LGA 1972 s. 145
349	15465	P Statham	Fireworks Night	£25.00	£0.00	3110/301	LGA 1972 s. 145
350	15466	R Page	Fireworks Night	£25.00	£0.00	3110/301	LGA 1972 s. 145
351	15467	E Holden	Fireworks Night	£25.00	£0.00	3110/301	LGA 1972 s. 145
352	15468	R Perdoni	Fireworks Night	£25.00	£0.00	3110/301	LGA 1972 s. 145
353	15469	I Pasco	Fireworks Night	£25.00	£0.00	3110/301	LGA 1972 s. 145
354	15470	P Digweed	Fireworks Night	£25.00	£0.00	3110/301	LGA 1972 s. 145
355	DD17/11/16	Total Gas & Power	Hall Gas Supply 28/7/16 to 31/10/16	£152.03	£7.24	1614/106	LGA 1972 s. 111

			<b>Total Amounts</b>	
		<b>£24,335.19</b>	<b>£23.76</b>	

[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]

11-Nov-16

Finance Officer

Responsible Finance Officer

Confirmed Approved

11.1.17

Signed by Council on

## Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
356	15471	All Saints Church DCC	Community Grant	£558.00	£0.00	4161/401	LGA 1972 s. 111
357	15472	J Amer	Santa for Christmas Switch on 27/11/16	£100.00	£0.00	4847/408	LGA 1972 s. 145
358	15473	BT	Phone and Broadband Charges 17/10/16 30/11/16	£201.43	£33.57	1420/104	LGA 1972 s. 111
359	15474	Barnet Community Transport	Rolling Base Bus 27/11/16	£576.00	£96.00	4847/408	LGA 1972 s. 145
360	15475	Borehamwood Women's Institute	Community Grant	£300.00	£0.00	4161/401	LGA 1972 s. 111
361	15476	British Red Cross Society	First Aiders for 5/11/2016	£90.00	£15.00	3143/301	LGA 1972 s. 145
362	15477	Churchill's Confectionery Ltd	Mayoral Twin Town Gift	£63.60	£0.00	4464/404	LGA 1972 s. 144
363	15478	DR96 Over 60s Club	Community Grant	£250.00	£0.00	4161/401	LGA 1972 s. 111
364	15479	EBLOS	Community Grant	£500.00	£0.00	4161/401	LGA 1972 s. 111
365	15480	Elstree & Borehamwood Community Charity	Donation From Youth Council Guy Comp	£50.00	£0.00	1484/104	LGA 1972 s. 145
366	15481	Elstree & Borehamwood Community Charity	Community Grant (Cookery Course)	£300.00	£0.00	4161/401	LGA 1972 s. 111
367	15482	Elstree & Borehamwood Community Charity	Community Grant (Activities Costs)	£1,000.00	£0.00	4161/401	LGA 1972 s. 111
368	15483	First Class Business Solutions	Photocopier Costs	£92.42	£15.40	1438/104	LGA 1972 s. 111
369	15484	G Franklin	Elstree Memorial Maintenance	£130.00	£0.00	2203/202	LGA 1948 s. 133
370	15485	Funky Friends	Community Grant	£316.46	£0.00	4161/401	LGA 1972 s. 111
371	15486	Furniture@Work Ltd	L Shaped Desk	£213.60	£35.60	1422/104	LGA 1972 s. 111
372	15487	Hertsmere Borough Council	Coach Trips & Concert Leaflets	£42.50	£0.00	3125/301	LGA 1972 s. 145
373	15488	R Jarvis	Hall Cover x6 Hrs 19th & 20th Nov 2016	£56.40	£0.00	1602/106	LGA 1972 s. 111
374	15489	Cash	Petty Cash Top Up	£286.46	£0.00	Transfer	LGA 1972 s. 111
375	15490	Pitney Bowes Ltd	Service Contract 21/12/16 to 20/12/17	£675.47	£112.58	1421/104	LGA 1972 s. 111
376	DD28/11/16	Right Fuelcard Company	Vehicle Fuel	£53.06	£8.84	2844/209	LGA 1972 s. 111
377	15491	D Salter (Reimbursement)	Varouse Switch on Items	£184.48	£4.66	3142/301, 4847/408	LGA 1972 s. 145
378	DD9/11/16	Total Gas & Power	Office Gas Supply 28/7/16 to 6/10/16	£86.52	£4.12	1614/106	LGA 1972 s. 111



## Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
379	15492	C Greenberg	Remainder of Damage Deposit	£110.00	£0.00	1681/106	LGA 1972 s. 111
380	15493	AAI Security Systems	Audible Alarm Maintenance to 31/12/17	£144.00	£24.00	1637/106	LGA 1972 s. 111
381	15494	Automobile Association	Transit Van Breakdown Cover 1/1/17 to 31/12/17	£311.10	£0.00	2943/209	LGA 1972 s. 111
382	15495	Angel Springs Ltd	Water Cooler Rental + Bottles	£98.45	£16.41	1410/104	LGA 1972 s. 111
383	15496	Borehamwood Brass Band	Christmas Switch on 27/11/16	£150.00	£0.00	4847/408	LGA 1972 s. 145
384	15497	BBC Elstree Concert Band	Christmas Concert 7/12/16	£600.00	£0.00	3126/301	LGA 1972 s. 145
385	15498	British Red Cross Society	First Aiders Christmas Switch On 27/11/16	£265.20	£44.20	3143/301	LGA 1972 s. 145
386	15499	D2D Distributions Ltd	Distribution of TC Issue #24	£1,059.00	£176.50	4568/405	LGA 1972 s. 142
387	15500	First Class Business Solutions	Ink Cartridge	£9.60	£1.50	1438/104	LGA 1972 s. 111
388	15501	Hearns Coaches Ltd	School Swimming Programme November 16	£3,393.20	£0.00	4363/403	LGA (MP) 1976 s. 19
389	15502	Hearns Coaches Ltd	60+ Coach Trip Parking Charges	£7.20	£0.00	4767/407	LGA 1972 s. 111
390	15503	HMRC	Payroll: Tax & NI December 2016	£4,549.29	£0.00	1301/103	LGA 1972 s. 112 (1)
391	15504	Hertfordshire County Council	Payroll: Superannuation December 16	£4,274.26	£0.00	1301/103	LGA 1972 s. 112 (1)
392	15505	Hertswood Academy	Steel Decking Hire 7/12/16	£120.00	£20.00	3126/301	LGA 1972 s. 145
393	15506	Lamps & Tubes Illuminations Ltd	Christmas Lights Display Maintenance & Removal	£7,483.50	£1,247.25	4846/408	LGA 1972 s. 111
394	15507	Hertfordshire County Council	Hall and Office Supplies	£158.10	£26.35	1422/104, 1616/106	LGA 1972 s. 111
395	15508	Meryfield Primary School	15% Swimming Contribution Autumn 16	£172.20	£0.00	4363/403	LGA (MP) 1976 s. 19
396	DD15/12/16	NatWest Autopay	Payroll: December 2016	£10,808.32	£0.00	1301/103	LGA 1972 s. 112(1)
397	15509	Rialtas Business Solutions Ltd	Allotment software Support	£187.20	£31.20	1440/104	LGA 1972 s. 111
398	DD12/12/16	Right Fuelcard Company	Drawing Fee	£0.64	£0.11	2944/209	LGA 1972 s. 111
399	15510	Smith of Derby	30% Deposit St Nicholas Church Clock	£1,591.20	£265.20	2538/205	PCA 1957 s. 2
400	15511	Slag Hire	Generator Hire Fireworks Night	£49.68	£8.28	3142/301	LGA 1972 s. 145
		<u>Stewards Payments 27/11/16</u>					
401	15512	R Jarvis	Christmas Switch On (Head Steward)	£72.00	£0.00	3110/301	LGA 1972 s. 111
402	15513	P Bentham	Christmas Switch On	£48.00	£0.00	3110/301	LGA 1972 s. 145
403	15514	J Bentham	Christmas Switch On	£48.00	£0.00	3110/301	LGA 1972 s. 145

404	15515	I Pascu	Christmas Switch On	£64.00	£0.00	3110/301	LGA 1972 s. 145
405	15516	Y Gill	Christmas Switch On	£48.00	£0.00	3110/301	LGA 1972 s. 145
406	DD17/12/16	Total Gas & Power	Gas Office Supply 28/7/16 to 30/11/16	£138.90	£10.74	1614/106	LGA 1972 s. 111
407	15517	Wayne's Autoport	Van Service and x2 new Tyres	£446.08	£0.00	2943/209	LGA 1972 s. 111
			<b>Total Amounts</b>	<b>£36,407.12</b>	<b>£1,861.00</b>		

Councillor

*Chubb*

Councillor

*W. S. S.*

Finance Officer

*[Signature]*

Responsible Finance Officer

*[Signature]*

Confirmed Approved

Signed by Council on

11.1.17

[LGA: Local Government Act]  
 [PCA: Local Parish Councils Act]  
 [WM (LAP) A: War Memorials (Local Authorities' Powers) Act]  
 [LGRA: Local Government and Ratings Act]  
 [LG (MP) A: Local Government (Miscellaneous Provisions) Act]  
 [SHAA: Small Holding & Allotment Act]  
 [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]  
 13-Dec-16