

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**COUNCIL**

**MINUTES** of a meeting held in the Civic Offices, Elstree Way, Borehamwood on Wednesday 18 March 2015 at 7.30pm.

Present: Cllr Mrs P Strack (Town Mayor) (In the Chair)  
Cllr R Butler (Deputy Mayor)  
Cllr C Butchins  
Cllr E Butler  
Cllr S Dobin  
Cllr G Franklin  
Cllr C Kelly  
Cllr Mrs S Parnell  
Cllr S Rubner  
Cllr Mrs F Turner

In Attendance: H R O Jones – Town Clerk

Also Present: Cllr R Challice (Barnet Council)  
Mrs S Butler  
J Brown (Pensioners' Rights)  
C Barker – Borehamwood Museum Group  
L Stack (EBRA)  
G Silver  
E Silver  
V Eni  
J Newmark

**55. APOLOGIES FOR NON-ATTENDANCE**

Apologies for absence were received from Cllr Mrs A Mitchell (Other Business), Cllr Mrs S Maughan (Other Business) and Cllr K Prince (Other Business).

**56. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**57. MINUTES OF COUNCIL**

It was **RESOLVED** that:

**the Minutes of the Meeting of Council held on 14 January 2015 be signed by the Mayor as a true record and adopted by the Council.**

**58. SIGNED MINUTES**

It was **RESOLVED** that:

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

<b>A Entertainments Committee</b>	<b>11 November 2014</b>
<b>B Entertainments Committee</b>	<b>13 January 2015</b>
<b>C Entertainments Committee</b>	<b>10 February 2015</b>
<b>D Environment &amp; Planning Committee</b>	<b>25 November 2014</b>
<b>E Environment &amp; Planning Committee</b>	<b>20 January 2015</b>
<b>F Environment &amp; Planning Committee</b>	<b>17 February 2015</b>
<b>G General Management Committee</b>	<b>6 November 2014</b>
<b>H Transport Forum</b>	<b>30 October 2014</b>
<b>I Youth Council</b>	<b>10 December 2014</b>
<b>J Youth Council</b>	<b>7 January 2015</b>

**59. MAYORS ANNUAL REPORT AND OUTSIDE BODIES**

It was **RESOLVED** that:

the Mayor's Annual Report 2014/15 be approved and adopted (with the final report being included in Edition 18 of the Town Crier to be distributed to all residents in April 2015).

[Copy of Report Attached at APPENDIX A]

First Impressions

It was **RESOLVED** that:

- (i) the First Impressions Group be included on the list of Outside Bodies with Cllr Mrs S Parnell being the designated representative for the remainder of 2014/15 (with the Town Clerk to substitute at meetings, if available);
- (ii) the First Impressions Group be included in the 2015/16 list of Outside Bodies with a Member representative to be nominated at the Annual Council Meeting on 18 May 2015; and
- (iii) the First Impressions Group be notified of (i) and (ii) above.

#### Elstree and Borehamwood Museum Trust

Cllr Mrs P Strack reported that the launch event had been a great success with over 100 attendees. N Shuker hosted afternoon tea at Schopwick House with a quiz and history talk to encourage new 'Friends of the Museum' membership at a cost of £5 per year (12 new Members were appointed). Training sessions for volunteers were being organised on an ongoing basis. The current WW1 exhibition continued to attract much attention and the outreach programme was active. It was noted that a Museum stall would be present at the "Words in the 'Wood'" event at 96 Shenley Road scheduled to take place on 21 March 2015.

#### Borehamwood & Elstree Twin Town Association / China Twin Town Working Group

Cllr C Kelly reminded Council that the Association was planning a trip to Offenburg to coincide with the wine festival in September. The coach trip was estimated to cost £100. He also reported that the China Twin Town Working Group was scheduled to be revived shortly with the possibility of twinning with an alternative town to the one originally identified in China.

#### Elstree, Borehamwood and District Community Association

Cllr Mrs S Parnell reported that the Hall Trustees had indicated that the facilities continued to grow from strength to strength.

#### Hertsmere MENCAP

Cllr Mrs P Strack reported that the MENCAP quiz night had raised over £700 (with the quiz winner being Cllr C Butchins' team). It was also noted that the Hertsmere Borough Council Civic Dinner raised money for this worthy cause. It was further noted that Noah's Ark ran a daily club in the Easter Holidays for disabled children.

#### Community Safety Partnership (CSP)

Cllr S Rubner reported that the CSP had not met since the last meeting.

#### Community Action Hertsmere (CAH)

Cllr C Butchins reported that the CAH Trustee meeting had taken place on 26 January 2015. It was noted that the Windsor Hall refurbishment had been successful and that this facility was now available for hire. The trustee treasurer role had yet to be filled and the post would be advertised. The Live Well project was working well and it was reported that Hertsmere Borough Council had agreed to fund one year to deliver the project in Bushey and Potters Bar through the Health and Wellbeing fund. Thriving Families had been extended from March to June 2015. The Job, Employment and Training project had also proven to be popular but required much administrative

support to work effectively. It was noted that CAH representatives hoped to attend meetings of the Town Council's Youth Council and Events Forum. The next CAH meeting was scheduled for 18 May 2015.

#### Leeming/Aycliffe Big Local Advisory Panel

Cllr Mrs P Strack reported that the Head of Partnerships and Community Engagement at Hertsmere Borough Council would advise on the future status of the Panel in due course.

#### Aldenham Country Park

Cllr Mrs P Strack reported on the end of lease arrangements for the lake (scheduled in December 2015). The lake owner also owned a piece of land between The Fisheries and Centennial Park industrial estate. Liberty (Aldenham) Ltd would be applying for planning permission on some of this land (but with no intention to build on the site of the lake) with the intention to use some developer contribution monies to rebuild the reservoir dam and to fund a community trust for its upkeep. It had been suggested that if the development did not occur, the lake could be abandoned, drained for safety reasons with possible loss of access resulting. It was recognised that this would have a major impact on ACP and a cherished local asset would be lost.

#### Ark Theatre Management Committee

Cllr Mrs S Parnell reported that the Town Council continued to push for a high quality theatre in Borehamwood and that she would let the Council know how the proposals were progressing as more information became available.

#### Maxwell Park Community Centre Management Committee

Cllr Mrs P Strack reported that the Centre was busier than ever and running at 85% capacity. Two new activities were 'Soccer Super Stars' and 'Move Dance Sweat'. It was noted that the Centre was receiving numerous enquiries for possible use but because of existing bookings it was having to turn away these requests. The news that the Town Council's Classic Vehicle Show was also taking place at Maxwell Park on 20 June 2015 was welcomed. It was noted that improvements to the Centre had included carpark resurfacing, repainting and a kitchen replacement. Members continued to note concerns surrounding MM16 and MM17 in the Elstree Way Modification Consultation and reaffirmed the Authority's view that Maxwell Park Community Centre should not be lost.

## 60. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

Page No.	Date	Voucher No	Total payment
		2014/15	
1	07/01/2015	396	£ 100,000.00
2	19/01/2015	397- 409	£ 18,314.33
3	03/02/2015	410- 419	£ 5,053.52
4	11/02/2015	420 - 429	£ 20,441.67
5	24/02/2015	430 - 431	£ 1,498.00
6	24/02/2015	432 - 442	£ 7,675.49
7	04/03/2015	443	£ 1,086.00
8	04/03/2015	444 - 455	£ 6,290.41
9	05/03/2015	456 - 457	£ 424.93
		<b>Total Vouchers:</b>	<b>£ 160,784.35</b>

It was noted that Voucher 396 represented an investment and was not, therefore, direct expenditure.

## 61. FINANCIAL MATTERS REQUIRING CONSIDERATION

It was RESOLVED that:

- (i) the 'roll over' be approved of the Stapleton Gardens budget (received via s.106 monies) from 2014/15 into 2015/16 in order to fund works to site to be carried out in new Council Year (2155/201 – STAPLETON GARDENS £53,926) and tree maintenance budget (2141/201 – TREE MAINTENANCE £1,200) for the same purpose;
- (ii) the delegated action carried out on 17 February 2015 to authorise expenditure of Van Replacement Fund EMR as set out in the action sheet before Members be received and noted; and
- (iii) the Financial Risk Assessment 2014/15 be approved and adopted with the Final Version being appended to these Minutes.

[Copy of Report Attached at APPENDIX B]

## **62. REFERRAL FROM INFORMAL ENTERTAINMENTS COMMITTEE MEETING**

Members discussed the possibility of the Town Council taking greater involvement in the popular Drop In Sessions and Christmas Lunch organised privately by three Town Councillors. It was noted that the scope and detail of such involvement would benefit from further clarification and consideration of the implications.

**It was RESOLVED that:**

**the General Management Committee meeting on 23 April 2015 be asked to consider:**

- (i) the possibility, extent and details involved for the Town Council to assume organisational control over new Wednesday “Drop In” sessions (DR96) for Senior Citizens at 96 Shenley Road (with clarification of day to day running arrangements and booking of entertainments, Membership and data protection, income and expenditure, insurance liabilities and health and safety considerations); and**
- (ii) the possibility, extent and details involved for the Town Council to assume organisational control over a Senior Citizen’s Christmas Lunch at 96 Shenley Road (with the food supplied by Toby Carvery).**

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

### Tree felling in Aberford Park

Responding to a query by L Stack (EBRA), Council Members noted that Hertsmere Borough Council had conducted programmed tree maintenance work at Aberford Park. The Willow trees had been pollarded and a footpath repaired for Health and Safety purposes.

### Council Tax: Hertfordshire Constabulary

Responding to a query by J Brown (Pensioners’ Rights), Council Members noted that whilst the Town Council part funded a designated Town Centre PCSO in Borehamwood (£14,250) it had no control over crime and disorder prevention budgets but would seek clarification from Hertfordshire Constabulary as to how its 2015/16 budget was reached and apportioned.

### £3Million Loan for Elstree Corridor

Responding to a query by L Stack (EBRA), Council Members noted that Central Government had allocated a loan for Elstree Corridor and would watch news of further details with interest.

Farewell to Cllr E Butler

As it was his last formal meeting of the Council, Members took the opportunity to make a presentation to Cllr E Butler, Ernie, and his wife, Shirley. Ernie had provided over 20 years of service to the Town and had gone out of his way in helping residents in solving problems, joining in with Town Council events and activities and being a strong voice on the Authority. Ernie thanked his wife and family and praised the Members and Council Staff and said he looked forward to observing the continued progress of what he described as a “fantastic” Council, especially in the areas of transport (through the Transport Forum), young people (through the Youth Council) and civic events (through the Entertainments Committee).

**64. CLOSE OF MEETING**

The Meeting closed at 8.35 pm.

It was noted that the Annual Council Meeting was scheduled for Monday 18 May 2015 at 7.30 pm in the Council Chamber, Civic Offices (first meeting of 2015/16 Council Year).

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

# APPENDIX A

# Annual Report 2014/2015



## Mayor's Summary

Summing up at the Council meeting on 18 March 2015, the Town Mayor, Cllr Mrs P Strack, said "It has been a wonderful year for the Town Council and the Community of Elstree and Borehamwood with so much going on. The Council looks forward to a great Festival and VE Day celebration on Woodcock Hill. Thank you to all my Colleagues, Council Staff and Volunteers who make such a difference to people's lives locally."

## Community Services

**Allotments (Allum Road, Melrose Avenue and Stapleton Gardens):** Plot occupancy continues to be 100% with 50 new plots being opened in the North of Borehamwood at a reclaimed site in the Summer of 2015. The bee keeping hives at Allum Lane are now well established.

**Planning and Consultations:** The Council considered a total of 334 planning applications, commenting on 65 of these. Concerns included overdevelopment, parking and the need for family sized dwellings in the area. Consultation responses were made to 13 documents, including a Parish and Town Council Charter, Bus Service Reductions, Elstree Village Conservation Area, Affordable Housing Document and "main modifications" to the Elstree Way Corridor.

**Site and Street Maintenance:** The Council maintains the film plaques in Borehamwood, 47 benches and 8 notice boards. The cost of keeping high street planters is shared with Hertsmere Borough Council. Both War Memorials, St Nicholas and All Saints Churchyard (and Church Clock) are maintained by the grounds team.

**Grants:** A total award of £4,800 was made in budgeted and community grants: Hertsmere Performing Arts (£750), Residents Association (£150 and inclusion in newsletter), Garden Crafts Society (£300), Elstree Screen Heritage (£1,600), Boreham Wood Football Club (£1,000) and Twin Town Association (£1,000).

**Transport Forum:** The Forum has responded to a consultation on proposed bus service subsidy reductions in Hertfordshire and received representations at its quarterly meeting from local bus service operators, train service providers, Hertfordshire Constabulary, road users and those affected by traffic and parking in the area on a wide range of issues. A particular achievement was pushing for improvements to the safety of Stirling Corner roundabout.

**Events Forum:** To demonstrate community engagement, a public events forum was re-established to hear views and suggestions on Council events from a wide range of age groups, interests and cultures.

## Leisure and Entertainment

**Hall Bookings:** Fairway Hall is available for regular and casual hire and provides a service much in demand by the community including dance, yoga, children's activities, private birthday parties, theatrical shows, wedding receptions and public forums.

**Coach Trips:** the 12 subsidised coach trips for the over 60s were sold out. New destinations for 2015 were agreed as Cambridge and Poole.

**Civic Festival:** The Festival fortnight was hugely successful with a Summer Holiday themed Town Council float in the parade, there were over 20 entries. The Classic Car show was a novel addition to be repeated in 2015 and Families Day included over 60 community stalls, falconry, dog show and axe display.

**Fireworks Display:** The 5 November free entry display was choreographed to Elstree film and TV themes. Over 5,000 spectators enjoyed a safe and well organised show with the 'Penny for the Guy' competition growing each year.

**Musical Concerts:** A youth orchestra from San Francisco performed during the Festival as well as the brass band from Offenburg (Twin Town) and the BBC Band for a Christmas concert.

**Christmas Switch On Display:** New additions included a Santa's grotto, Christmas Tree, children's activities bus and cakes provided by the community. The ice rink, carousel and mulled wine/mince pies supplied by the Town Council continued to be appreciated.

## Finances

The Summary of Council Finances at Year End is as follows:

	Actual year to date	Current annual budget
<b>General Management</b>		
Expenditure	£271,045	£262,245
Income	£390,218	£383,423
Net Expenditure	-£119,173	-£121,178
<b>Environment and Planning</b>		
Expenditure	£7,832	£12,730
Income	£6,057	£5,667
Net Expenditure	£1,775	£7,063
<b>Leisure and Entertainment</b>		
Expenditure	£85,156	£87,050
Income	£9,610	£11,000
Net Expenditure	£75,546	£76,050
<b>Community Grants</b>		
Expenditure	£39,041	£43,940
Income	0	0
Net Expenditure	£39,041	£43,940
<b>TOTALS</b>		
Expenditure	£403,074	£405,965
Income	£405,884	£400,090
Net Expenditure	-£2,810	£5,875

General Reserve Fund: £170,994

Earmarked Reserves: £298,212

Earmarked Reserve expenditure in year: £10,049 (for new Council van)





## Town Councillors 2014/2015

2014/15 Mayor: Cllr Pat Strack

2014/15 Deputy Mayor: Cllr Richard Butler

### Children and Young People

**School Swimming:** The Council supports local schools in meeting the cost of travel to The Venue swimming pool for lessons.

**Youth Council:** Achievements included environmental improvements, raising funds for Hertsmere MENCAP and supporting a local young carers group.

### Public Access to Annual Report

The report contents were approved by Full Council on 18 May 2015 and the report is available for inspection by any elector in the Parish area by contacting the Town Council Offices or viewing on the Council website ([www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)) and social media pages. The report is published in the quarterly Town Crier publication distributed to every resident in Elstree and Borehamwood (16,000 copies). Copies are available at the Town and Borough Councils and at Borehamwood Library.

### 2015 Elections

On 7 May 2015 General, Borough and Parish elections will take place resulting in a new set of Town Councillors in post from 11 May 2015. The new Mayor and Deputy Mayor will be appointed at the Annual Council meeting on 18 May 2015 along with Committee Chairmen and representatives on outside bodies.

#### Borehamwood Hillside

**Sandra Parnell (Con)**  
*cllr.sandra.parnell@elstreeborehamwood-tc.gov.uk*  
 020 8953 0832

**Charles Kelly (Con)**  
*cllr.charles.kelly@elstreeborehamwood-tc.gov.uk*  
 020 8207 1382

**Pat Strack (Con) Mayor**  
*cllr.pat.strack@elstreeborehamwood-tc.gov.uk*  
 020 8386 3151

#### Borehamwood Cowley Hill

**Ernie Butler (Lab)**  
*cllr.ernie.butler@elstreeborehamwood-tc.gov.uk*  
 020 8207 1382

**Richard Butler (Lab) Deputy Mayor**  
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 07706 079439

**Graeme Franklin (Lab)**  
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#### Borehamwood Brookmeadow

**Clive Butchins (Con)**  
*cllr.clive.butchins@elstreeborehamwood-tc.gov.uk*  
 020 8207 1382

#### Sam Dobin (Con)

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 07737219318

**Simon Rubner (Con)**  
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 07870 648227

#### Borehamwood Kenilworth

**Susan Maughan (Con)**  
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#### Kerri Prince (Lab)

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 07969 805 433

#### Elstree

**Anne Mitchell (Con)**  
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**Farida Turner (Con)**  
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 07977 380173

## Elstree & Borehamwood Town Council meetings

For a full list of our forthcoming meetings, please see the website.

18 May	ANNUAL COUNCIL - MAYOR MAKING	Civic Offices	7.30pm
26 May	Environment & Planning	Fairway Hall	7.00pm
27 May	General Management	Fairway Hall	7.00pm
9 June	Entertainments	Fairway Hall	7.30pm
10 June	Youth Council Working Group	Fairway Hall	5.30pm
17 June	Youth Council	Civic Offices	6.30pm
17 June	COUNCIL	Civic Offices	7.30pm
23 June	Environment & Planning	Fairway Hall	7.00pm
1 July	Youth Council Working Group	Fairway Hall	5.30pm
2 July	Transport Forum	Civic Offices	7.00pm
14 July	Entertainments	Fairway Hall	7.30pm
16 July	General Management	Fairway Hall	7.00pm
21 July	Environment & Planning	Fairway Hall	7.00pm
1 September	Environment & Planning	Fairway Hall	7.00pm
2 September	Youth Council	Civic Offices	6.30pm
2 September	Events Forum	Fairway Hall	7.00pm

Note: Times and venues of meetings may be changed at short notice. Meetings listed are open to the press and public.

## Contacting the Council Staff

Phone: 020 8207 1382 (all staff)

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 Fairway Hall, Brook Close, Borehamwood WD6 5BT

Website: [www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)

For information on the Town Crier, contact the editor below or for FAQs and guidelines visit our website

#### Huw Jones - Town Clerk and Responsible Finance Officer

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

#### Tracey Malton - Deputy Clerk

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#### Dan Salter - Events Officer and Town Crier Editor

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#### Jenny Simon - Mayor's Secretary

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#### Neil Robinson - Hall Supervisor

Email: [caretaker@elstreeborehamwood-tc.gov.uk](mailto:caretaker@elstreeborehamwood-tc.gov.uk)

#### Peter Digweed - Council Warden

Email: [caretaker@elstreeborehamwood-tc.gov.uk](mailto:caretaker@elstreeborehamwood-tc.gov.uk)

# APPENDIX B



## Elstree and Borehamwood Town Council

### FINANCIAL MANAGEMENT RISK ASSESSMENT 2014/15

In order to comply with Regulation 4(2) of the Accounts and Audit (England) Regulations 2011, the Council must minute an appropriate risk assessment having been carried out during the year. The assessment was formulated and considered with the In House Audit Sub-Committee and is presented to Full Council at its meeting on 18 March 2015 with the following recommendation:

**That the Financial Risk Assessment 2014/15 be approved and adopted, subject to any amendments agreed by Council, with the Final Version being appended to the Minutes.**

	Risk	Control Action Internal Controls	Review Frequency & Responsible Person
1	Lack of forward planning and budgetary controls	*Business plans in operation *In year budget reviews	Annually by GMC in Budget setting Process  <b>ACTION: Council Budget approved on 14/01/15 after Budget Reviews by Committees.</b>
2	Poor reporting to Council	*Timely and accurate financial reporting *Clear instructions to staff *Regular project reports	<b>ACTION: RBS Omega Income/Expenditure reports submitted to all Ordinary GMC Meetings for review by Members during Year and ongoing improvement of Master Code</b>

			headings on the Omega package to make budgets relevant and specific.
3	Loss of key staff	<ul style="list-style-type: none"> <li>*Succession Planning</li> <li>*Clear office procedures</li> <li>* Good Record Keeping</li> <li>*Clear budgetary procedures</li> <li>*Up to date job descriptions</li> <li>*Appraisal system</li> <li>*Training for Staff to cover duties when responsible staff absent</li> </ul>	<p>Annually</p> <p><b>ACTION: All Staff Appraisals conducted in April 2015. All Staff training programmes implemented and Training Policy Developed.</b></p>
4	Failure to respond to electors' wish to right of inspection	<ul style="list-style-type: none"> <li>*Clear Standing Orders and Operating Protocols</li> <li>*Documented procedures to deal with enquiries from the public</li> </ul>	<p>Annually</p> <p><b>ACTION: Council Standing Orders reviewed every 3 years. Documented complaints procedure and Publication Scheme every 2 years. Notice of Completion of Audit displayed on all Council notice boards.</b></p>
5	Failure to meet the requirements for Quality status	*Monitor requirements for Quality Status	As required. Note changes to scheme.
6	Poor document control	<ul style="list-style-type: none"> <li>*Clear Standing Orders</li> <li>* Document List</li> <li>*Clear job descriptions</li> <li>*Documented Filing Procedures</li> </ul>	<p>Annually</p> <p><b>ACTION: Council Standing Orders reviewed every 3 years and schedule for review of core</b></p>


			documents and policies.
7	<p>Ensure Council complies with law in particular:</p> <ul style="list-style-type: none"> <li>*Health and Safety</li> <li>*Equal Opportunities</li> <li>*Data Protection</li> <li>*Human Rights</li> <li>*Disability and Discrimination</li> <li>*Employment Law</li> </ul>	<ul style="list-style-type: none"> <li>*Clear Health &amp; Safety, Equal Opportunities, Data Protection, Human Rights, Disability Discrimination and Employment Policies and procedures</li> <li>*Regular review of law</li> <li>* Access to advisory bodies – NALC/HAPTC/Insurers</li> <li>* Staff Training</li> </ul>	<p>Annually</p> <p><b>ACTION: Review of Health &amp; Safety Audit undertaken together with regular Staff meetings to ensure compliance. Clerk updates to Members following any new advice from NALC and HAPTC. Meetings held with Health and Safety Consultants and Insurers. All Staff issued with Staff Handbook (including grievance/disciplinary procedures and conduct). ico Cover and implementation of data protection policy.</b></p>
8	<p>Ensuring all business activities are within legal power</p>	<ul style="list-style-type: none"> <li>*Recording in the minutes the precise power under which expenditure is being approved</li> <li>* Access to advisory bodies – NALC/HAPTC/Insurers</li> <li>* Staff Training</li> </ul>	<p>Monthly</p> <p><b>ACTION: Expenditure powers recorded in Council and Committee Minutes and on Voucher Sheets.</b></p>
9	<p>Proper, timely and accurate reporting of Council business in the Minutes</p>	<ul style="list-style-type: none"> <li>*Approval by committee and Council</li> <li>*Minutes properly numbered and paginated with a master copy kept in safekeeping</li> </ul>	<p>Monthly</p> <p><b>ACTION: Clerk completed CiLCA in 2012 to ensure compliance with correct procedures</b></p>

			for Council documentation. Finance Officer undertaking CiLCA training during 2014/15.
1 0	Meeting the laid down timetables when responding to consultation invitation	*Documented procedures to deal with responses to consultation requests	Annually  <b>ACTION: All planning consultation and other consultations responded to within agreed deadlines (with consideration by Committees or Council prior to response). Alternatively Special Meetings are held to deal with issues arising.</b>
1 1	Council lacks relevant skills and commitment	*Training for Councillors * Review of attendance	<b>ACTION: Training for Councillors offered through HAPTC training courses (or others if required). Training Policy approved in 2015 by GMC. Member training strategy reviewed at GMC meetings.</b>
1 2	Councillors benefiting from being on the Council	*Clear Standing Orders *Open system of payment	Annually All meetings
1 3	Failure to register Members' interests,	*Procedures in place for recording and monitoring	<b>ACTION: All</b>

	gifts etc	Members interests and gifts	Members signed interest forms on election and Interests declared and recorded as appropriate in Minutes and Interests Register.
1 4	Lack of maintenance of Council owned property	*Building survey *Regular routine maintenance and inspection *Insurance cover	Annually  <b>ACTION:</b> Caretaker and Handyman continue to document building inspections and Insurance cover reviewed and updated. All sites inspected and secured on rolling basis. Insurance policy reviewed annually prior to renewal.
1 5	Damage or loss to Council owned property by third party or act of God Insufficient protection of physical assets owned by the Council - buildings, furniture, equipment etc. Legal liability as a consequence of asset ownership	*Insurance cover *Good Fire Alarm *Clear Staff Monitoring and auditing procedures *Maintain an up to date register of assets *Regular maintenance arrangements for physical assets *Annual review of risk and adequacy of insurance cover *Professional Contractors/Personnel *premises security *policy for keyholders	Annually  <b>ACTION:</b> Caretaker and Handyman continue to document building inspections and Insurance cover reviewed and updated. Fire Alarm/Equipment testes regularly.
1 6	Damage to third party property or individual due to	*Public Liability Insurance *Comprehensive event planning	As required

	Service or Amenity provided	<ul style="list-style-type: none"> <li>*Regular checks of facilities</li> <li>*Ensure all amenities/facilities are maintained to appropriate level</li> <li>*Risk assessments</li> </ul>	<b>ACTION:</b> <b>Caretaker and Handyman continue to document building inspections. Risk Assessments undertaken for requisite Council activities and stored centrally.</b>
17	Loss of cash through fraud or dishonesty	<ul style="list-style-type: none"> <li>*Clear financial procedures</li> <li>*Adequate insurance cover</li> <li>*Town Clerk not involved in operation of funds</li> </ul>	Annually  <b>ACTION: Fidelity Guarantee Cover of Insurance Policy Reviewed and In House audit checks with 2 Members (x2 per Year).</b>
18	Inadequacy of Precept  Ensuring the adequacy of the annual precept within sound budgeting arrangements	Regular in-year budget progress reports	Every GMC meeting  <b>ACTION: Council Budget approved on 14/01/15 after Budget Reviews by Committees. Alternatively Special Meetings are held to deal with issues arising.</b>
19	Problems due to borrowing or lending. Banking arrangements, including borrowing or lending.  Complying with restrictions on borrowing	<ul style="list-style-type: none"> <li>*Include in annual budget</li> <li>*Clear Standing Orders</li> <li>*Prepare, adopt and adhere to codes of practice for procurement and investment</li> </ul>	Quarterly reviews  <b>ACTION: Standing Orders adopted. Investments (Savings) under review by In House Audit.</b>

20	<p>Failure to use grants for intended purposes</p> <p>Ensuring the proper use of funds granted to local community bodies under specific powers or under s137</p>	<p>*Clear minutes</p> <p>*Ensure funds properly ring fenced</p> <p>*Clear financial procedures</p> <p>*Follow up on use</p> <p>*Record clearly in minutes</p> <p>*Maintain a separate record for s137 expenditure</p>	<p>Annually</p> <p><b>ACTION: Grant Procedures Updates, All Grants recorded in Council Minutes with powers of expenditure and published in Council Newsletter. S.137 Expenditure Record Kept for Year End Accounts on Voucher Sheets. Grant recipients required to provide evidence of use together with receipts/invoices/purchase orders.</b></p>
21	<p>Keeping proper financial records in accordance with statutory requirements</p>	<p>Regular scrutiny of financial records and proper arrangements for the approval of expenditure</p>	<p>Annually</p> <p><b>ACTION: In House Audit Sub-Committee meets twice per Year – reports submitted to GMC/Council with recommendations. Internal and External Audit of Accounts.</b></p>

  
 Huw Jones  
 Town Clerk  
 27 February 2015



**ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

**Fairway Hall, Brook Close, Borehamwood, Herts. WD6 5BT**

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**P & R Safety Testing**

**Unit 4 Westlink**

**Belbins Business Park**

**Romsey**

**Hampshire**

**SO51 7AA**

17/04/2015
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<b>PURCHASE ORDER</b>
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<b>2208</b>

Description	Code	QUANTITY	Unit Price £	Total Price £
PAT Test	1	1	£75.00	£75.00
		Total Ex VAT		

Signed: .....

Name: Neil Robinson

Position: Hall Supervisor