

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 21 September 2016 at 7.30 pm.

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

All Town Councillors are hereby summoned to attend.

Signed: _____

A handwritten signature in black ink, appearing to be 'H R O Jones', written over a horizontal line.

H R O Jones
Town Clerk
9 September 2016

(email) clerk@elstreeborehamwood-tc.gov.uk

(telephone) 0208 207 1383

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

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

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

The protected characteristics are:

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

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

Distribution List:

Town Council Members:

Cllr 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

PART 1 AGENDA

1. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, apologies for absence have been received from Cllr Mrs S Parnell (Other Business).
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 **15 June 2016**.

- attached
4. **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)	Cllr A Coleshill
Councillor (2) (Brookmeadow)	Cllr V Eni
 - Elstree and Borehamwood Museum Group (1 Member)

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

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

Councillor (1)	Cllr Mrs S Parnell
Councillor (2)	Cllr Mrs A Mitchell

- Hertsmere MENCAP(1 Member and 1 Standing Deputy)

Councillor (1)	Cllr E Silver
Councillor (2) (Standing Deputy)	Cllr A Coleshill

- Community Safety Partnership (Town wide CSP) (1 Member)

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

Councillor (1)	Cllr C Butchins
Councillor (Standing Deputy)	Cllr Mrs P Strack

- Aldenham Country Park (1 Member)

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

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

Councillor (1)	Cllr Mrs S Parnell
(Standing Deputy)	Town Clerk)

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

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

5. Signed Minutes and Delegated Power:

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

A Entertainments Committee	12 April 2016	- attached (A)
B Entertainments Committee	7 June 2016	- attached (B)
C Entertainments Committee	12 July 2016	- attached (C)
D Environment and Planning Committee	24 May 2016	- attached (D)
E Environment and Planning Committee	21 June 2016	- attached (E)
F Environment and Planning Committee	5 July 2016	- attached (F)
G General Management Committee	25 May 2016	- attached (G)
H Youth Council	20 April 2016	- attached (H)
I Transport Forum	4 May 2016	- attached (I)

To note the delegated power taken since the last meeting of Council as follows:

- J Routine Banking Arrangements (24 June 2016) - Cllr Mrs P Strack, Cllr C Butchins and Town Clerk

- attached

6. Annual Return 2015/16: To:

- (i) approve and accept the completed Annual Return to 31 March 2016 together with the External Auditor's (BDO) certificate;

- attached

- (ii) approve and accept the action plan (set out below) addressing the attached issues arising report prepared by BDO dated 11 August 2016:

"Action Plan"

The Responsible Finance Officer shall ensure that the audit inspection period notice of the exercise of electors' rights is published the day after Full Council in June where the accounting statements are approved (the relevant Full Council takes place on 14 June 2017 in relation to the approval for the 2016/17 accounts and, therefore, the notice period would be published on 15 June 2017) with the In House Audit Sub-Committee to monitor and advise that this action has been completed accordingly."

- attached

- (iii) note that notice of conclusion of audit poster (to be published at least 14 days prior to 30 September 2016) for the 2015/16 Annual Return was published on Council Notice Boards on 2 September 2016 together with the External Auditor's (BDO) certificate.

- attached

- (iv) appoint Auditing Solutions for 2017/18 as the Council's Internal Auditor.

7. Youth Council

To consider the age qualification for the Town Council's Youth Council (with a proposal from Cllr G Silver and Cllr C Barker to extend the range from 10-19 years) - draft Constitution attached.

- attached

8. Quality Status Documentation

Online Documentation

To resolve to include for publication online (www.elstreeborehamwood-tc.gov.uk) the following documents by 16 November 2016 and to resolve at Full Council on the same date that this action has been completed:

Criteria (Foundation)

Its standing orders and financial regulations
Its Code of Conduct and a link to councillors' registers of interests
Its publication scheme
Its last annual return
Transparent information about council payments
A calendar of all meetings including the annual meeting of electors
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
Current agendas
The budget and precept information for the current or next financial year
Its complaints procedure
Council contact details and councillor information in line with the Transparency Code
Its action plan for the current year
Evidence of consulting the community
Publicity advertising council activities
Evidence of participating in town and country planning

Criteria (Quality)

Draft minutes of all council and committee meetings within four weeks of the last meeting
A Health and Safety policy
Its policy on equality
Councillor profiles
A community engagement policy involving two-way communication between council and community
A grant awarding policy
Evidence showing how electors contribute to the Annual Parish or Town Meeting
An action plan and related budget responding to community engagement and setting out a timetable for action and review
Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins
Evidence of helping the community plan for its future

Additional Quality Documentation

To resolve at Full Council on 16 November 2016 that the Council has the following documentation:

Criteria (Foundation)

A risk management scheme

A register of assets

Contracts for all members of staff

up-to-date insurance policies that mitigate risks to public money

Disciplinary and grievance procedures

A policy for training new staff and councillors

A record of all training undertaken by staff and councillors in the last year

A clerk who has achieved 12 CPD points in the last year

Criteria (Quality)

a scheme of delegation (where relevant)

addressed complaints received in the last year

at least two-thirds of its councillors who stood for election

a printed annual report that is distributed at locations across the community

a qualified clerk

a clerk (and deputy) employed according to nationally or locally agreed terms and conditions

a formal appraisal process for all staff

a training policy and record for all staff and councillors

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

- Schedules attached

Page No.	Date	Voucher No	Total payment
2016/17			
1	06/06/16	83-100	£19,038.80
2	10/06/16	101-112	£23,245.44
3	22/06/16	113-124	£4,997.37
4-5	29/06/16	125-158	£10,820.67
6	07/07/16	159-190	£28,892.70
7-8	28/07/16	191-222	£12,967.76
9-10	12/08/16	223-250	£31,072.04
11-12	26/06/16	251-260	£4,331.01
Total			£135,365.79

- 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 next meeting of Full Council is scheduled for Wednesday 16 November 2016 at 7.30 pm in Fairway Hall.

[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 15th June 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: H Jones – Town Clerk

Also Present:

- M Eni (BETTA)
- A Grady (BETTA)
- N Male (BETTA)
- J Haistead (BETTA)
- S Capocci (VIC)
- L Stack (EBRA)

16/0689/FUL - Boreham Wood Football Club, Meadow Park, Broughinge Road, Borehamwood WD6 5AL

Prior to the commencement of the meeting, the Town Mayor made an announcement to four Members of the public who had attended the meeting in order to make representations concerning the above planning application.

The Town Council's response to the application was read out and copies of it provided to the residents who departed before the meeting started:

Construction of 2 floodlit artificial grass football pitches with alterations to associated car parking & vehicle site entrance

Observation - The Committee felt that the application was not suitable for the purpose of Town Council community events (Fireworks Night and Families Day).

Meadow Park was identified as the largest green space in the centre of Borehamwood and that its reduction in size and any loss of trees should be avoided.

Members felt that the additional pitches could pose a nuisance to neighbouring properties in terms of noise and floodlighting.

Some Members suggested that the Football Club consider approaching the owners of the Haberdasher's site (former rugby pitches) on Croxdale Road in order to ascertain whether additional football provision could be secured at that location as an alternative proposal.

11. APOLOGIES FOR NON-ATTENDANCE

There were none.

12. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr C Butchins	Min. 19 (iii) - WHVG Grant	Disclosable Pecuniary Interest
Cllr Mrs S Parnell	Min. 19 (iii) - WHVG Grant	Disclosable Pecuniary Interest
Cllr Mrs P Strack	Min. 19 (iii) - WHVG Grant	Disclosable Pecuniary Interest
Cllr R Butler	Min. 20 voucher 16/17 11	Disclosable Pecuniary Interest
Cllr R Butler	Min. 20 voucher 16/17 64	Disclosable Pecuniary Interest

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

13. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Annual Council Meeting held on 11 May 2016 be signed by the Mayor as a true record and adopted by the Council.

14. REPORTS FROM OUTSIDE BODIES

Leeming/Aycliffe Big Local Advisory Panel

Cllr V Eni reported that induction meeting had taken place on 21/23 March 2016 with Updates being provided for the new members. He had received no communication since March 2016. It was noted that representatives of the Leeming/Aycliffe Big Local Advisory Panel had been asked to provide details of the types of meeting that Town Councillors were invited to and their roles on the group.

Borehamwood Museum Group

Cllr E Silver reported that panels were being designed for the next Museum exhibition scheduled to be launched on 5 July 2016, "Going Down the Shops!". It was noted that a Father's Day activity was planned for 18 June 2016 using the seaside cut out. The Museum had an information stall at the Pre-Festival event and would be represented on Families Day. The History Walk was planned for 3 July 2016 with details listed in the Town Crier magazine (meeting behind the Ibis hotel at 2.00pm).

Borehamwood & Elstree Twin Town Association

Cllr Mrs P Strack reported that the trip to Fontenay-Aux-Roses between 3 and 5 June 2016 had been successful. The group was small but enjoyed a very good deal at their hotel and swift transport by Eurostar. It was noted that the Mayor of Fontenay would visit during the Civic Festival in 2017, possibly to be accompanied by a small jazz band. It was proposed that the visit should include a meal, trip to Hatfield House, local Brewery, Elstree Studios and for the Jazz band to play on Families Day. It was noted that BETTA would have a stall at Families Day 2016. Those wishing to attend the trip to Offenburg (23-26 September 2016 including the wine festival) were encouraged to contact BETTA as soon as possible in order to secure a place.

Elstree, Borehamwood and District Community Association

Cllr Mrs S Parnell reported that no meeting had taken place since the last Full Council meeting and, therefore, the report would be provided to Members at the next meeting on 21 September 2016.

Hertsmere MENCAP

Cllr E Silver reported that the Christmas Party had taken place on 10 December 2015. Whilst the accounts indicated a current deficit of £30,000, it was envisaged that this would be recouped on the Golf Day and that the finances were, therefore, in a solid position. It was noted that a potential benefactor was unable to award money to Hertsmere MENCAP because of the lack of a will and the importance of writing such a document was highlighted for those wishing to leave money to charitable

organisations. The organisation still sought local volunteers who could register interest via the MENCAP website (<http://www.mencap-ebr.org.uk/vacancies.html>).

Community Safety Partnership

Cllr Mrs P Strack reported that the next CSP meeting was scheduled for 20 June 2016 at 6.30 pm at the Civic Offices.

Community Action Hertsmere (CAH)

Cllr C Butchins reported that the AGM had been postponed until a later date. Since the last meeting CAH had been represented at the Pre-Festival Event, an 'Older Peoples Day' at Allum Hall and Potters Bar Foodbank event. In addition a two day customer care training course was held at Allum Hall in May. At the end of June, a four day training course 'Improving Your Chances' was to be held at the Civic Offices. Hertsmere Dragon's Apprentice was scheduled to commence in September subject to the outcome of discussions with local schools. In partnership with Affinity Sutton, CAH was chosen by Tesco customers to receive £12,000 in funding in order to bring into life the Borehamwood Sensory Garden project. On 16 June 2016 between 1.30pm and 3.00pm a volunteer 'speed matching' event at Farriers Way Community Centre would help volunteers to find their ideal opportunities and for local organisations to promote volunteering roles.

Aldenham Country Park

Cllr Mrs P Strack reported that Liberty Aldenham had submitted a pre-planning application to Hertsmere Borough Council on 13 May 2016 for 150 homes on their land off the Watford Road with a full planning application to be submitted in due course. The Gosrani Brothers arranged a meeting for stakeholders at the Sailing Club on 10 June 2016 attended by representatives of ACPT Ltd, Aldenham Renaissance, Green Belt Society, Sailing Club and an Elstree Resident from EVPS. The intention was to set up a Community Interest Company to allocate funds for the purpose of improving facilities on site.

Maxwell Park Management Group

Cllr Mrs S Parnell reported that no meeting had taken place since the last Full Council meeting and, therefore, the report would be provided to Members at the next meeting on 21 September 2016.

First Impressions Group

Cllr Mrs S Parnell reported that a new partnership between Thameslink and the First Impressions project group had been unveiled at the opening of two new station welcome panels supported by the Town Council. It was noted that Thameslink had

also installed two-tier bicycle racks with space for 50 more bicycles at Elstree and Borehamwood Station. The Mayor of Elstree and Borehamwood, Cllr C Butchins attended the unveiling on 27 May 2016 with Cllr Mrs S Parnell and a number of other representatives from First Impressions, the BBC, Thameslink, Elstree and Borehamwood Town Council and Hertsmere Borough Council.

Defibrillator Group

Cllr Mrs P Strack reported that the Defibrillator Group had met at the Town Council on 13 June 2016. It was agreed that at sites where the Town Council had had an involvement, defibrillators would be accompanied by a maintenance manual to be issued to the relevant health and safety officers of each organisation and that all requisite installation measures and training (especially for schools) would be properly carried out. It was noted that the defibrillators at Allum Hall and Aberford were to be mounted outside of the premises. The Allum Hall item was placed in the office. L Stack was investigating the possibility of placing a defibrillator in Keystone Passage. Cllr Mrs F Turner congratulated the Group on their work. It was noted that a report had been received that the defibrillator at Hertsmere Borough Council had been used which indicated the importance of the items in the community.

15. 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:

A Entertainments Committee	1 March 2016
B Environment and Planning Committee	16 February 2016
C Environment and Planning Committee	15 March 2016
D Environment and Planning Committee	19 April 2016
E General Management Committee	11 February 2016
F General Management Committee	11 April 2016
G Youth Council	10 February 2016
H Youth Council	16 March 2016
I Transport Forum	24 February 2016

16. ANNUAL RETURN 2015/16

It was RESOLVED that:

- (i) the Annual Return (Year ending 31 March 2016) (Section 1 – Annual Governance Statement 2015/16) be received and the Mayor and Clerk**

of the Council/RFO be duly approved to sign and submit to the External Auditors;

- (ii) the Annual Return (Year ending 31 March 2016) (Section 2 – Statement of Accounts 2015/16) be received and the Mayor and Clerk of the Council/RFO be duly approved to sign and submit to the External Auditors;**
- (iii) the dates for the notice of audit: Notice of electors' rights to see accounts Friday 10 June to Thursday 21 July 2016 (increased from 14 days to 30 days) be received and approved; and**
- (iv) it be noted that the annual return be submitted to External Auditor (BDO) together with supporting documentation by 11 July 2016.**

17. GENERAL POWER OF COMPETENCE

It was noted that a Full Council minute was required to resolve to adopt the General Power of Competence for, *inter alia*, the purpose of continuity of the Business Forum, any grant awards agreed by Council outside of the scope of the Grants Policy 2016/17 and for any expenditure of CIL monies which satisfied the relevant criteria in accordance with the Localism Act 2011 (or any other lawful purpose agreed by Council).

It was noted that all thirteen Council Members had been elected in the 2015 May Elections and that the Town Clerk was CiLCA qualified with the relevant General Power of Competence component section.

It was RESOLVED that:

- (i) authorisation be hereby made for Elstree and Borehamwood Town Council to be entitled to exercise the General Power of Competence contained in the Localism Act 2011;**
- (ii) it be hereby affirmed that Elstree and Borehamwood Town Council met the statutory criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in order to invoke (i) above; and**
- (iii) the eligibility of the General Power of Competence be next reaffirmed, subject to the approval of Members, at the Annual Council Meeting 2017.**

18. REVIEW OF COUNCIL POLICIES

It was RESOLVED that:

- (i) the Financial Regulations (Policy Document) 2016/17 before Members containing revisions to the tendering process as recommended by Internal Auditors for compliance with Public Contracts Regulations 2015 be adopted subject to an amendment to clause 18.1 to read:**

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

- (ii) the Standing Orders (Policy Document) 2016/17 before Members be adopted without amendment.**

19. COMMUNITY GRANT APPLICATIONS

It was noted that the total budget available for Community Grants in the 2016/17 year was £10,000.

It was further noted that Community Grant applications with a recommendation of a “nil” award would not be referred to Full Council but were eligible for reapplication at a later tranche of awards in the 2016/17 year.

The Town Mayor reported that the subsequent tranches of grant awards were as follows:

- To apply for 2nd round grant awards applications must be submitted by Thursday 20 October 2016.

For consideration by the General Management Committee in on 3 November 2016.

With recommendation to Council on 16 November 2016.

- To apply for a 3rd round grant award applications must be submitted by Wednesday 4 January 2017.

For consideration by the General Management Committee in on 9 February 2017.

With recommendation to Council on 15 March 2017.

It was RESOLVED that:

- (i) a new Budget Heading be approved for the 2017/18 year for a Budgeted Grant to Elstree Screen Heritage of £1,000; and**

- (ii) the recommendations arising from the General Management Committee of 25 May 2016 (Minute GMC 15/16 04) concerning applications for the 1st tranche of Community Grants awarded by the Town Council in 2016/17 be approved as follows:

	Organisation	Amount	Power
(a)	Hertsmere Inclusive Theatre	£380 Film and Fun Day event costs	Local Government Act 1972 s. 145
(b)	Elstree Screen Heritage	£1,250 Railway Station Forecourt signage/panel improvements	Local Government Act 1972 s. 144
(c)	Woodcock Hill Village Green (WHVG)	£500 Contribution to Beacon and interpretive board(s)	Local Government Act 1972 s. 145 Local Government Act 1972 s. 144

20. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

Page No.	Date	Voucher No	Total payment
2015/16			
1	10/02/2016	424-438	£24,173.02
2	22/02/2016	439-453	£5,027.90
3	10/03/2016	454-473	£32,184.54
4	31/03/2016	474-488	£7,149.62
Sub Total			£68,535.08

2016/17

5	06/04/2016	1-9	£11,136.59
6	15/04/2016	10-19	£20,611.03
7	29/04/2016	20-34	£7,249.42
8	12/05/2016	35-61	£33,341.56
9	23/05/2016	62-82	£5,761.81
Sub Total			£78,100.41
Total			£146,635.49

21. PUBLIC PARTICIPATION – QUESTION TIME

Public Questions

Responding to a query raised by L Stack, Cllr V Eni clarified a misunderstanding concerning a comment he had made at the Annual Council meeting on 11 May 2016.

Festival Publicity

Responding to a query raised by L Stack, it was noted that the Festival programme was available for inspection on the Town Council's website and social media pages. In addition, the programme had been placed in all eight of the Town Council notice boards and additional copies of the Town Crier centrefold had been printed for distribution at Elstree and Borehamwood train station and at the reception desks of local organisations.

Bandstand

Responding to a query raised by N Male, Cllr Mrs P Strack reported that it was not possible for a bandstand to be built on Woodcock Hill due to the consents of landlords being required. Some Members queried whether alternative sites such as Maxwell Park could be considered. Others felt that a portable bandstand might be a solution to the problem.

22. CLOSE OF MEETING

The Meeting closed at 8.15 pm.

It was noted that the next Council meeting was scheduled to take place on Wednesday 21 September 2016 at 7.30 pm in Fairway Hall.

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

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 12 April 2016** at 7.30pm

Present:

- Cllr Mrs P Strack (Chairman) (in the Chair)
- Cllr S Rubner (Vice Chairman)
- Cllr R Butler (ex-officio)
- Cllr Mrs A Mitchell (ex-officio)
- Cllr Mrs S Parnell
- Cllr C Barker
- Cllr V Eni

Also Present: Cllr C Butchins

In attendance:

- L Stack (EBRA)
- D Salter (Events Officer)

73. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

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

74. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

75. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 1 March 2016 were approved and authorised for signing by the Committee Chairman.

76. QUEENS 90TH BIRTHDAY

The Events Officer provided Members with an update report of arrangements for the two separate Queens 90th Birthday Events taking place at Woodcock Hill on 21 April 2016 6.00 pm to 8.30pm and at Maxwell Park on 4 June 2016 3.00pm to 6.00pm:

PS

21 April 2016 - Woodcock Hill

18:00	Start
18:10	Welcome (P Welsh and N Male)
18:30	David Boakes (Artiste - Michael Jackson Act)
19:15	Borehamwood Brass
19:45	Speeches
20:00	Borehamwood Brass ("Sing-along")
20:29	Town Mayor to read out a message from HRH Prince of Wales
20:30	Beacon Lighting (Dan & Neil)
20:31	Borehamwood Brass – 'Happy Birthday'

4 June 2016 – Maxwell Park

15:00	K's School of Dance
15:30	David Boakes (Artiste - Michael Jackson Act)
16:30	Borehamwood Brass
17:30	Elstree Productions

It was RESOLVED that:

£200 be allocated from the New Initiatives budget (3147/301) to cover costs of hot drinks at the Woodcock Hill Event on 21 April 2016 (supplied by J Amer).

77. PRE-FESTIVAL

Members received the final programme for the Pre-Festival taking place on Saturday 7 May 2016.

Pre Festival Programme

11:00	96 Opens and Pre-Festival Starts
11:30	Community Choir (All Saints)
12:30	Borehamwood Brass (Outside)
13:15	English Miscellany Dancing (Outside)
13:45	K's School of Dance (Outside)
14:15	English Miscellany Dancing (Outside)

Behind All Saints Church ("The Piazza")

It was noted that two bouncy castles were being provided by J Amer and King Ramps would be setting up a ramp for Skateboarding and BMX displays.

Outside All Saints Church & 96 Service Road

It was reported that information stalls would be set up outside of All Saints Church and stalls collecting money for local causes would be set up on the service road outside 96 Shenley Road.

Approved List of Stall Holders

ACPT & Green Belt
Aldenharn Country Park
Borehamwood Foodbank
Defibrillator Project
DR96
Elstree Productions
Fixation Theatre
Garden Crafts Society
Hertsmere Community Transport
CAH
Museum
Neighbourhood Watch
Tried & Trusted
Woodcock Hill Village Green

78. FESTIVAL 2016 LISTINGS UPDATE

The Events Officer provided Members with an update report on arrangements for the 2016 Civic Festival.

Saturday 18 June 2016

- Carnival Parade – The Queens 90th Birthday Theme
- Elstree Productions Theatre Company Present
“NOW THAT’S WHAT I CALL SHOW STOPPERS”

Sunday 19 June 2016

- Festival Skatepark Awareness Day
- Festival Church Service
- Synagogue Open Day
- Elstree Productions Theatre Company Present
“NOW THAT’S WHAT I CALL SHOW STOPPERS”

Monday 20 June 2016

- Table Tennis Club Open Night
- FREE 'BABY BALLET CLASS' to new members of Hertsmere Academy of Dance
- FREE 'FUNKY FEET CLASS' to new members of Hertsmere Academy of Dance

Tuesday 21 June 2016

- Drop In @ Fairway Hall
- Primary School Performing Arts Show
[Post Meeting Note: Performing Arts Show was originally to be held on 22 June 2016]

Wednesday 22 June 2016

- Elstree & Borehamwood's Got Talent 2016

Thursday 23 June 2016

- Foodbank Open Day

Friday 24 June 2016

- Borehamwood Brass Concert

Saturday 25 June 2016

- The Park Festival Run
- Festival Flower Show
- Emergency Services open day
- Classic Car Show/Outdoor Cinema
Free outdoor screenings of "Goldfinger" and "The Spy Who Loved Me"
- Tribute to David Bowie – Free "Labyrinth" Screening
- EBLOS Show at Fairway Hall
- Sitcom Heaven at Elstree Studios

Sunday 26 June 2016

- EBLOS Show @ Fairway Hall

Tuesday 28 June 2016

- Coffee Morning

Wednesday 29 June 2016

- Royal Legion Festival Quiz

Thursday 30 June 2016

- Melrose Allotments Open Day

Friday 1 July 2016

- Woodfest @ Summerswood School

Saturday 2 July 2016

- Families Day

The draft programme for Families Day on Saturday 2 July 2016 was as follows:

Large Central Arena Timetable:

- 12.00 – 12:30 Ridgeside Falconry
- 12:30 – 13:00 K's School of Dance
- 13:00 – 13:30 Ridgeside Falconry
- 13:45 – 14:05 Hertsmere Academy of Dance and Performing Arts

Stage:

- 14:05 – 14:10 Elstree & Borehamwood's Got Talent Winner
- 14:15 – 15:00 The Poppets (50's & 60's Girl Cover Band)
- 15:00 – 15:45 David Boakes (Michael Jackson Tribute)
- 15:45 – 16:15 Elstree Productions/Fixation Theatre
- 16:15 – 17:00 The Poppets (50's & 60's Girl Cover Band)

Times slots were set so as not to clash with the arena timetable in order for the public to be given the opportunity to see all the acts on offer.

Outside Arena:

- J Amer Amusements (Inflatable Slide, Inflatable Gladiator, Kiddies Aeroplane Ride, Kiddies Swing Ride, Bungee Trampoline)
- Bozo & Zizi's Circus Workshop
- Bubbleologist
- Brighton Punch & Judy (3x shows)

PJ

Caterers:

- Sizzlers Caterers (Jacket Potatoes with various fillings including vegetarian options, 2x General Purpose, Ice Cream Van, Donut Crepe Stall, Ice Cold Slush Stall)
- J Amer (Candy Floss Cart)

Sunday 3 July 2016

- Teddy's Trails Festival Walk to Caldecote
- Museum History Walk

79. TOWN CRIER

Members received an update on Issue 22.

It was noted that there were still delivery problems and that the agreement should be looked at the next meeting.

80. CLOSURE

The Meeting closed at 9.00 pm.

It was noted that the next meeting was scheduled for 7 June 2016 at 7.30 pm at Fairway Hall.

Date: 7/6/16 CHAIRMAN P Strank

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 7th June 2016** at 7.30pm

Present:
Cllr Mrs P Strack (Chairman) (in the Chair)
Cllr Mrs A Mitchell
Cllr Mrs F Turner
Cllr V Eni
Cllr A Coleshill (Substitution)

Also Present: Cllr Mrs S Parnell

In attendance:
D Salter (Events Officer)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

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

2. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 12 April 2016 were approved and authorised for signing by the Committee Chairman.

4. FESTIVAL 2016

The Events Officer provided Members with an update report of arrangements for the 2016 Civic Festival

Civic Parade: 18 June 2016

It was reported that 18 groups were anticipated for the Town Parade made up of Float and Walking entries. Sainsbury's had offered to supply two 40 ft. articulated lorries for the Parade for both the Town Council and Summerswood School.

Dean Sullivan had volunteered the use of a Routemaster bus for the procession.

Families Day Stall Applications

It was reported that 46 stalls would be attending.

Classic Car Vehicle Show: 25 June 2016

It was noted that the Classic Vehicle Show was fully subscribed (with 18 entries)

Talent Show 22 June 2016

It was reported to that there were 11 entries in this year's talent show and that Elstree Productions would be running the show on the night.

Performing Arts Show 21 June 2016

Cllr Mrs P Strack noted that Monksmead, Woodlands, Meryfield and Summerswood would be taking part in this year's show. It was also noted that the show was taking place between 9:00 – 11:30 at Allum Hall and that it was invitation only.

Festival Quiz 29 June 2016

It was reported that 14 teams had registered to take part in this year's quiz.

It was AGREED that:

- (i) the Judges for the parade be Cllr Mrs A Mitchell, Anne Nicodemus and John Cartledge;**
- (ii) the Judges for the talent show be Cllr C Butchins, Cllr Mrs P Strack and Cllr G Franklin; and**
- (iii) a layout of stalls be produced for Families Day.**

5. FAIRWAY HALL PIANO

Members received a report from the Hall Supervisor regarding the continued use of the Fairway Hall piano. It had been noted that the continued moving of the piano from the stage by hall users was damaging the hall floor.

It was suggested that replacing the piano with a lighter electric keyboard would save the Council money from having to retune it each year and prevent any more damage to the floor.

It was AGREED that:

the piano located in Fairway Hall either be removed from the Town Councils asset register (to be sold or donated to a local school or organisation at the appropriate time).

5. CHRISTMAS LIGHTS

Members received two quotes from Lamps & Tubes and Blachere Illuminations for the 2016/17 Christmas Lights.

It was AGREED that:

the item be deferred to a future meeting.

6. TOWN CRIER

Cllr Mrs P Strack reported on a meeting she had with the Events Officer and D2D Distribution representative regarding the delivery problems for issue 22 of the Town Crier.

It was AGREED that:

- (i) R Legroux (D2D Distribution) be invited to attend the next Committee Meeting to update the distribution agreement; and**
- (ii) issue 23 be distributed on Monday 29 August 2016 in order for the deliveries to be completed by Friday 2 September 2016.**

7. CLOSURE

The Meeting closed at 8.50 pm.

It was noted that the next meeting was scheduled for 12 July 2016 at 7.30 pm at Fairway Hall.

Date: 12/7/16 CHAIRMAN: P. Strunk

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 12th July 2016** at 7.30pm

Present:

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

Also Present: Cllr Mrs S Parnell

In attendance: R Legroux (D2D Distribution) (Minute 15)
D Salter (Events Officer)

8. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr R Butler (Other Business) (Cllr G Franklin substituted)

9. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

10. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 7 June 2016 were approved and authorised for signing by the Committee Chairman.

85

11. FESTIVAL 2016

Members received a report from the Events Officer regarding the 2016 Civic Festival.

Civic Parade: 18 June 2016

It was noted that Parade Float numbers were as follows:

	Vehicle	Walking	Total
2016	6	8	14

Absentees:

Funky Friends – Float
Aldenhams Country Park – Float
The Royal British Legion - Float
Saffron Green - Float
Elstree Production – Walking

Float Winners – Summerswood School

Walking Winners – Hertsmere Academy of Dance

It was AGREED that:

- (i) the Rolling Base be invited to the 2017 Civic Parade;**
- (ii) a large show band be booked to lead the 2017 Civic Parade; and**
- (iii) the implications of school lorries being organised for the Civic Parade in future years by Town Council representatives be investigated with a report back to the 8 November 2016 meeting.**

Festival Skate park Awareness Day 19 June 2016

Approximately 200 people turned up throughout the day to enjoy the event with roughly 40 children taking part in the workshops which were reported as being both popular and ran throughout the day. Pro BMX rider Jack Clarke came and performed his renowned displays together with pro-skater Awadh Mohammed. Members recognised that skateboarding was a popular activity for young people at the current time and expressed satisfaction that the facilities at Aberford Park were being well utilised. Some Members were pleased to note that the Civic Festival provided activities for young people in the community.

Classic Vehicle Show: 25 June 2016 (James Bond theme)

It was noted that despite poor weather, the thirty Members of the Public who remained to watch the outdoor screenings of *Goldfinger* and *The Spy Who Loved Me* enjoyed the performances and were applauded for getting into the spirit of the occasion. Due to the vagaries of English Weather, it was felt that the 2017 show would not risk an outdoor screening.

Car Attendance:

	Cars Booked	Unbooked Cars	Total	Weather
2014	16	4	20	Very Hot
2015	18 (Capacity)	7	25	Rain
2016	14 (18 booked)	2	16	Rain

Elstree & Borehamwood's Got Talent: 8 June 2016

	Tickets Issued	Entries
2014	150	9
2015	149	13
2016	110 (smaller venue) FULL HOUSE	11

2016 Talent Show Winner – Romario Faldes performing a 'Rat Pack Medley'.

It was noted that in previous years The Ark theatre had hosted and organised the event. This year the Town Council had taken over all these duties with help on the night provided by Elstree Productions. Brian Burton presented the evening. Members felt that the evening was a great success and that Fairway Hall was a good home for the event in future years.

Festival Flower Show: 25 June 2016

It was noted that the Commonwealth themed Flower Festival held at All Saints Church had 30 entries this year. Thanks were given by Committee Members to the Chairman, Cllr Mrs P Strack, for her role in organising the popular annual event.

Primary School Performing Arts Concert: 21 June 2016

This year four schools took part in the concert; Monksmead, Woodlands, Meryfield and Summerswood. David Boakes (Michael Jackson impersonator and Families Day Act) took responsibility for providing audio-visual effects and sound management.

Festival Quiz: 29 June 2016

	Team Entries
2014	17
2015	14
2016	15

Winners – The Sunday Club

Committee Members noted that whilst some comments had been made that the quiz questions were difficult this year, it was nevertheless recognised that two teams scored 90/100 or over correct answers. The Mayor's Secretary was thanked for her assistance in setting up the scoring system, devising the questions and setting the theme (400 years since William Shakespeare's death).

Melrose Allotments Open Day: 30 June 2016

Once again residents and potential plot holders took the opportunity to inspect the allotments and to meet some of the current plot holders on site. Samples of produce and advice on the benefits of gardening and the work involved in maintaining an allotment were shared. The Committee recognised that this event was an important opportunity for the Town Council to showcase its allotment services.

Festival Park Run: 25 June 2016

It was noted the new Festival 5k Park Run was a popular event this year organised in partnership with 'parkrun', an organisation hosting free, weekly, 5km timed runs around the world. Over 40 people took part in the 5k run around Aldenham Country Park Lake (the perimeter of the parish

boundary). All runners received Council bags with water, chocolate bars and a copy of the festival guide from the Town Mayor, Cllr C Butchins. The winners were all given trophies specially made for the event.

1st Male – Harvey O’Brart

1st Female – Heidi Woodhams

1st Junior – Andrew Rogers

Families Day: 2 July 2016

It was noted that the Committee had listened carefully to the suggestions made at Events Forum meetings leading up to the 2016 Festival with the result that the following were included in the Families Day programme:

- The Traditional Mr Punch & Judy Show
- Allocated Stall layout facing the arena (layout maps displayed on site)
- Live Music (1960’s theme)

This year a sheet was produced for all the stewards which included a list of all the stalls and where they were located, map of the park and details of all the performers.

It was noted that the Town Council had received many positive comments on social media regarding Families Day and its organisation. The Council was committed to receiving feedback and suggestions about the Festival and would facilitate consultation by arranging for feedback forms to be made available on its website (to be advertised in Town Crier Issue 23).

The stall numbers in 2016 were as follows:

	Community Stalls	Caterers/Commercial	Income
2014	52	9	£610
2015	41	7	£450
2016	45	5	£400

Stall absentees:

- Elstree Screen Heritage
- Leisure Time

The Parks Department at Hertsmere Borough Council were satisfied with the clean-up operation by the Town Council at Meadow Park.

The Committee received a report outlining the net 2016 Festival costs against budget and the 2015 figures. The Finance Summary was as follows:

	Net Cost of the Festival	Budget	Variance
2016	£16,931	£17,650	£719

It was RESOLVED that:

- (i) a beer tent be investigated for the possible inclusion for the 2017 Families Day;**
- (ii) all stall holders be provided with the stewards' information sheet on emergency procedures, site layout, stall allocations and performances;**
- (iii) costings be obtained for consideration of alternative style portaloos options ;**
- (iv) signage setting out performance/act times be widely displayed throughout Meadow Park;**
- (v) cheerleaders at both Families Day and the Parade be considered;**
- (vi) the 2017 Pre Festival Event be held on Saturday 6 May 2017;**
- (ii) the 2017 Parade theme be "Star Wars and the films of George Lucas" in celebration of the 40th Anniversary of the release of the original Star Wars movie;**
- (iii) the Parade be held on Saturday 17 June 2017; and**
- (iv) the 2017 Families Day be held on Saturday 1 July 2017.**

Museum History Walk: 3 July 2016

This year's Museum History Walk was attended by 34 residents and was once again proven to be a very popular event in the Civic Festival. The walk included a trip to Well End (with location photographs) and was organised by D Armitage and J Woolston of Elstree and Borehamwood Museum.

Teddy's Trails: 3 July 2016

The Teddy's Trail organised walk from Caldecote to Elstree and Borehamwood train station was enjoyed by 31 people led by the trails organiser, J Cartledge. The walk included an inspection of the old moat at Haberdasher's School with the Chairman of the Foundation in attendance to welcome the walkers. Special thanks were provided to D Sullivan and S Simmonds (Sullivan Buses) for arranging for a personalised Routemaster bus to carry walkers to the starting point. The walk and transport were provided free of charge. It was noted that further information on the Teddy's Trail walks could be found on the Council's website (www.elstreeborehamwood-tc.gov.uk/index.php/yourtown/teddy-s-trails).

Despite the concurrence of both the Museum and Teddy's Trail walks in 2016, both event organisers acknowledged that the numbers of participants in each case was at maximum capacity for the type of event in question. Nevertheless, in scheduling for 2017, it was noted that the dates of these walks would be kept separate.

12. FLOAT ASSISTANCE AWARDS

It was RESOLVED that:

float assistance awards for 2016 be determined as follows (coded to Float Assistance Budget 3235/302):

Borehamwood 2000 FC -	£100
Hare Krishna (Bhaktivedanta Manor) -	£100
Hertsmere Academy of Dance -	£100
Summerswood School -	£100
The Venue -	£100
Mencap -	£100
Total:	£600

13. FIREWORKS NIGHT

Members received a progress report on arrangements for organising the 5 November 2016 Fireworks Display on Meadow Park. It was noted that the date of the event was a Saturday in 2016.

It was AGREED that:

- (i) Fantastic Fireworks be reappointed as the pyrotechnics contractor for the 2016 Elstree and Borehamwood Town Council fireworks display on Meadow Park on Saturday 5 November 2016 (following a best value review) with a choreographed musical theme of 'Motown';**

- (ii) the 'Penny for the Guy' competition judged by the Town Mayor at the fireworks display in 2016 be arranged with the following prize scheme:
- School prize - £100 (cheque)
 - Youth Group - £50 (cheque)
 - Individual Prize - £25 (voucher); and
- (iii) J Amer be appointed as the sole trading caterer and provider of children's rides and merchandise (e.g. glow sticks) at the 2016 fireworks display.

14. ELSTREE FILM STUDIOS 90TH ANNIVERSARY EVENT

Following a full and wide ranging discussion, it was concluded that further investigation should be put to the Town Council hosting a film evening at the Reel Cinema.

The intention, subject to agreement from all parties, would be for a screening to be held of a classic film made at Elstree Studios with Borehamwood Brass performing appropriate music at the event. It was noted that this proposal would be considered further at a future Committee meeting.

15. TOWN CRIER

Town Crier Distribution

A representative from D2D Distribution provided feedback to the Committee on the recently reported delivery problems with issue 22 of the Town Crier.

It was noted that future deliveries from Hertsmere Borough Council Print and Design Services to the distribution centre would be rescheduled to a Monday (rather than a Friday).

It was further noted that the ongoing arrangements with D2D would be monitored by the Council in order to ensure that the service was of a high standard and that the Council would also seek to limit any additional printing costs caused by 'rogue' delivery workers disposing of copies of the magazine.

Town Crier Issue 23

It was noted that the next meeting of the Town Crier Sub-Committee was scheduled to take place on Monday 19th July 2016 at 4.00 pm in the Town Council Offices.

It was AGREED that:

the Town Crier Sub-Committee for 2016/17 be appointed as follows (open to all Town Councillors to attend):

**Cllr Mrs P Strack (Sub-Committee Leader)
Cllr Mrs S Parnell
Cllr C Butchins
P Welsh (Elstree Screen Heritage)**

16. CHRISTMAS LIGHTS 2016

Members received a quotes for the 2016/17 Christmas Lights for Shenley Road, Elstree Village, Leeming Road and Manor Way.

It was noted that three quotes were sought but one company was unable to provide.

It was RESOLVED that:

- (i) Lamps and Tubes be appointed as the 2016/17 Christmas Lights contractors (to be reviewed in 2017/18); and**
- (ii) the new light rental scheme for Shenley Road be a “shooting star” design in Green and Silver colours.**

17. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that:

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

18. STEWARDING AND STAFFING MATTERS

The report of the Head Steward was received.

It was RESOLVED that:

R Jarvis be reappointed as the Head Steward for the remainder of the 2016/17 Council Year (to cover Fireworks Night and Christmas Switch On 2016) and for the Civic Festival 2017 (with a review at the end of that period) and the job description and delegated powers of appointment and management of Stewards be similarly approved for that period (as previously agreed by the Committee).

19. CLOSURE

The Meeting closed at 9.30 pm.

It was noted that the next meeting was scheduled for 6 September 2016 at 7.30 pm in the Town Council meeting room with a meeting of the Events Forum taking place beforehand in Fairway Hall (open to press and public) at 6.30pm.

Date: 6/9/16..... CHAIRMAN: R Strick.....

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 24 May 2016** at 7.00pm.

Present: Cllr G Franklin (Chairman) (in the Chair)
Cllr C Butchins
Cllr V Eni (Substitution)
Cllr Mrs S Parnell
Cllr G Silver (Substitution)

In attendance: H R O Jones – Town Clerk

Also Present: Three Members of the Public at the meeting (a total of 16 Members of the Public at Fairway Hall making a representation to object to application 16/0689/FUL).

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

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

02. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

03. MINUTES OF THE PREVIOUS MEETING

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

04. PLANNING APPLICATIONS - HERTSMERE BOROUGH COUNCIL

A total of 39 applications received from the Borough Council were examined, on 29 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:

16/0728/HSE - 23 Lexington Close, Borehamwood WD6 1XA

Single storey front extension, conversion of garage to habitable room and first floor side and rear extensions

Observation - The Committee raised concerns over the adequacy of parking facilities.

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26/0669/FUL - Yavneh College, Hillside Avenue, Borehamwood

Erection of a new primary school building within the grounds of the existing site, for a temporary period of two years comprising 4 classrooms, and admin block, WCs and cloak-room facilities with an external hard surfaced area and grassed soft play area following relocation of existing sports facilities

Observation - The Committee sought assurances that the school had taken account of the need for an effective traffic management system and suggested that this be factored into a transport management plan (including parking, traffic flow and pick up/drop off frequency). Some Members observed that the development would diminish the open green space availability.

16/0435/HSE - 42 Grange Road, Elstree WD6 3LY

Demolition of existing garage & erection of single storey front side and rear extension & conversion of loft into habitable room with 2 front, 2 rear and 1 side dormers (Amended Plans received 20.4.16)

Observation - The Committee felt that front dormer windows had a negative impact on the street scene.

16/0736/FUL - 114 Croxdale Road, Borehamwood WD6 4QA

Single storey front extension and conversion of 3 bedroom terrace house into 1x2 bedroom flat and 1x3 bedroom flat with three new parking spaces to rear of property

Observation - The Committee felt that the application was an overdevelopment with potential parking problems and was contrary to the street scene (H8) planning policy.

16/0441/HSE - 21 Dacre Gardens, Borehamwood WD6 2JR

Demolition of an existing outbuilding and erection of a self-contained detached ancillary "granny annexe" at rear of property (amended plan received 11.5.16)

Observation - The Committee felt that the application was an overdevelopment.

16/0689/FUL - Boreham Wood Football Club, Meadow Park, Broughinge Road, Borehamwood WD6 5AL

Construction of 2 floodlit artificial grass football pitches with alterations to associated car parking & vehicle site entrance

Observation - The Committee felt that the application was not suitable for the purpose of Town Council community events (Fireworks Night and Families Day). Meadow Park was identified as the largest green space in the centre of Borehamwood and that its reduction in size and any loss of trees should be avoided. Members felt that the additional pitches could pose a nuisance to neighbouring properties in terms of noise and floodlighting. Some Members suggested that the Football Club consider approaching the owners of the Haberdasher's site (former rugby pitches) on Croxdale Road in order to ascertain whether additional football provision could be secured at that location as an alternative proposal.

16/0814/FUL - 1 Cleveland Crescent, Borehamwood WD6 2EW

Demolition of existing attached garage and erection of part single, part two storey side and rear extensions to facilitate conversion of existing 4 bed house into 4 self-contained flats (1x2 bed & 3x 1 bed) with bin storey, private & communal amenity space and 4 car parking spaces

Observation - The Committee felt that the family sized units (3 and 4 bedrooms) were more appropriate to meet the local need of the population.

16/0694/HSE - 1 Nicoll Way, Borehamwood WD6 2PP

Retrospective application for the retention of external & internal alterations made to existing outbuilding approved under application ref: 14/1030/HSE

Observation - The Committee felt that retrospective applications were outside of the spirit of planning law.

16/0915/FUL - 18 Kenilworth Close, Borehamwood WD6 1QF

Demolition of existing garage and erection of a two storey three bedroom end of terrace dwelling.

Minor alteration to fenestrations of existing dwelling

Observation - The Committee considered this application to be overdevelopment.

16/0802/FUL - Instalcom House, Manor Way, Borehamwood

Demolition of existing buildings and yard and erection of 29 residential units comprising 18 x 2 bed flats, 3 x 2 bed houses and 8 x 3 bed houses including associated car parking and landscaping

Observation - The Committee considered this application to be overdevelopment without sufficient infrastructure to support the development. The Committee also raised concerns over the adequacy of parking facilities.

05. PLANNING DECISIONS - HERTSMERE BOROUGH COUNCIL

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

06. NEIGHBOURHOOD PLANNING

The response to the Town Council's statement/question on ADR at Stirling Corner Static Homes Park from Barnet Council was noted.

Members also received an update report on the appointment of a Neighbourhood Planning Officer/Consultant for the Town Council.

A further update report would be made at the next Committee meeting on 21 June 2016.

07. COMMUNITY INFRASTRUCTURE LEVY (CIL)

It was noted that the CIL bid meeting at Hertsmere Borough Council was scheduled for 13 July 2016 at 6.00 pm. Cllr Mrs P Strack was asked to attend on behalf of the Town Council to submit the authority's proposals (it being noted that the date conflicted with that of the Transport and Road Safety Forum). Hertsmere Borough Council had asked for completed CIL bid forms to be submitted by 10 June 2016 as the panel would be convening for a briefing meeting on 30 June 2016.

The bid guidance was noted:

"In Hertsmere, CIL expenditure will be considered by the council's CIL Investment Panel, who will make recommendations to our Executive group. The panel is a group of cross-borough, cross-party councillors representing each of the borough's main settlements. Funding decisions will be based on bids from community service providers. Council officers will support the Investment Panel with technical briefings.

Some of the key assessment criteria that will be used to evaluate bids are:

Is the investment required to enable or mitigate the impacts of growth?

Does the proposal support any objective of the adopted local plan or any other local investment strategy?

Would investment lead to potential income generation – such as enabling more CIL liable development to come forward

Would investment reduce on-going costs placed on the council and local community in the long-term

What would be the impact if investment was delayed (additional cost)?

Are there more cost effective options for delivery?

Does the investment lever in funding from another source?

Are there other funding mechanisms available that may be available in future?

How would any future revenue costs associated with the investment be funded?

How deliverable is the infrastructure scheme?

Are there risks associated with the infrastructure scheme?

Are other statutory consents required before the infrastructure scheme could proceed?"

It was AGREED that:

- (i) the following bids be submitted to Hertsmere Borough Council at its determining panel meeting on 13 July 2016:**

Type of infrastructure	Name of site, location or general locality	Estimated total cost	Whether CIL will be sought to cover all or part of the cost	Other potential funding sources	Any other comments
PCSO designated for Town Centre 1 April 2016- 31 March 2017	Borehamwood Town Centre	£14,250	All	Hertsmere Borough Council	This activity is not budgeted in Council Precept / Budget 2016/17. A service level agreement is proposed.
Notice Board	96 Shenley Road	£3,000	All	Hertsmere Borough Council	

- (ii) details of the Town Council “top sliced” CIL receipts to date (£4,695.82) be noted with no recommendations for expenditure from this sum at this stage (noting also the requirement to submit to Hertsmere Borough Council an expenditure report before year end); and
- (iii) details of all CIL receipts to date (including Potters Bar, Radlett, Bushey and Shenley) be presented to all Town Councillors together with a copy of the report of indicative future CIL bids to Hertsmere Borough Council (produced in May 2016).

08. SUB-COMMITTEES/WORKING GROUPS

None were proposed.

09. CLERK'S REPORT

Stapleton Gardens

It was AGREED that:

- (i) Cllr G Franklin, the Town Clerk, Grounds Team and Council Contractor meet with the neighbouring land owner at Stapleton Gardens to discuss options for site access/egress in order to address potential Highways Department concerns; and
- (ii) subject to the outcome of (i) above and any additional information/advice received in the meantime, the Council's Contractor be authorised to proceed on the advice of Consensus Planning relating to the Agricultural use of the site.

Centenary Place

It was AGREED that:

a Mayoral Engagement event relating to the renaming of Central Place to Centenary Place be organised to take place in July 2016 (with invitations to First Impressions and Hertsmere Borough Council).

Teddy's Trails

The success of the Teddy's Trail initiative was welcomed by all Members.

A presentation was received outlining the 9 May 2016 conducted walk of the Shenleybury Trail.

It was also noted that Sullivan's Buses had arranged for transport to the Station and a Route Master bus to transport walkers of the 3 July 2016 Festival Conducted Walk of the Caldecote Trail.

10. CLOSURE

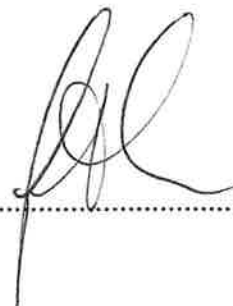
The Meeting closed at 9.00 pm.

It was noted that the next meeting was scheduled for Tuesday 21 June 2016 at 7.00 pm.

Date:.....

21 6 16

CHAIRMAN.....



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENVIRONMENT AND PLANNING COMMITTEE

MINUTES of a meeting held in the Meeting Room of Elstree & Borehamwood Town Council Offices, Fairway Hall, Brook Close, Borehamwood on **Tuesday 21 June 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

11. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

12. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

13. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 24 May 2016 were signed as a true record.

14. COMMUNITY INFRASTRUCTURE LEVY (CIL)

It was noted that Cllr Mrs P Strack would provide an update report to the Committee at its meeting on 19 July 2016 following the submission of the Council's CIL bids to Hertsmere Borough Council on 13 July 2016. It was noted that the Committee would consider expenditure from "Top Sliced" CIL receipts (15%) at a later meeting.

15. TEDDY'S TRAILS

The continued success of the Teddy's Trail initiative was welcomed by the Committee, including the mention of the Town Council in Stile Magazine (Issue 49 June 2016).

16. CENTENARY PLACE

It was noted that the Mayoral Engagement event relating to the renaming of Central Place to Centenary Place would take place on Friday 22 July 2016 at 2.00 pm.

The event would last no more than thirty minutes and would consist primarily of an address by the Town Mayor, Cllr C Butchins. Prior to this time, every effort would be made to ensure the A Board next to the planter had been relocated and to encourage representatives of the Youth Council to attend. Invitations had been sent to Hertsmere Borough Council and the First Impressions Group.

17. ALLOTMENTS

Allotments Freescale 2016/17

It was RESOLVED that:

the fee scale for Allotment rents for the year commencing 1 October 2016 to 30 September 2017 be set at £4.00 per pole per year with a concessionary fee for Senior Citizens (i.e. 60+) of 50%.

Stapleton Gardens

The Committee Chairman reported that a site visit had taken place on 15 June 2016 at which he was accompanied by Cllr R Butler, Town Clerk, Council Warden, a representative from Frank Cooper and Son and the owner of the site adjacent to Stapleton Gardens.

It was noted that through Frank Cooper and Son and independent traffic report was being commissioned.

It was RESOLVED that:

the Council's Contractor be authorised to proceed with work at Stapleton Gardens on the advice of Consensus Planning relating to the Agricultural use of the site.

Grounds Team Grass Cutting Programme

It was RESOLVED that:

- (i) at the Town Clerk's discretion based on need, up to four weeks additional Grounds Maintenance part time cover (by 2015 Acting Warden) be employed in 2016 to assist with the grass cutting and site maintenance programme for the Summer months; and**
- (ii) recognising the ongoing requirement for support, the cost of (i) above be proposed in the Committee's 2017/18 budget for that year as a new heading.**

Committee Site Visit

It was RESOLVED that:

the 2016 Committee site visit take place at Melrose Allotments at 6.00 pm on 19 July 2016 (i.e. prior to the Committee meeting scheduled to commence at 7.00pm).

cf

18. PLANNING APPLICATIONS

A total of 28 applications received from the Borough Council were examined, on 23 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:

16/0939/HSE - 2 Hartfield Avenue, Elstree WD6 3JE

Retrospective application for 1.8 metre high boundary fence and electronic entrance gate

Observation - The Committee felt that retrospective applications were outside of the spirit of planning law and that the application was contrary to the street scene (H8) planning policy. Some Members queried the existence of a covenant relating to fence heights.

16/0968/HSE - Penniwells, Edgwarebury Lane, Elstree

First floor extension to existing single storey wing and conversion of ground floor bedroom to garages

Observation - The Committee approved of the application and the aim of Penniwells to provide disabled people with the opportunity to ride to benefit their health and wellbeing.

16/0921/FUL - Marston, High Street Elstree

Demolition of existing attached garage and erection of two storey front extension, part single, part two storey and first floor side extensions, creation of first floor rear facing terrace and loft conversion to include front and rear dormer windows to facilitate conversion of existing 3 bed dwelling into a pair of 3 bed semi-detached dwellings

Observation - The Committee considered this application to be overdevelopment in a conservation area. The Committee also raised concerns over the adequacy of parking facilities.

16/1053/HSE - 17 Sinderby Close, Borehamwood WD6 4JZ

Retrospective application for erection of 2 storey side extension & modifications to existing single storey rear extension. Revised application

Observation - The Committee felt that retrospective applications were outside of the spirit of planning law.

16/1035/FUL - Avenir House, Studio Way, Borehamwood WD6 5NN

Redevelopment of site for 52 Assisted Living (extra care class C2) for the elderly with associated communal facilities, parking and landscaping

Observation - The Committee queried the adequacy of the local health services infrastructure to support the development.

19. PLANNING DECISIONS

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

20. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that:

under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst pre-contractual negotiations and staffing matters were discussed.

21. NEIGHBOURHOOD PLANNING

Members received an update report on the appointment of a Neighbourhood Planning Consultant for the Town Council. It was noted that a special meeting would be sought in order for a detailed proposal to be considered.

22. CLOSURE

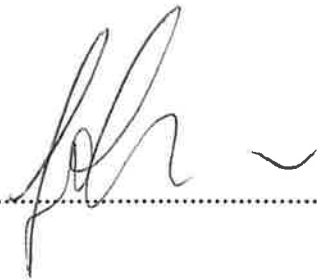
The Meeting closed at 9.15 pm.

It was noted that the next meeting was scheduled for Tuesday 19 July 2016 at 7.00 pm.

Date:.....

5 / 7 / 16

CHAIRMAN.....



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENVIRONMENT AND PLANNING COMMITTEE (SPECIAL MEETING)

MINUTES of a meeting held in the Meeting Room of Elstree & Borehamwood Town Council Offices, Fairway Hall, Brook Close, Borehamwood on **Tuesday 5 July 2016** at 7.00pm.

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

Also Present: Cllr C Barker
(Non-Committee) Cllr A Coleshill
Cllr V Eni
Cllr S Rubner
Cllr Mrs F Turner

In attendance: R Higgins (Consultant)
H R O Jones – Town Clerk

23. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Committee Members Cllr C Butchins (Vice Chairman) and Cllr E Silver and Non-Committee Members Cllr G Silver and Cllr Mrs A Mitchell.

24. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

25. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 21 June 2016 were signed as a true record.

26. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that:

under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst pre-contractual negotiations and staffing matters were discussed.

98

27. NEIGHBOURHOOD PLANNING

Members received an update report on Neighbourhood Planning from the Consultant for the Town Council.

It was RESOLVED that:

- (i) the proposal to submit a Neighbourhood Plan Area Designation Request (ADR) to Hertsmere Borough Council be deferred;**
- (ii) a request be submitted to Hertsmere Borough Council for Town Councillors to participate in the preparation of the Core Strategy document; and**
- (ii) the consultant appointed by the Town Council be thanked for his background work and advice to the Authority and his expenses settled in accordance with the terms of the proposal before Members.**

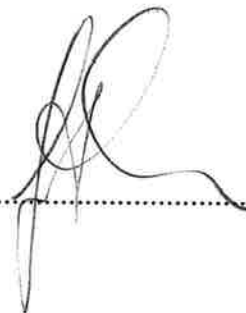
28. CLOSURE

The Meeting closed at 8.30 pm.

It was noted that the next meeting was scheduled for Tuesday 19 July 2016 at 7.00 pm.

Date: 19 7 16

CHAIRMAN.....



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Wednesday 25 May 2016** at 7.00pm

Present:
 Cllr Mrs S Parnell (Chairman in the Chair)
 Cllr Mrs A Mitchell (Vice Chairman)
 Cllr C Butchins
 Cllr G Franklin
 Cllr S Rubner

Also Present:
 Cllr R Butler
 Cllr Mrs P Strack

In attendance:
 L Stack (EBRA) (Minutes 01-13)
 Cllr D Burcombe (Hertsmere Borough Council) (Minutes 01-04)
 T Malton - Deputy Clerk
 H R O Jones - Town Clerk

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

02. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs S Parnell	04 (v) – (vi)	Disclosable Pecuniary Interest (DPI)
Cllr C Butchins	04 (v) – (vi)	Disclosable Pecuniary Interest (DPI)

Also Present	Minute Number	Nature of Interest
Cllr Mrs P Strack	04 (v) – (vii)	Disclosable Pecuniary Interest (DPI)

Members declaring a Disclosable Pecuniary Interest left the room and refrained from taking part in any discussion or decision making processes relating to those items. For the period of the meeting when the matters contained in Minutes 04 (v) – (vi) were discussed, the Vice Chairman (Cllr Mrs A Mitchell) took the Chair.



03. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 11 April 2016 were approved and authorised for signing by the Committee Chairman.

04. GRANT APPLICATIONS

It was noted that the total budget available for Community Grants awarded by the Town Council in the 2016/17 year amounted to £10,000.

The grants budgeted for designated organisations in 2016/17 were Boreham Wood Football Club (£1,000) and BETTA (£1,000), it was noted that these were to be determined by the Committee by delegated authority from Council as per the Committee's Terms of Reference.

These awards were to be single payments to cover the period until 31 March 2017.

For both organisations, the Committee had received satisfactory statements of accounts to year end and relevant constitutions.

It was noted that the subsequent tranches of grant awards were as follows:

- To apply for 2nd round grant awards applications must be submitted by Thursday 20 October 2016.

For consideration by the General Management Committee in on 3 November 2016.

With recommendation to Council on 16 November 2016.

- To apply for a 3rd round grant award applications must be submitted by Wednesday 4 January 2017.

For consideration by the General Management Committee in on 9 February 2017.

With recommendation to Council on 15 March 2017.

It was noted that Community Grant applications with a recommendation of a "nil" award would not be referred to Full Council but were eligible for reapplication at a later tranche of awards in the 2016/17 year.

It was RESOLVED that:

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

Budgeted Grants

The following Budgeted Grants for 2016/17 be authorised for payment:

(i) Boreham Wood Football Club

Award Agreed: £1,000

Purpose of Grant: Stadium Board and programme

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

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

Budget Code: 4166/401

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

Action Required: Borehamwood Football Club representative to be notified of decision and provided with a cheque for £1,000.

(ii) BETTA

Award Agreed: £1,000

Purpose of Grant: Running Costs

Power of Expenditure: Local Government Act 1972 s.144

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

Budget Code: 4190/401

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

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

Community Grants

The following Community Grants for 2016/17 be recommended to Full Council on 15 June 2016:

57

<u>Organisation</u>	<u>Recommendation</u>	<u>Purpose of Grant</u>
(iii) Herts Inclusive Theatre	£380 (£380 sought)	'Film and Fun Day' event costs
(iv) (a) Elstree Screen Heritage	£1,250 (£1,250 sought)	Railway Station Forecourt signage/panel improvements
(b) a new Budget Heading be recommended for the 2017/18 year for a Budgeted Grant to Elstree Screen Heritage of £1,000.		
(v) Woodcock Hill Village Green (WHVG)	£500 (£500 sought)	Contribution to Beacon and interpretive board(s)
(vi) DR96	nil (£2,000 sought)	Exercise Tutor (50 sessions)
(vii) (a) Young Carers at Hertswood	nil (£1,000 sought)	Transport and costs of carers' outings and activities

(b) the applicant for the Young Carers at Hertswood project be advised to resubmit the application later in the Council Year in order for the Committee to reconsider the item in light of additional information provided (specifying specific project costs against the amount sought) and for the Committee to be advised on approving an award outside of the Grant Application Procedures 2016/17 employing the General Power of Competence.

05. POLICIES AND PROCEDURES

It was RESOLVED that:

the following policies and procedures be adopted as set out in the reports before Members without amendment and the review period and body be noted:

- (i) Health and Safety Policy Statement 2016/17 (1 Year).

06. HEALTH AND SAFETY REPORT

It was RESOLVED that:

- (i) Capita Symonds be reappointed as the Town Council's Health and Safety consultants (with a review in 12 months) for 2016/17 (commencing June 2016);**
- (ii) the Council's Hall Supervisor be thanked for his role and work as liaison representative with Capita Symonds and for his efforts in ensuring that the Council continued to comply with its health and safety obligations; and**
- (iii) the (non-financial) Health and Safety Risk Assessment prepared by Capita Symonds be submitted for consideration to a suitable meeting of the General Management Committee.**

07. CIVIC REGALIA

Some Members suggested that the Council seek quotes for obtaining gift boxes for civic badges presented as gifts to Twin Town dignitaries and Freemen of the Town in the future.

It was RESOLVED that:

x100 25mm lapel pin badges with Council logo be purchased from Capital Badges (£256 coded to 1483/104) to be distributed to Town Councillors, Freemen, Council Officers and for a reasonable number to be provided to BETTA by the Mayor.

08. MAYOR'S CHARITY

It was RESOLVED that:

the designated Town Mayor's Charity for the Municipal Year 2016/17 be the Elstree and Borehamwood Museum (the principle charity to make collections at Council events as proposed by the Mayor at Full Council on 11 May 2016).

09. SHARED SERVICES

A business case was presented to the Town Council from Hertsmere Borough Council detailing proposals for increased shared services in the area of Information Technology. On balance, it was agreed by unanimous vote of those present that no change be made to the existing contract supplied to the Authority. It was agreed that Hertsmere Borough Council be thanked for providing options for consideration to the Town Council.

It was RESOLVED that:

the contractual agreement with Stevenage Computer Services for the provision of Town Council IT and internet services be maintained for 2016/17.

10. SOUND EQUIPMENT/CCTV (FAIRWAY HALL)

CCTV

It was noted that two quotes had been obtained (with a third sought) for CCTV provision at Fairway Hall which were considered by Committee Members. After a full and detailed discussion, in view of the proposed building extension works planned at Fairway Hall, it was felt that consideration of this item would be more pertinent at a later time. Members recognised the duty of care to protect those working at the offices and visitors to it and noted too that any security provision should be proportionate in meeting the requirements of a Local Authority of this type. It was recognised that in the past five years, many security improvements had been carried out on site, including an alarm system, door and fence improvements and an updated lone worker policy.

Sound Equipment

Cllr R Butler provided an update report of options for a wireless microphone system for meetings at Fairway Hall. In view of Full Council's decision to review the meeting arrangements in November 2016, it was felt that the desired system should be installed as a priority for the Hall Supervisor. It was recognised that a quality sound system on site would benefit a range of activities and events hosted at the Council's premises.

It was RESOLVED that:

a total of £1,000 be allocated from the Meeting Costs budget (1429/104) for the purchase (subject to three quotes to be approved by the Town Clerk in consultation with the Committee Chairman and Cllr R Butler) of 15 wireless microphones suitable for meetings at Fairway Hall with any additional costs being funded from the Hall Maintenance Budget (1637/106) up to an additional £250.

11. FINANCIAL REPORT

It was noted that the completed Annual Return document for 2015/16 would be submitted to Full Council on 15 June 2016 for approval and signatures of Mayor and Responsible Finance Officer/Town Clerk prior to submission to the External Auditors (BDO) before 7 July 2016. It was further noted that whilst the Internal Audit Report (Final) 2015/16 contained no formal recommendations for adoption, at its meeting on 15 June 2016, Full Council would be asked to approve revised Financial Regulations in order to take account

of legislative amendments to requirements when submitting bids for tender (in essence the threshold for the requirement to seek tenders had reduced from £50,000 to £25,000). The Deputy Clerk was thanked for her role in securing a positive audit report which was complementary about the Council's financial policies and practices.

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 16 May 2016 before Members be received;
- (ii) the "In House Auditors" for 2016/17 be appointed as Cllr C Butchins and Cllr G Franklin to meet twice in the Council Year (by arrangement with the Town Clerk) with the previously agreed terms of reference;
- (iii) the Internal Audit Report (Final) 2015/16 (following audit conducted on 28 April 2016) be received and approved; and
- (iv) the Sigma Asset Inventory (RBS Rialtas) be obtained to manage the Council's fixed and moveable asset register requirements (single Software cost £295 (1439/104) with ongoing support cost of £113 (1440/104) per annum).

12. WORKING GROUPS AND SUB-COMMITTEES

There were none.

13. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that:

under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst matters concerning outstanding legal cases and staffing issues were discussed.

14. CLERK'S REPORT

It was RESOLVED that:

Insurance cases

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

Staff Update Report

- (ii) the Staff Meeting report (3 May 2016) be received;

Hertfordshire Pension Fund Local Government Pension Scheme

- (iii) in relation to the Hertfordshire Pension Fund Local Government Pension Scheme (LGPS) 2016 Triennial Valuation: Parish and Town Council Pool - the "Join" option be chosen for the Authority with the appropriate documentation being submitted to Hertfordshire County Council; and

NJC 2016-2018 National Salary Award

- (iv) the provisions of the NJC 2016-2018 National Salary Award (E02-16 May 2016) be received and adopted.

15. CLOSE OF MEETING

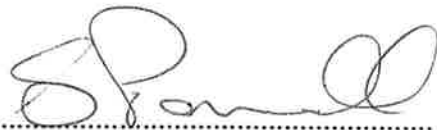
It was noted that the next meeting was scheduled for Thursday 14 July 2016.

The Meeting closed at 9.20pm.

Date:.....

14/7/16

CHAIRMAN.....



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

YOUTH COUNCIL MINUTES of a meeting held at, Fairway Hall, Brook Close on Wednesday 20 April 2016

Youth Councillors present: YC Jackie Warman (Chairman)
YC Ogechi Eni (Vice Chairman)
YC Ikenna Eni
YC Shivani Ved
YC Omisin Osibona
YC Sasha Cohen

In Attendance: Cllr S Rubner
T Malton – Deputy Clerk (Secretary)

Also present: Mr R Redman (Elstree Screen Heritage and First Impressions)
Ms D Dudley (Community Action Hertsmere)

123. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr Mrs S Parnell (other business), Cllr G Silver (other business), YC Moroti Otiti (other business), YC Diana Voinciuc (other business), YC Shivani Ved (other business).

124. DECLARATIONS OF INTEREST

There were none.

125. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Youth Council held on 16 March 2016 were approved and authorised for signing by the Committee Chairman.

126. REPORT FROM CHAIRMAN

Chairman of the Youth Council Jackie Warman began by welcoming two new members to the Youth Council, YC Omisin Osibona and YC Sasha Cohen and gave those present an opportunity to introduce themselves. YC Chairman Jackie Warman reported that the Beacon Lighting Event in celebration of the Queen's 90th Birthday was to be held on 21 April 2016 from 6.00pm – 9.00pm and highlighted the need for the Youth Council to make every effort to attend. It was further reported that the Pre Festival event was to be held on 7th May 2016 at All Saints Church, forecourt and piazza from 11.00am – 4.00pm and expressed the need of help from all Youth Councillors by way of helping to set up, manning a stall and helping to pack away at the end of the event. It was noted that the next meeting of the Youth Council would be elections of a new Chairman and Vice Chairman and, as such, asked that all Youth Councillors consider their nominations. Youth Councillors were also asked to consider Agenda Item 4 (iii) Festival Listings and consider committing to helping at Festival events.

It was AGREED that:

- (i) Youth Councillors Jackie Warman and Ikenna Eni be in attendance at the Beacon Lighting event on Woodcock Hill on 21 April 2016, with an e mail circulated to those Members not present at the meeting**
- (ii) Youth Councillors Jackie Warman, Ikenna Eni, and Sainka Shah be available to help at the Pre Festival event on 7 May 2016 with an e mail circulated to those members not present at the meeting**
- (iii) the Festival Listings attachment be noted for consideration; and**
- (iv) nominations for the new Chairman and Vice Chairman for the 2016/17 Municipal Year be considered before the meeting of 8 June 2016.**

127. ELSTREE SCREEN HERITAGE

Mr B Redman gave an update report on the following projects:

- 1) Film & TV Heritage Trail / “Pocket Park” at Furzehill Road** – The new “Pocket Park” was now opened and ESH were waiting for the agent for the building which sits beside the pocket park to discuss further the proposal to place a large heritage board on the side wall. Next edition of the Town Crier – Issue #22 (out on 29 April) will announce the start of public “elections” to choose the star to be honoured on the new heritage panel. Votes will be sent to the Town Council by way of letter or e mail and Mr Redman has requested the help of the Youth Council by counting votes.
- 2) Other Heritage Panels** – ESH are waiting on a decision from Elstree Film Studios regarding the panels for Alfred Hitchcock and comedian Terry Thomas.
- 3) Activity at The Station** – The BBC has still to send ESH high resolution copies of their logo and still photos of several TV productions. ESH have spent several Saturdays cutting back shrubs and have requested a delivery of bark chippings. It is hoped that the Youth Council will be available at 10.00am on Saturday 30th April to help with the spreading of the chippings. The minor Thameslink work team has agreed to help add more planters as well as the new seating which the Youth Council has funded.
- 4) Central Place** – Replacement plants for “Central Place” are now ready for collection. Work is scheduled to be carried out on a weekend in May 2016 and again participation from the Youth Council would be welcomed.

It was noted that the Youth Council would be inviting the local Borehamwood and Elstree Times reporter to their next meeting on Wednesday 8 June 2016.

57

128. Community Action Hertsmere (CAH)

Community Action Hertsmere Representative Dee Dudley (Community Engagement Manager) expressed that the wishes of CAH are that they work in partnership with Elstree and Borehamwood Youth Council. Ms Dudley reported that they would encourage the Youth Council to volunteer a little of their spare time helping with some of their varied and valued projects particularly during the School holidays. Ms Dudley further reported that CAH run a volunteer time banking credit scheme and went on to explain that for every hour spent helping others in the community all volunteers were rewarded with one-time credit point. The points can then be saved or given to help others in need of extra support. Some of the activities that were delivered by CAH are:

- Teddy Bears Picnic
- Cake Decorating
- Mask Making
- Bike Stamping (with the help of Hertfordshire Constabulary)
- Family Coach outings
- Stop Smoking Clinic
- Elderly Drop In with Refreshments
- Homework Club
- My Craft Club
- IT Skills

And many more.

Ms Dudley further reported that they are the controlling body for the Dragons Apprentice Challenge. It was noted that Youth Councillor Jackie Warman had taken part in a Dragons Challenge at School and as such, he was asked to explain to those present what is involved in taking part. Jackie explained that the challenge is for the apprentices to raise money for their chosen charity within a three month time limit with a prize given for the most money raised. It was noted that CAH had offered the Youth Council the use of their offices in Leeming Road on Mondays and Tuesdays from 5.00pm and Wednesdays and Thursdays from 6.30pm for a small rental charge. The Youth were very grateful for the offer and would consider ways in which they could use the offices for future projects. The rental fee would be deducted from the Youth Council budget (4666/406) and would need to be resolved by two members of the Council at a future meeting.

129. CLOSURE

The meeting closed at 7.45

The next meeting date was noted as scheduled for **Wednesday 8 June 2016.**

Date: 29 June 2016....

Chair: .....

ELSTREE AND BOREHAMWOOD TOWN COUNCIL (EBTC)

TRANSPORT FORUM

MINUTES of a meeting held at Fairway Hall, Brook Close, Borehamwood, WD6 5BT on Wednesday 4 May 2016 at 7.00pm

Present:

- Cllr C Butchins (Chairman in the Chair) (EBTC)
- Cllr S Rubner (Vice Chairman) (EBTC)
- Cllr V Eni (EBTC and Hertsmere Borough Council)
- Cllr A Plancey (Hertsmere Borough Council and Hertfordshire County Council)
- Cllr D Burcombe (Hertsmere Borough Council)
- K Cox (GTR)
- PCSO 6344 T J Hainsworth (Hertfordshire Constabulary)
- A De' Swarte (Resident)
- J Cartledge (Resident)
- L Stack (EBRA)
- S Alford (EBRA)
- R Redman (First Impressions and Elstree Screen Heritage)
- S and J Melinek (Residents)
- A Palmer (AAA Taxis)
- B Cahill (Resident)
- E Butchins (Resident)
- I Neary (Goodmans Autos)
- N Clark (Resident)
- J Brown (Pensioners' Rights)
- B Bowers (Resident)
- T Malton (Deputy Clerk)

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

31. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Mrs F Turner (EBTC and Hertsmere Borough Council), Cllr G Silver (EBTC and Hertsmere Borough Council), Cllr Mrs S Parnell (EBTC), Cllr Mrs P Strack (EBTC), Cllr C Barker (EBTC and Hertsmere Borough Council), G Brigden (Network Planning Hertfordshire County Council), L Hayman (GTR), J Gillet (GTR), P Bradley (TfL) and A Dismore AM (London Assembly: Barnet and Camden) .

32. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.



33. TRANSPORT FORUM MINUTES

The Minutes of the meeting of the Forum held on 24 February 2016 were approved and duly signed as a true record by the Chairman.

34. TRAFFIC AND ROAD SAFETY REPORT: HERTFORDSHIRE CONSTABULARY

PCSO Hainsworth of the Borehamwood Safer Neighbourhood Team spoke to this item on behalf of Hertfordshire Constabulary. PCSO Hainsworth presented data showing the number of each of the following types of incident reported during the period 1 March 2016 to 30 April 2016:

- Road Traffic Collision (Damage Only)
- Road Traffic Collision (Suspected Injury)
- Road Traffic Offence

The data for the above were broken down by each ward in Elstree and Borehamwood. He gave details of specific roads in each ward where there had been a concentration of road traffic collisions. PCSO Hainsworth then set out details of operations he had been involved with during the period 1 March 2016 to 30 April 2016 as examples of the work which the Safer Neighbourhood Team were doing to improve road safety. The operations described were as follows:

- 16 March 2016 : Automatic Number Plate Recognition Operation Elstree Hill South
- 19 April 2016 : "Stay Safe" Assembly Woodlands Primary School
- 20 April 2016: Parking operation at Allerton Road entrance to Parkside Primary School
- 22 April 2016: Parking operation at Alban Crescent entrance to Woodlands Primary School

After his presentation PCSO received questions and comments in the following areas:

- Delay time on crossing on railway bridge at Elstree and Borehamwood station being excessive
- Unlit bollards
- Possibility of speeding operation in Barnet Lane
- Possibility of double lines in Barnet Lane
- Pedestrian crossing and speeding at Stirling Corner roundabout
- Dangerous way in which a car was permitted to park in Theobald Street between 7 and 10 April 2016
- Ticketing of vehicles causing an obstruction
- Dangerous driving around Farriers Way/ Furzehill Road/ Barnet Lane roundabout.

PCSO Hainsworth agreed to investigate the above issues as appropriate and provide data about road traffic collisions and road offences at a future Transport and Road Safety Forum so that trends and opportunities could be identified.

[Post-meeting notes : (1) The timing of the crossing lights on Allum Lane bridge is designed to minimise the frequency at which traffic blocks back to the junction at the station entrance. Moving the crossing further from the junction would cause pedestrians going to/from Theobald Street to cross the road without the protection of the lights. (2) Unlit bollards should be reported to Hertfordshire Highways on <http://www.hertsdirect.org/services/transtreets/highways/hhonline.services/hfr/>.]

35. BUS SERVICES IN ELSTREE AND BOREHAMWOOD

Raised Kerbs: Stirling Corner Bus Stop

It was reported by the Chairman that since the last meeting Hertfordshire County Council had been asked to update the forum regarding the implementation timetable for installing raised ("Kassel") kerbs at Stirling Corner bus stops. The Town Council had received no responses to its most recent letters of 24 March 2016 and 19 April 2016. Hertfordshire County Council had previously indicated that the kerb at this location was scheduled to be raised in 2015.

It was AGREED that:

further representations be made to Hertfordshire County Council to seek to ascertain an implementation time for the agreed work to raise the kerb at the bus stops in Barnet Lane near Stirling Corner.

Operators' Report

It was noted that an update report would be provided at the next meeting subject to the attendance of a representative from Sullivan Buses (or any other bus service provider).

36. TRAIN SERVICES

The Forum received an update report from Ms K Cox (Govia Thameslink Railway) (GTR) which focused on the key areas of improvements at the station (including car parking), train service update and ticket office proposals:

"Improvements at Elstree & Borehamwood station – GTR fully recognise that Elstree & Borehamwood station is extremely busy and the original station building was not built for the number of passengers that use the station today. Recently Network Rail carried out a pedestrian flow study at the station which is supported by the latest station usage figures published by the Office of Rail and Road. This data shows that Elstree &

Borehamwood had station footfall of 4,043,680 in 2014/15, which is 11.8% more than 2013-14 (3,616,336). Thameslink is working with Network Rail to look at how we could possibly redevelop the station. Network Rail will also be meeting with Hertsmere Borough Council's planning department to discuss future residential and commercial projects so that this future growth can be factored into plans for the station. This will also take into account the inward commuting growth for the area.

This financial year, April 2016 – March 2017, the Department for Transport has approved an improvement scheme to reduce the bottleneck of passengers passing through the gateline at Elstree & Borehamwood station. This will see the windows alongside the doors from the station forecourt to the gateline and from the gateline to the platforms replaced with more doors. A site meeting will take place in May to decide timeframes for the work to be carried out. This is subject to Network Rail consent.

Future train service update - There are no major timetable changes planned until 2018 due to the constraints GTR are operating within while London Bridge and the surrounding infrastructure is being rebuilt. Consultation will begin this summer for the next major timetable change in 2018. It is planned that there will be an increase in the number of peak time services calling at Elstree & Borehamwood. Additionally these services will be operated by the brand new Class 700s, which have greater capacity.

There are no current plans for 12 car trains to call at Elstree & Borehamwood. Services that call at Elstree & Borehamwood then go onto the Sevenoaks or Sutton/Wimbledon Loop lines which all have stations with 8 car platforms. GTR are unable to implement selective door opening on 12 car trains to allow 12 car trains to call at these stations as the timetable is very restrictive and GTR are unable to increase the length of time the trains wait at each station ('dwell times') on the route.

Ticket office proposals for Elstree & Borehamwood - In February GTR announced their proposals for bringing their ticket office staff out from behind ticket office windows and placing them on the station concourse in the new role of Stations Hosts, where they will be able to help assist passengers with ticket purchases and provide advice and improved customer service.

Under these initial proposals, Elstree & Borehamwood was identified as a model 2 station that would have a station hosting point on the station concourse from where the Station Host will be able to sell tickets from a handheld device, as well as assisting with ticket sales at ticket vending machines and providing general advice and assistance. From 22 February – 14 March GTR held a public consultation and received a large number of responses from stakeholders and passengers, both to GTR directly and via passenger bodies – London Travel Watch and Transport Focus. GTR have considered the feedback and sent a revised proposal to London Travel Watch and Transport Focus. GTR are waiting for a formal response to these plans. On a local level GTR recognise that space is tight on the concourse and that Elstree & Borehamwood station is extremely busy, so are reviewing their options. GTR will provide more information as soon as it is available.

It was noted that there were to be no compulsory redundancies under the proposals and there is to be increased staffing levels on the Thameslink route."

Responding to queries from some Forum Members about the rationale for car park space changes, Ms Cox reported at the meeting that following a retail tendering process, local taxi company AAA taxis was granted the lease of a taxi office to be based at Elstree & Borehamwood station in the former newsagent's shop. It was noted that the public taxi rank was within GTR lease area and hackney cabs did not currently require a taxi permit to use the rank. It had been reported that some taxis had been parking in the 20 minute drop off bays without having been booked for railway business, blocking up the spaces for public use. It was also noted that irresponsible or high volumes of parking at the station posed difficulties for local bus services needing to gain access and egress to and from the forecourt area.

It was further noted that GTR were reviewing the current signage of the 20 minute waiting bays at the station with a view to put up clear notices not to park unless on railway business and car-parking patrol had been instructed to increase frequency of patrols at the station to enforce the 20 minute policy. It was also reported that additional cycle parking racks would be installed at the forecourt.

It was noted that the public meeting organised by O Dowden MP on 31 March 2016 at the Civic Offices (Hertsmere Borough Council) as part of his campaign to seek to improve the Thameslink service had been well attended. It was accepted by GTR that there was scope for better service delivery and that customer satisfaction and confidence were areas in which GTR could demonstrate a degree of improvement. It was acknowledged that there was a level of public uncertainty about the implementation of an automated ticket service at the station and that the details of the proposal appeared to be at an incomplete stage. Some Forum Members reiterated the benefits of retaining a designated person for the sale of tickets, preferring to take their queries to an individual rather than to be reliant on options offered by an automated service. J Cartledge reported that London TravelWatch had received 9000 representations regarding the proposed changes to GTR ticket offices, including 50 from users of Elstree & Borehamwood station. It had advised the Department for Transport not to approve the proposals in their current form because their practicability had not been pilot tested and there was no guarantee that no passengers would suffer detriment through being unable to purchase ticket options currently available.

Ms Cox announced that L Hayman would continue to work on a 16 hours per week basis for GTR. She agreed to discuss with him the desire expressed by some Forum Members for more trains to stop at Elstree and Borehamwood station in light of representations that could be made during the course of a future consultation on this topic scheduled for 2018.

Ms Cox thanked R Redman (First Impression) for spearheading the ongoing work carried out with the support of representatives of the Town Council's Youth Council and Staff at the station forecourt. She stated that it was a positive project for the local area and was widely acknowledged by GTR management and train passengers alike as a significant

improvement in the overall appearance of the station and an improvement also in the travelling experience for station users and visitors into Borehamwood.

Ms Cox was thanked for her contribution to the meeting.

36. TRAFFIC FLOW IN BOREHAMWOOD AND ELSTREE

It was noted that representation had been made to Hertfordshire County Council on 29 March 2016 and 19 April 2016 to seek to obtain an update report on the Elstree and Borehamwood Urban Transport Plan and on any progress made to date

It was AGREED that:

the assistance of the local County Councillors be sought in obtaining the update report requested by the Forum (i.e. to the Elstree and Borehamwood Urban Transport Plan).

37. STIRLING CORNER

Some Members reiterated the comments made at previous meetings regarding the perceived danger for road users and pedestrians alike due to irresponsible driving at Stirling Corner roundabout, especially in relation to the access to Morrisons supermarket (in Stirling Way). Representatives of Hertfordshire Constabulary agreed to monitor and to assist where they had the power to do so, although the roundabout (not Stirling Way) was wholly within London and therefore comes under the jurisdiction of the Metropolitan Police, not the Hertfordshire force.

38. CONSULTATION ON DRAFT CYCLING AND WALKING INVESTMENT STRATEGY

The Chairman reminded the Forum of the active 'Consultation on Draft Cycling and Walking Investment Strategy' from the Department for Transport, noting that the deadline for individual comments was 23 May 2016. A copy of the consultation could be available online at:

www.gov.uk/government/consultations/draft-cycling-and-walking-investment-strategy

Responding in general terms to the subject matter, some Forum Members expressed concern about poor standards of cycling enforcement, especially against cycling on pedestrian pavements. Nevertheless, the overwhelming view of the Forum was for improved cycle lane facilities and investigation of innovative strategies to tackle excessive car usage.

J Cartledge reminded the Forum that the Urban Transport drew explicit attention to the need for increased cycle and pedestrian travel (see minute 36). In addition, it was felt that liaison with schools, especially parents and governors, could help to formulate school travel plans and to improve public education in this area (especially in fostering “good habits” in travel choices).

It was AGREED that:

the schools in Elstree & Borehamwood be invited to advise the Forum of the contents of their School Travel Plans and of any steps they were taking to foster healthy and sustainable travel choices by their pupils and staff.

39. OPEN SESSION

Air Pollution from Traffic

Responding to concerns from some Forum Members about air pollution in Elstree and Borehamwood as a consequence of high volumes of traffic in the local area, Cllr V Eni agreed to seek to obtain relevant data from Hertsmere Borough Council and report this to the Forum Chairman for an update, if appropriate, to be delivered at the next meeting.

Mini Roundabout Suggestion and Parking Bays for Leeming Road

Some Forum Members asked whether any update was available on the suggestion for the construction of a mini roundabout at the end of Leeming Road (junction with Aycliffe Road) to help to resolve the problem of drivers performing dangerous U-turns at this location when searching for parking bays at the shopping area. It was noted that no response had been received and that the suggestion would be submitted to Hertfordshire County Council again by way of the Minutes of the meeting. It was also noted that at the meeting in July 2015 L Stack commented that the angle of parking bays could be altered at Leeming Road (by parade of shops on both sides) in order to encourage drivers to reverse into bays. This would be safer for vehicles and other road users when exiting because of restricted visibility (and the siting of the pedestrian crossing). It was noted that Cllr R Butler (Town Mayor) would raise this matter with Hertsmere Borough Council.

Tesco's Petrol Station

L Stack commented that a manhole cover at Tesco's petrol station had been damaged and left in a state of unrepair (potentially dangerous) for a significant period of time. It was noted that, unless already rectified, the store manager would be alerted to the matter.

Goodman's Autos Ltd in Manor Way

I Neary representing Goodman's Autos Ltd took the opportunity to set out for the Forum the nature and scope of service provided by the company from its base on Shenley Road. It was recognised that some concerns had been raised by some members of the public about the high number of Goodman's vehicles parked in Manor Way. Mr Neary stated that all the hire vehicles, whether parked in Manor Way or not were entirely legal, i.e. with MOT, tax and insurance. He expressed a willingness to meet with Hertsmere Borough Council representatives in an effort to seek to investigate mutually beneficial solutions to the perceived problem. However, he also expressed disappointment at some social media comments made about the company which he deemed to be unfair and unreasonable.

40. CLOSURE AND DATE OF NEXT MEETING

The meeting closed at 9.05 pm.

[Post Meeting Note: the next meeting is scheduled for Wednesday 13 July 2016 at 7.00 pm at Fairway Hall, Brook Close, Borehamwood, WD6 5BT]

Date: 13-7-16 CHAIRMAN: 



Elstree and Borehamwood Town Council

DELEGATED ACTION

Routine Banking Arrangements

Due to changes/problems with the NatWest banking service arrangements, urgent delegated power was required to submit authority for routine transfers (between current and business accounts) to be granted to T Malton (Deputy Clerk) and H Jones (Town Clerk) - Officers of the Town Council.

Notes:

1. The practice for Officers to transfer funds between accounts had been a previous part of the banking arrangement.
2. Due to changes/problems with the NatWest banking service arrangements agreed transfers (authorised in writing by two Members) were failing to be executed and resulting in cheque payments being returned to the Council.
3. The authorisation does not permit officers to sign cheques.
4. The authorisation does not on its own allow officers to view account balances (although this authority is being sought).

Notification of delegated action will be submitted to Full Council on 21 September 2016

We hereby authorise the approval of the permission as set out above:

Name	Signature	
Cllr Mrs P Strack	<u></u>	Date: 24 June 2016
Cllr C Butchins	<u></u>	Date: 24 June 2016
H R O Jones (Town Clerk)	<u></u>	Date: 24 June 2016

40 2

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

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

This annual governance statement is approved by this smaller authority and recorded as minute reference:

FULL COUNCIL 16/17 MIN 16 (1)

dated **15/06/2016**

Signed by:

Chair

[Signature] CHAIR

dated

15/06/2016

Signed by:

Clerk

[Signature] CLERK

dated

15/06/2016

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

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

ELSTREE AND BUREHAMWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	324,641	173,132	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	291,731	302,912	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	168,079	126,026	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	197,048	241,040	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	414,271	264,132	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	173,132	96,898	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	166,131	95,546	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,527,235	1,527,235	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

15/06/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

15/06/2016

and recorded as minute reference:

FULL COUNCIL 16/17 MIN 16 (ii)

Signed by Chair of the meeting approving these accounting statements.



Date

15/06/2016

Section 3 – External auditor certificate and report

2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~*delete as appropriate~~).

(continue on a separate sheet if required)

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

Please see enclosed report

(continue on a separate sheet if required)

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton
United Kingdom

Date

11/8/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

J. Watson for Auditing Solutions Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

28/04/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

ISSUES ARISING REPORT FOR
Elstree & Borehamwood Town Council
Audit for the year ended 31 March 2016

Introduction

The following matters have been raised to draw items to the attention of Elstree & Borehamwood Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Accounts approval
-

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

Accounts approval

What is the issue?

The Accounts were approved after the commencement of the inspection period of the exercise of electors' rights.

Why has this issue been raised?

The Accounts and Audit Regulations 2015, reg 15(3) specifies that the Annual Governance statement must be approved. This is followed by the approval of the Accounting Statements. Both statements must be published including on a website with the notice of electors' rights. The electors' rights period should start on the following day. The smaller authority has not complied with the Accounts and Audit Regulations 2015.

What do we recommend you do?

The Smaller Authority must ensure in future years that the electors' rights inspection period commences after the accounting statements are approved. The Smaller Authority must also consider how to answer the question concerning the electors' rights period in the Annual Governance statement next year. The period of electors' rights that they must be considering is for the 2015/16 year as that is the period that has occurred during the year.

Further guidance on this matter can be obtained from the following source(s):

Accounts and Audit Regulations 2015

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 11 August 2016

NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014
ACCOUNTS AND AUDIT REGULATIONS 2015)

FOR

Elstree & Borehamwood Town Council

NOTICE is hereby given that the audit for the
year ended 31 March 2016 was completed on

11 August 2016

and the accounts are now available for inspection by local electors
in accordance with Section 25 of the Local Audit and Accountability Act 2014.
The requisite information as defined by Section 13(1) of the Accounts and Audit
Regulations 2015 is/is not* displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

HRO JONES
TOWN CLERK & RFO
0208 207 1382

between the hours of 9.00am and 5.00pm

Dated: 2 September 2016

Signed: 
(Responsible Financial Officer)



CONSTITUTION OF ELSTREE AND BOREHAMWOOD YOUTH COUNCIL



- 1. ELSTREE AND BOREHAMWOOD YOUTH COUNCIL**, TO BE KNOWN AS THE Youth Council, is a Sub-Committee affiliated to Elstree and Borehamwood Town Council.

The Youth Council is an advisory committee. The members may put forward ideas to other council committees or other bodies for further consideration.
The full Town Council will consider all relevant reports of the Youth Council.

2. YOUTH COUNCIL REPRESENTATION

The Town Council shall appoint a Town Councillor as their representative on the Youth Council and a Council officer to act as Youth Council Secretary in order to:

- prepare an advance notice of meeting and its agenda
- writing up of minutes of meeting; and
- to prepare an action sheet that confirms all the actions and tasks to be undertaken by Youth Councillors, Councillors or staff.

Local Schools and Youth Organisations may nominate as many Youth Councillors as they wish, and a Youth Council meeting will decide whether to take the nominations.

3. YOUTH COUNCIL'S RESPONSIBILITIES

Young People

Youth Councillors may raise issues of concern to local young people at meetings of the Council. They should also report back to Schools and Youth Organisations and encourage discussion on the issues dealt with.

Public Service

A core value of the Youth Council is a commitment to Public Service in the Community. This means seeking to help everyone, regardless of background, age or income, to enjoy the benefits of living in the area and in seeking to promote and protect Borehamwood and Elstree.

4. AGE QUALIFICATION

The qualifying age range of a Youth Councillor is from the 10th birthday to the 19th birthday.

5. MEETING CYCLE

Meetings will be held according to an agreed schedule and will normally occur once per month (apart from during periods of examinations/holidays to be agreed as part of the schedule). Committee Meetings will normally occur two weeks prior to Full Youth Council Meeting.

6. CHAIRPERSON AND VICE CHAIRPERSON

The Chairperson and Vice-Chairperson will be elected to serve for a twelve month period and may be re-elected if within the qualifying age range.

7. DUTIES OF CHAIRPERSON

The Chairperson or (in his/her absence) the Vice-Chairperson or other person appointed by the meeting, must preside over the meeting and have control over its procedure for the purpose of keeping good order. He/She must ensure that the agenda is followed and that the constitution and previous decisions are recognised.

8. MEETING PROCEDURE

Meetings last about an hour. To help with this we avoid having 'any other business' where possible but have 'items for future agenda' instead, thereby giving time for research by all concerned. Emergency items should be submitted at the opening of a meeting or given to the secretary beforehand. Items for the agenda should ideally be given to the secretary at least two weeks before a meeting.

The Chairperson of the Youth Council should be addressed as 'Chair'. All discussion should be 'through the chair', even if you are addressing the Councillor sitting next to you. This is to ensure that everyone can hear all discussion.

Quorum – four members shall constitute a quorum. If a quorum is not present when the Youth Council meets, a waiting period of fifteen minutes shall be allowed. If a quorum is not then present, the business not transacted at that meeting shall be transacted at the next meeting.

Minutes of Youth Council meetings are sent out after each meeting. They should be checked for accuracy of information, then at the next meeting will be 'agreed' by Councillors and signed by the Chairperson as a 'correct record'. The Minutes of Youth Council meetings will be presented to the next ordinary meeting of the Town Council, when all 'recommendations' of the Youth Council can be discussed and acted upon as the Council decided.

Proposals and Amendments. If a decision is to be made a proposal is drawn up and must have a proposer and seconder. It can be amended if necessary and eventually a vote is taken. In the event of equal votes for and against, the Chairperson has the casting vote (even if he or she has already voted), but does not have to use it. If the Chairperson does not use the casting vote, this would mean that the motion is not carried, i.e. defeated, but it could be re-submitted.

Voting Members shall vote by show of hands, or, if at least five members so request, by secret ballot.

Casting vote The person presiding at a youth council meeting (whether this is the Chairperson or not) has a second or casting vote, and is required to use it in the event of a tie if the vote was to elect a new Chairperson or Vice Chairperson. If the person presiding over a youth council meeting will after that meeting be leaving the youth council, they only have a casting vote.

Order of Business At each Annual Meeting the first business shall be to elect a Chairperson and Vice Chairperson. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairperson if the proper elected Chairperson and Vice-Chairperson be absent. After the first business has been completed, the order of business shall be in accordance with the Agenda. No resolution may be moved unless the business to which it relates has been put on the Agenda by the Secretary.

Speeches should be limited to no longer than three minutes.

Apologies for Absence If you are unable to attend a meeting, or think you may arrive late, you must let the secretary know. 'Phone calls or txt messages are more reliable than messages sent with other Councillors.

Deciding on Expenditure When making a decision involving expenditure from the Youth Council's budget, provided at least two Town Councillors are present at the meeting and in agreement - the Youth Council (sitting at meeting, i.e. not through one of its working groups or acting as individuals) may approve expenditure up to the agreed limit set by the Council where it may lawfully do so either under the provisions of the Local Government Act 1972 or by way of any other Statute which permits expenditure to be made. Where no clear agreement can be reached or where there is no consensus - the matter may then be referred to Full Council for consideration.

16/17

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
83	15228	Angel Springs Ltd	Water Cooler Rental	E33.14	E5.92	1410/104	LGA 1972 s. 111
84	15229	BETTA	Budgeted Grant	E1,000.00	E0.00	4190/401	LGA 1972 s. 144
85	15230	BT	Charges 1/4/16 to 31/5/16	E230.73	E38.45	1420/104	LGA 1972 s. 111
86	15231	Borehamwood Brass Band	Beacon Event 21/4/16	E150.00	E0.00	3147/301	LGA 1972 s. 145
87	15232	Borehamwood Football Club Ltd	Budgeted Grant	E1,000.00	E0.00	4166/401	LGA (MP) 1976 s. 19
88	15233	R Butler	Electrical Maintenance	E143.92	E0.00	1637/106	LGA 1972 s. 111
89	15234	Entfield Skips Ltd	Skip Hire Melrose Alignments	E258.00	E43.00	2142/201	SHAA 1908 s. 23
90	15235	English Miscellany	Artiste for Pre Festival 7/5/16	E150.00	E0.00	3229/302	LGA 1972 s. 145
91	15236	First Class Business Solutions	Photocopier Costs	E96.71	E15.95	1438/104	LGA 1972 s. 111
92	15237	G Franklin	Elstree Memorial Maintenance	E130.00	E0.00	2203/202	LGA 1943 s. 133
93	15238	Hearns Coaches Ltd	School Swimming Programme May 16	E2,794.40	E0.00	4363/403	LGA (MP) 1976 s. 19
94	15239	Hearns Coaches Ltd	Senior Citizens Coach Outings	E3,125.00	E0.00	4767/407	LGA 1972 s. 145
95	15240	Heatsmere Borough Council	Town Crier Production Issue #22	E6,157.10	E269.08	4566/405	LGA 1972 s. 142
96	15241	H Jones (Reimbursement)	Mobile Scaffold Tower	E1,341.42	E223.57	1415/104,2749/207	LGA 1972 s. 111
97	15242	King Ramps Ltd	Artistie for Pre Festival 7/5/16	E1,980.00	E330.00	3229/302	LGA 1972 s. 145
98	15243	Maxwell Park Club	Hall Hire Classic Car Show 25/6/16	E168.00	E21.00	3241/302	LGA 1972 s. 145
99	DD30/5/16	Right Fuelcard Company	Vehicle Fuel	E14.98	E0.00	2944/209	LGA 1972 s. 111
100	15244	Smith of Derby	Elstree Clock Maintenance	E266.40	E44.40	2538/205	PCA 1957 s. 2
			Total Amounts	E19,038.80	E390.97		

Stimuli


Councilor

Finance Officer

Responsible Finance Officer

Confirmed Approved
Signed by Council on 21 9 16

- [LGA: Local Government Act]
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- [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]

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
125	15266	Aai Security Systems	Replacement Smoke Detector	£90.00	£15.00	1637/106	LGA 1972 s. 111
126	15267	BT	7/3/16 to 30/6/16	£161.44	£26.90	1420/104	LGA 1972 s. 111
127	15268	Borehamwood & Elstree Twin Town Association	Replaces Ch 15229 - Budgeted Grant	£1,000.00	£0.00	4190/401	LGA 1972 s. 144
128	15269	Chubb Fire Mechanical	Hose Reel Flow Tests	£276.04	£46.00	1415/104	LGA 1972 s. 111
129	15270	First Class Business Solutions	Photocopier Costs	£76.03	£12.67	1438/104	LGA 1972 s. 111
130	15271	Hertfordshire County Council	Replaces Ch 15247 - Superannuation June 16	£4,314.36	£0.00	1301/103	LGA 1972 s. 112 (1)
131	15272	Hertsmere Borough Council	x3 Staff Parking Costs	£1,200.00	£0.00	1485/104	LGA 1972 s. 111
132	15273	R Jarvis	Stewarding 4/6/16	£40.50	£0.00	3110/301	LGA 1972 s. 145
133	15274	King Ramps Ltd	Replaces Ch 15242 - Artisle 7/5/16	£1,980.00	£330.00	3229/302	LGA 1972 s. 145
		<u>Parade Entry Winners</u>			£0.00		
134	15275	Summerswood School	1st Prize Float Entry	£150.00	£0.00	3235.302	LGA 1972 s. 145
135	15276	Borehamwood 2000 FC	2nd Prize Float Entry	£100.00	£0.00	3235/302	LGA 1972 s. 145
136	15277	The Venue	3rd Prize Float Entry	£50.00	£0.00	3235/302	LGA 1972 s. 145
137	15278	Herts Academy of Dance	1st Prize Walking Entry	£75.00	£0.00	3235/302	LGA 1972 s. 145
138	15279	Herts Inclusive Theatre	2nd Prize Walking Entry	£50.00	£0.00	3235/302	LGA 1972 s. 145
139	15280	MENCAP	3rd Prize Walking Entry	£25.00	£0.00	3235/302	LGA 1972 s. 145
140	15281	Cash	Petty Cash Top-Up	£288.63	£0.00	Transfer	LGA 1972 s. 111
141	15282	Splash Printing Ltd	Clir Business Cards	£288.00	£48.00	1483/104	LGA 1972 s. 111
		<u>Steward Payments Parade 18/6/16</u>					
142	15283	R Jarvis	Head Steward	£45.00	£0.00	3210/302	LGA 1972 s. 145
143	15284	C Monahan	Steward	£72.00	£0.00	3210/302	LGA 1972 s. 145
144	15285	N Warburton	Steward	£72.00	£0.00	3210/302	LGA 1972 s. 145
145	15286	M Hatton	Steward	£24.00	£0.00	3210/302	LGA 1972 s. 145
146	15287	I Pascu	Steward	£24.00	£0.00	3210/302	LGA 1972 s. 145
147	15288	P Statham	Steward	£24.00	£0.00	3210/302	LGA 1972 s. 145
148	15289	C Brown	Steward	£24.00	£0.00	3210/302	LGA 1972 s. 145

149	15290	M Hasa	Steward	£24.00	£0.00	3210/302	LGA 1972 s. 145
150	15291	M Ayres	Steward	£24.00	£0.00	3210/302	LGA 1972 s. 145
151	15292	R Burt	Steward	£28.00	£0.00	3210/302	LGA 1972 s. 145
152	15293	A Gill	Steward	£32.00	£0.00	3210/302	LGA 1972 s. 145
153	15294	R Perdoni	Steward	£44.00	£0.00	3210/302	LGA 1972 s. 145
154	15295	S Dyer	Steward	£48.00	£0.00	3210/302	LGA 1972 s. 145
155	15296	D Clark	Steward	£48.00	£0.00	3210/301	LGA 1972 s. 145
		Steward Payments Car Show 24/6/16					
156	15297	C Monahan	Steward	£48.00	£0.00	3210/301	LGA 1972 s. 145
157	15298	S Dyer	Steward	£32.00	£0.00	3210/302	LGA 1972 s. 145
158	DD27/6/16	Right Fuelcard Company	Vehicle Fuel	£42.67	£0.00	2944/209	LGA 1972 s. 111
			Total Amounts	£10,820.67	£478.57		

Councillor

Finance Officer

Responsible Finance Officer

Confirmed Approved
Signed by Council on

21 9 16

[LGA: Local Government Act]
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[LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]
[Employee Fidelity, Employers Liability (Compulsory Insurance)]
[Local Authorities' Powers Act Extended by Local Government Act]
[Open Spaces Act]
29-Jun-16

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
159	15299	AMC Computer Supplies	Ink Bundle	£57.60	£9.60	1422/104	LGA 1972 s. 111
160	15300	K Appleton	The Poppettes (Replacement Chq)	£680.00	£0.00	3229/302	LGA 1972 s. 145
161	15301	Borehamwood Brass band	All Saints Performance 24/6/16	£300.00	£0.00	3229/302	LGA 1972 s. 145
162	15302	Bzents	Artiste (FD) 2/7/16	£630.00	£105.00	3229/302	LGA 1972 s. 145
163	15303	Chubb Fire & Security Ltd	Fire Equipment Service and Parts	£185.66	£30.94	1415/104	LGA 1972 s. 111
164	15304	CIE Group	Conference System Patchlead & Boots	£19.34	£3.22	1637/106	LGA 1972 s. 111
165	15305	ESS Hire	Hand Held Radios (FD) 2/7/16	£296.40	£49.40	3248/302	LGA 1972 s. 145
166	15306	Frank Cooper & Son Ltd	Stapleton Planning Statement	£1,448.40	£241.40	2155/201	SHAA 1908 s. 23
167	15307	Hearns Coaches Ltd	School Swimming Programme June 16	£2,594.80	£0.00	4363/403	LGA (MP) 1976 s. 19
168	15308	Helter Skelter Arts	Artiste (FD) 2/7/16	£450.00	£0.00	3229/302	LGA 1972 s. 145
169	15309	Herts Inclusive Theatre	Community Grant 16/17	£380.00	£0.00	4161/401	LGA 1972 s. 111
170	15310	Hertsmere Performing Arts	Parade 1st Prize Walking Entry	£75.00	£0.00	3235/302	LGA 1972 s. 145
171	15311	HMRC	Payroll: Tax & NI July 2016	£4,542.14	£0.00	1301/103	LGA 1972 s. 112 (1)
172	15312	Hertfordshire County Council	Payroll: Superannuation July 2016	£4,274.26	£0.00	1301/103	LGA 1972 s. 112 (1)
173	15313	F Hudd (Reimbursement)	Flower Festival & Church service	£33.67	£0.00	3248/302	LGA 1972 s. 145
174	15314	G Owen	Punch & Judy 2/7/16	£330.00	£0.00	3229/302	LGA 1972 s. 145
175	DD15/7/16	NatWest Autopay	Payroll: July 2016	£10,791.21	£0.00	1301/103	LGA 1972 s. 112 (1)
176	15315	Ridgeside Falconry	Artiste (FD) 2/7/16	£720.00	£0.00	3229/302	LGA 1972 s. 145
177	15316	Rialtas Business Solutions Ltd	Sigma Asset Software & Contract	£489.60	£81.60	1439/104,1440/104	LGA 1972 s. 111
178	DD4/7/16	Right Fuelcard Company	Vehicle Fuel	£31.96	£1.99	2944/209	LGA 1972 s. 111
179	15317	D Salter (Reimbursement)	Festival Supplies	£111.68	£1.98	3248/303,3142/301	LGA 1972 s. 145
180	15318	Spash Printing Ltd	Business Cards	£36.00	£6.00	1422/104	LGA 1972 s. 111
181	15319	Slag Tool Hire	Parade Generator Hire	£51.48	£8.58	3142/301	LGA 1972 s. 145
182	15320	Stevenage Computer Services	IT Support	£20.00	£0.00	1439/104	LGA 1972 s. 111
183	15321	R Jarvis	Head Steward	£49.50	£0.00	3110/301	LGA 1972 s. 145
		<u>Steward Payments Quiz Night 4/6/16</u>					

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
191	15329	Anglo Pumps Ltd	Investigation of Sewage Pump	£618.00	£103.00	1637/106	LGA 1972 s. 111
192	15330	BT	Phone Bill 1/7/16 to 31/7/16	£188.77	£31.46	1420/104	LGA 1972 s. 111
193	15331	D Boakes	Artiste Fee (FD) 2/7/16	£400.00	£0.00	3229/302	LGA 1972 s. 145
194	15332	British Red Cross Society	First Aiders (FD) 2/7/16	£300.00	£50.00	3143/301	LGA 1972 s. 145
195	15333	Colourbanners.co.uk	Festival Banner	£129.60	£21.60	3143/301	LGA 1972 s. 145
196	15334	First Class Business Solutions	Photocopier Costs	£84.06	£14.01	1438/104	LGA 1972 s. 111
197	15335	First Class Business Solutions	Ink Cartridge	£9.60	£1.60	1438/104	LGA 1972 s. 111
198	15336	Elstree & Borehamwood Museum	Black & white Laminated Photos	£57.60	£0.00	3125/301	LGA 1972 s. 145
199	15337	Hertfordshire County Council	Hall/Office Supplies	£198.28	£33.05	1422/104,1616/106	LGA 1972 s. 111
200	15338	Hearns Coaches Ltd	Senior Citizens Coach trips	£3,125.00	£0.00	4767/407	LGA 1972 s. 145
201	15339	Hearns Coaches Ltd	School Swimming Programme July 16	£2,295.40	£0.00	4363/403	LGA (MP) 1976 s. 19
202	15340	R Higgins	Consultancy Work/Neighbourhood Plan	£1,250.00	£0.00	1485/104	LGA 1972 s. 111
203	15341	i-TRANSPORT LLP	Stapleton Project June 2016	£408.76	£68.13	2155/201	SHAA 1908 s23
204	15342	King Ramps Ltd	Skateboard Awareness Day	£1,980.00	£330.00	3229/302	LGA 1972 s. 145
205	15343	Parkside School	15% Swimming Contribution Autumn 16	£86.10	£0.00	4363/403	LGA (MP) 1976 s. 19
206	DD18/7/16	Right Fuelcard Company	Vehicle Fuel	£54.08	£9.01	2944/209	LGA 1972 s. 111
207	DD25/7/16	Right Fuelcard Company	Vehicle Fuel	£9.47	£1.58	2944/209	LGA 1972 s. 111
208	15344	Saffron Green School	15% Swimming Contribution Autumn 16	£92.25	£0.00	4363/403	LGA 1972 s. 111
209	15345	B Simon	Steward Teddies Trails 3/7/16	£36.00	£0.00	3110/301	LGA 1972 s. 145
		<u>Stewards Payments</u>					
210	15346	R Jarvis	Head Steward (FD) 2/7/16	£108.00	£0.00	3210/302	LGA 1972 s. 111
211	15347	C Monahan	Steward (FD) 2/7/16	£96.00	£0.00	3210/302	LGA 1972 s. 145
212	15348	I Pascu	Steward (FD) 2/7/16	£84.00	£0.00	3210/302	LGA 1972 s. 145
213	15349	C Brown	Steward (FD) 2/7/16	£80.00	£0.00	3210/302	LGA 1972 s. 145
214	15350	A Gill	Steward (FD) 2/7/16	£84.00	£0.00	3210/302	LGA 1972 s. 145
215	15351	R Perdoni	Steward (FD) 2/7/16	£84.00	£0.00	3210/302	LGA 1972 s. 145

249	DD16/8/16	Total Gas & Power	Gas Office Supply 26/4/16 to 28/7/16	£78.43	£3.73	1614/106	LGA 1972 s. 111
250	DD19/8/16	Total Gas & Power	Electric Hall Supply 26/4/16 to 28/7/16	£334.87	£15.94	1613/106	LGA 1972 s. 111
			Total Amounts	£31,072.04	£1,157.76		




Councillor


Finance Officer


Responsible Finance Officer

Confirmed Approved
Signed by Council on 21 9 16

- [LGA: Local Government Act]
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- [Employee Fidelity, Employers Liability (Compulsory Insurance)]
- [Local Authorities' Powers Act Extended by Local Government Act]
- [Open Spaces Act]
- 12-Aug-16

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
223	15358	AAI Security Ltd	Fire Alarm Maintenance to 31/8/17	£336.00	£56.00	1637/106	LGA 1972 s. 111
224	15359	Angel Springs Ltd	Water Cooler	£58.68	£9.78	1410/104	LGA 1972 s. 111
225	DD9/8/16	BNP Paribas Leasing Solutions	Photocopier Rental	£485.51	£80.92	1438/104	LGA 1972 s. 111
226	15360	Bunzl UK Ltd	X 30 Fencing Pins	£63.00	£10.50	2746/207	LGA 1972 s. 111
227	15361	Bytehouse	Online Backup 100 GM	£842.27	£140.38	1440/104	LGA 1972 s. 111
228	15362	Capita Property & Infrastructure Ltd	H&S Contract 3/6/16 to 2/6/17	£1,074.00	£179.00	1415/104	LGA 1972 s. 111
229	15363	Clark & Whalen Architects Ltd	Professional Services	£3,804.00	£634.00	9013/901	LGA 1972 s. 111
230	15364	Cowley Hill School	15% Swimming Contribution Aut 16	£172.20	£0.00	4363/403	LGA (MP) 1976 s. 19
231	15365	Borehamwood 2000 FC	Parade Assistance	£100.00	£0.00	3235/302	LGA 1972 s. 145
232	15366	Food for all	Parade Assistance	£100.00	£0.00	3235/302	LGA 1972 s. 145
233	15367	Hertmere Performing Arts	Parade Assistance	£100.00	£0.00	3235/302	LGA 1972 s. 145
234	15368	Summerswood School	Parade Assistance	£100.00	£0.00	3235/302	LGA 1972 s. 145
235	15369	The Venue	Parade Assistance	£100.00	£0.00	3235/302	LGA 1972 s. 145
236	15370	MENCAP	Parade Assistance	£100.00	£0.00	3235/302	LGA 1972 s. 145
237	15371	Hearns Coaches Ltd	Senior Citizens Coach Trips July 16	£1,845.00	£0.00	4767/407	LGA 1972 s. 145
238	15372	HMRC	Payroll: Tax & NI August 2016	£4,837.03	£0.00	1301/103	LGA 1972 s. 112 (1)
239	15373	Hertfordshire County Council	Payroll: Superannuation August 2016	£4,414.85	£0.00	1301/103	LGA 1972 s. 112 (1)
240	15374	Hertfordshire County Council	Office Stationery	£75.28	£0.00	1422/104	LGA 1972 s. 111
241	15375	Meyfield School	15% Swimming Contribution Aut 16	£159.90	£0.00	4363/403	LGA (MP) 1976 s. 19
242	15376	NALC	Award Scheme Registration Fee	£60.00	£10.00	1423/104	LGA 1972 s. 111
243	DD15/8/16	NatWest Autopay	Payroll: August 2016	£11,299.80	£0.00	1301/103, 3101/301	LGA 1972 s. 112 (1)
244	15377	Cash	Petty Cash Top Up	£274.71	£0.00	Transfer	LGA 1972 s. 111
245	DD8/8/16	Right Fuelcard Company	Vehicle Fuel	£54.74	£9.12	2944/209	LGA 1972 s. 111
246	DD15/8/16	Right Fuelcard Company	Vehicle Fuel	£19.24	£3.21	2944/209	LGA 1972 s. 111
247	15378	St Nicholas School	15% Swimming Contribution Aut 16	£73.80	£0.00	4363/403	LGA (MP) 1976 s. 19
248	DD16/8/16	Total Gas & Power	Gas Hall Supply 26/4/16 to 28/7/16	£108.73	£5.18	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
251	15379	All Saints Church	Festival Expenses	£62.00	£0.00	3142/301	LGA 1972 s. 145
252	15380	Another Tree Services	All Saints Tree Works	£460.00	£0.00	2337/203	LGA 1972 s. 215
253	15381	BDO LLP	External Audit 2015/16	£1,560.00	£260.00	1457/104	LGA 1972 s. 111
254	15382	BT	1/8/16 to 31/8/16	£158.11	£26.35	1420/104	LGA 1972 s. 111
255	15383	British Red Cross Society	First Aiders 18/6/16	£192.00	£32.00	3143/301	LGA 1972 s. 145
256	15384	D2D Distributions Ltd	Distribution of TC Issue	£1,059.00	£176.50	4568/405	LGA 1972 s. 142
257	15385	First Class Business Solutions	Photocopier Costs	£64.25	£10.71	1438/104	LGA 1972 s. 111
258	15386	Thames Water	Wastewater Bill from 1/4/16 to 3/8/16	£176.55	£0.00	1612/106	LGA 1972 s. 111
259	15387	Purchase Power	Franking Machine Top-Up	£513.00	£0.00	1421/104	LGA 1972 s. 111
260	15388	St Nicholas School	15% Swimming Contribution	£86.10	£0.00	4363/403	LGA (MP) 1976 s. 19
			Total Amounts	£4,331.01	£505.56		

[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]

26-Aug-16

Confirmed Approved

Signed by Council on

21 9 16

Finance Officer

Responsible Finance Officer

Councillor