

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 16th March 2016 at 7.30pm.

Present:

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

In Attendance: H Jones – Town Clerk

Also Present: Cllr R Challice (Barnet Council)
L Stack (EBRA) (Minutes 63 to 67)

63. APOLOGIES FOR NON-ATTENDANCE

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

64. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

65. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Full Council Meeting held on 13 January 2016 be signed by the Mayor as a true record and adopted by the Council.

66. MAYOR'S ANNUAL REPORT AND OUTSIDE BODIES

The Town Mayor Cllr R Butler said *“I have had a fantastic year as Mayor and am proud that my chosen charity (the Visually Impaired Club based at Maxwell Park Community Centre) managed to raise nearly £3,000. It was wonderful to present the Honorary Freeman awards this year to Bob Redman and Bill Davies and I hope you enjoyed the video of my year in office which highlighted some of the key moments [The Audience at the Annual Parish Meeting had watched a four minute long video compilation of the Mayoral Engagements and Council Events]. Good Luck to the new Mayor and thank you to all my colleagues and especially to Rebecca who accompanied me in my role!”*

It was RESOLVED that:

the Mayor's Annual Report 2015/16 be approved and adopted (with the final report being included in Edition 22 of the Town Crier to be distributed to all residents in April 2016).

[Copy of Report Attached at APPENDIX A]

Leeming/Aycliffe (LeeCliffe) Big Local

Cllr V Eni reported that Consultation Drop-in sessions to canvass local views and ideas about projects for the scheme had taken place on at St Michael's Church Hall on 28 January 2016 and at Organ Hall Community Centre on 30th January 2016. It was reported that the next Partnership meeting would be held in late March 2016 with an induction for the new members and a discussion about the Big Local national programme entitled “What is it?”. New members would also be provided with an up to date recap of LeeCliffe's journey. Members were also reminded that it was the group's intention to submit a revised plan for two years of activity to the Local Trust by the end of the month.

Borehamwood Museum Group

Cllr E Silver reported that whilst no Committee meeting had taken place since the previous Full Council meeting, it had been noted that equipment had been prepared to house the new temporary exhibition planned at the 96 Shenley Road site.

Borehamwood & Elstree Twin Town Association

Cllr C Butchins reported that BETTA had changed its web hosting company and that a newsletter had been published in February 2016. It was further noted that the condolence book following the Paris attacks was sent to Fontenay-Aux-Roses with a thank you letter having been received for this touching tribute. A member of Borehamwood Brass had been co-opted onto the BETTA committee in order to liaise directly with the Offenburg musicians. The following visits to the twin towns had been arranged:

- Fontenay-Aux-Roses 3-5 June 2016
- Offenburg 23-26 September 2016 (wine festival)

Elstree, Borehamwood and District Community Association

Cllr Mrs S Parnell reported that the recent robbery at Allum Hall had shocked the local community and all staff at the centre. It was agreed that the Town Council would send a letter of support to Mick Wickes the on-site caretaker who had been injured in the crime. Turning to administrative matters, it was reported that the possibility of installing a lift at Manor House was being further considered and the feedback received on the new sound system on site was very positive.

Hertsmere MENCAP

Cllr E Silver reported that the finances of Hertsmere MENCAP continued to remain in a solid position. Events of note were the Golf Day and Radlett Rotary Fun Run. 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 (Town wide CSP)

Cllr Mrs P Strack reported that although she did not attend in person, she was able to provide an update from the CSP meeting which had taken place on 1 February 2016 attended by R Burt (Chairman), three members of the public, six Councillors and representatives from the Fire and Police services, EBRA, N/watch, Affinity Sutton and Council Officers. The next meeting was scheduled to take place on Monday 20 June 2016 at 6.30pm in the Civic Offices. Matters discussed included:

- The Responsible Authorities Group RAG merging with the Local Strategic Partnership;
- A Safer Streets events planned for the future;
- The ‘Driving Home for Christmas’ initiative provided 12 events across the Borough; and
- ‘drugFAM’, a new initiative, launched in Borehamwood offered a support group at Maxwell Community Centre on Tuesdays at 7.00pm. Families and friends of addicts were welcome to attend (Contact office@drugfam.co.uk).

Community Action Hertsmere (CAH)

Cllr C Butchins reported that there had been no open trustee meetings since the last Full Council meeting. The CAH networking event would take place from 10.00 am to 12.00 noon on 7 April 2016 at Allum Hall (stalls remained available and the Town Council would operate one of these). It was reported that an Easter Lunch would take place on 28 March 2016 at Windsor Hall with volunteers welcome to assist. The refurbished Community Shop was reported as functioning well with the Job Club restarting on 18 March 2016.

Aldenham Country Park

Cllr Mrs P Strack reminded Council that the Gosrani Brothers owned two companies at Aldenham Country Park. As Liberty Aldenham, talks had been held with Members of Hertsmere Borough Council with the possibility of a planning application being submitted for the site in due course. Notice boards surrounding the lake had been erected by Liberty Lake Leisure which reportedly failed to show the Public Right of Way. As such, Hertfordshire County Council had recommended that the boards were amended or removed. The Rights of Way application remained with Hertfordshire County Council's legal department.

Maxwell Park Management Group

Cllr Mrs S Parnell reported that the use of the Community Centre by K's School of Dance was continuing to be a mutually productive arrangement and provided a positive service for young people in the area. The Town Council looked forward to hosting two significant events at the centre later in the year; namely, the Queen's 90th Birthday Celebrations and the Classic Car show as part of the Town Council's Civic Festival programme on Saturday 25 June 2016, 12.00 - 8.00 pm (a James Bond theme was planned with outdoor screenings of "Gold Finger" and "The Spy Who Loved Me"). The "Save Maxwell" campaign was continuing as many were concerned about the potential threat to demolish the Community Centre. It was reported that Maxwell provided numerous local community groups with a home for their activities and offered a venue to host events such as family parties and meetings.

First Impressions Group

Cllr Mrs S Parnell reported that the Project Board last met on 29 January 2016 when it discussed achievements in 2015 and potential opportunities for 2016. The outstanding contribution of R Redman was applauded by all Members and it was noted that the Town Council had assisted the Group with a total contribution of £2,300 in the 2015/16 year: Replacing planting at Central Place (£450), ground works at 'Cliff Corner' at railway station (£100), ground works at the railway station arch (£50), planter installation at Crav'n wall and station doors (£300), signage at coffee shop (£500), station seating (£400) and the installation of a "billboard" on the brick wall by the Furzehill Pocket Park (Town Centre Garden) (£500).

Defibrillator Group

Cllr Mrs P Strack reported that there had been nine Defibrillator launches in February 2016. Thanks were conveyed to the Fire and Rescue Service for being present at all but one of these. In terms of next steps, Cllr C Butchins had prepared a written set of rules for AED maintenance which would be disseminated and would form part of routine Health and Safety inspections at each venue. Cllr Mrs P Strack also reported that she had met with all ten local primary school Head Teachers to discuss the project and to seek to encourage defibrillator installation at these sites. Maps for Town Notice Boards, GP surgeries and Community Centres had been prepared as well as the Town Crier magazine. Further fundraising was planned, including a sponsored car wash by the Fire and Rescue Service. Two sites considered appropriate for future installations were the shops at Manor Way and Keystone Passage.

67. SIGNED MINUTES AND DELEGATED ACTION

Signed Minutes

It was RESOLVED that:

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

A Entertainments Committee	10 November 2015
B Entertainments Committee	12 January 2016
C Entertainments Committee	9 February 2016
D Environment and Planning Committee	24 November 2015
E Environment and Planning Committee	19 January 2016
F General Management Committee	4 November 2015
G Youth Council	9 December 2015
H Transport Forum	29 October 2015

- (ii) **the following items of Delegated Action taken since the last Full Council meeting be noted and approved:**

- **January 2016: authorisation of lease of Town Council car park from 1 January 2016 to 1 May 2016 (Town Clerk in consultation with Group Leaders); and**
- **March 2016: authorisation of lease extension of Town Council car park from 1 May 2016 to 1 May 2017 subject to terms being agreed (Town Clerk in consultation with Group Leaders).**

68. REVIEW OF COUNCIL POLICIES

Some Members asked whether the Council could consider accepting only questions put to the meeting in writing and in advance. It was noted that there were potentially adverse implications for such a move and, as a result, no clear outcome was reached concerning a formal proposal for such an amendment to the Standing Orders of the Council.

Some Members also voiced the opinion that, where possible, the Council should take measures to seek to reduce the “politicisation” of debates and questions at Council and Committee meetings. It was noted that the terms of reference of the Events Forum (C(b) (ii)) included provision for “*a forum for discussion and constructive, non-politically biased ideas concerning entertainments...*”. It was further noted that because of the subjective nature in which some issues could be interpreted and because of the nature of Local Authority work no clear outcome was likely to be reached at the meeting concerning a formal proposal for any further amendment to the Standing Orders of the Council on this particular matter.

It was noted that the significant amendments to the Terms of Reference were the inclusion of the Business Forum and the following powers delegated to the Environment and Planning Committee ((B) (xiii) and (xiv)) :

- “xiii) *To be responsible for compiling bids to the Planning Authority for Community Infrastructure Levy (CIL) developer contribution monies to be spent on local infrastructure projects and to set schemes for spending top sliced Parish/Town CIL receipts by the Authority; and*
- xiv) *To take decisions to assist in the production of a Neighbourhood Plan (where these are not required by Full Council).”*

It was RESOLVED that:

- (i) as a matter of policy, the Council, Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority document be reviewed and approved on an annual basis (at the last Full Council meeting of the Council Year, i.e. ordinarily in March);**
- (ii) as a matter of policy, the Standing Orders and Financial Regulations documents be reviewed and approved on an annual basis (at the last Full Council meeting of the Council Year, i.e. ordinarily in March);**
- (iii) the Financial Risk Assessment 2015/16 before Members be approved in order to comply with Regulation 4(2) of the Accounts and Audit (England) Regulations 2011; and**

[Copy of Report Attached at APPENDIX B]

- (iv) the Council, Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority document be approved with the following amendment:**

- **General Management Committee ((D)(xi)) to read: “To consider and determine Budgeted Grant Applications, as agreed by Council at the January Budget setting process.”**

69. 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	09/11/2015	290-306	£ 21,318.44
2	17/11/2015	307-336	£ 47,349.99
3	03/12/2015	337-367	£ 51,195.25
4	07/12/2015	368	£ 200.00
		Total Vouchers:	£ 120,063.68

70. PUBLIC PARTICIPATION – QUESTION TIME

There were none.

71. CLOSE OF MEETING

The Meeting closed at 8.30 pm.

The Town Mayor reported the following forthcoming meetings:

Full Council on Wednesday 11 May 2016 at 7.30 pm in Fairway Hall (The Annual Council Meeting, i.e. first meeting of the 2016/17 Council Year and the meeting at which the Mayor and Deputy Mayor are elected and all Committees and Outside Bodies appointed for the following twelve months).

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