

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

COUNCIL

MINUTES of a meeting held in the Civic Offices, Elstree Way, Borehamwood on Thursday 20th March 2014 at 7.30pm.

Present:	Cllr C Butchins (Town Mayor), Cllr S Rubner (Deputy Mayor) Cllr E Butler, Cllr R Butler, Cllr S Dobin, Cllr G Franklin, Cllr Mrs A Mitchell, Cllr Mrs P Strack and Cllr Mrs F Turner
In Attendance:	H Jones – Town Clerk
Also Present:	L Stack – Resident One other Member of the Public

57. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr Mrs S Parnell (Other Business), Cllr C Kelly (Other Business), Cllr K Prince (Other Business) and Cllr Mrs S Maughan (Other Business).

58. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Member	Minute Number	Nature of Interest
Cllr R Butler	63 Accounts – Voucher 334	Personal and Prejudicial
Cllr R Butler	63 Accounts – Voucher 372	Personal and Prejudicial

Members declaring prejudicial interests refrained from taking part in any discussion or decision making processes relating to those items.

59. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Meeting of Council held on 15 January 2014 be signed by the Mayor as a true record and adopted by the Council.

60. ELSTREE WAY CORRIDOR CONSULTATION

The Town Council's consultation response on the Elstree Way Corridor Area Action Plan was agreed as follows:

- **Infrastructure:** The primary concern, as made by the Town Council in its submission on the previous consultation on this topic (submitted on 12 February 2013) , was the ability for the local infrastructure to be able to meet the requirements of the scale of envisaged development:
 - Transport: it was felt that the local roads were not built to cope with the increased number of cars that would accompany the development. Similarly, the adequacy of the public transport network was queried to cope with increased demand.
 - Healthcare: in addition to increased demand on healthcare professionals and increased list sizes for GP surgeries and health centres, it was suggested that parking problems could be associated with the three areas identified for possible GP surgeries within the plan.
 - Education: the ability for schools to cope with increased pupil numbers was queried.
 - Crime: the ability for Hertfordshire Constabulary (and other emergency services: Fire and Ambulance) to cope with increased demand was queried.
 - Utilities: assurances were sought that the provision of basic utilities (gas, water and electricity) would not be compromised by the envisaged increase in residential properties.
 - Cohesion: it was felt that infrastructure improvements needed to match the development as it progressed (especially in the centre of Borehamwood), i.e. a timescale was needed to ensure that the infrastructure developments could keep up with the pace of development.
- **Maxwell:** Members were concerned about the potential loss of the Community Centre and/or Guide Hut on Maxwell Road should a school be built on the site. It was felt that the facilities at 96 Shenley Road would not be sufficient to cover the loss of service and amenity provided in these buildings (for example, table tennis, indoor bowls and dance school). In addition, it was felt that it would be difficult for a school on the site to accommodate existing Maxwell Community Centre services in a realistic way. Concern was also expressed about the potential loss of 'open ground' at Maxwell Park.
- **Affordable Homes:** Members were unanimous in opposing any drop in the number of affordable homes that could potentially arise (currently 35%).

- **Family Homes:** It was suggested that Borehamwood lacked family homes and a greater emphasis on larger homes and flats was proposed together with social homes with priority given to local families.
- **Oyster Cards:** Concerns were raised about the ability (or non ability) to use Oyster Cards on all public transport services in the area and the impact that this might have on future public transport services.
- **Consultation Awareness:** Members felt that more could be done to inform the public of the consultation and that the Town Council should encourage residents to respond.

It was RESOLVED that:

the Town Council's formal comment on the consultation document: Elstree Way Corridor Area Action Plan be submitted to Hertsmere Borough Council as set out above.

61. SIGNED MINUTES

It was RESOLVED that:

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

A Entertainments Committee	12 November 2013
B Entertainments Committee	14 January 2014
C Entertainments Committee	11 February 2014
D Environment & Planning Committee	26 November 2013
E General Management Committee	7 November 2013
F Transport Forum	31 October 2013
G Youth Council	11 September 2013
H Youth Council	9 October 2013
I Youth Council	13 November 2013
J Youth Council	11 December 2013
K Youth Council	15 January 2014

62. COMMITTEE RECOMMENDATIONS REFERRED TO COUNCIL

It was RESOLVED that the following recommendation be adopted arising from Committees:

(Minute 60 (iii) of General Management Committee of 12 February 2014:

“(iii) the referral from the Environment and Planning Committee of 16 January 2014 (Minute 66) for the Committee to recommend to Full Council £1,500 unbudgeted costs for treatment of invasive plants at St Nicholas closed churchyard be approved with such a recommendation to be made at the meeting on 20 March 2014.”

63. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

Page No.	Date	Voucher No	Total payment
1	23-Dec-13	326-336	£1,992.88
2	09-Jan-14	337-351	£17,514.45
3	05-Feb-14	352-361	£8,096.16
4	11-Feb-14	362-372	£16,516.39
5	05-Feb-14	373-378	£5,541.77
6	11-Mar-14	379-397	£19,598.12
		Total:	£69,259.77

64. AUDIT AND FINANCIAL RISK ASSESSMENT 2013/14

It was RESOLVED that:

- (i) the In House Audit Report conducted on 26 February 2014 (Final 2013/14) (prepared by Cllr C Butchins and Cllr G Franklin) be referred to the General Management Committee at its meeting on 10 April 2014 for any further action; and**
- (ii) the Financial Risk Assessment 2013/14 be approved and adopted with the Final Version being appended to these Minutes (APPENDIX A).**

65. MAYORS ANNUAL REPORT AND OUTSIDE BODIES

It was RESOLVED that:

the Mayor’s Annual Report 2013/14 be approved and adopted (with the final report being included in Edition 14 of the Town Crier to be distributed to all residents from 25 April 2014).

Borehamwood Community History Project – Cllr C Butchins reported that the formal “Grand Opening Ceremony” of 96 Shenley Road and the New Museum had not yet taken place. However, Members would be kept informed of developments once more information was forthcoming. Some Members felt that the size of the new facilities continued to be problematic and concerns were raised about storage facilities for the historical archives.

Borehamwood & Elstree Twin Town Association - Cllr S Rubner reminded the meeting that at the Annual Parish Meeting, residents were encouraged to pass on comments/messages to Fontenay Aux Roses for BETTA to display at its stall during the forthcoming visit to France planned for 16-18 May 2014. It was agreed that Souvenir Town Criers would be provided

Hertsmere MENCAP – Cllr Mrs P Strack reported that a Drop-In Centre for 2014 had been started for people with a learning disability, their carers, families and supporters who live in Hertsmere. The aim was for people to discuss and share their problems and to have an opportunity to mix socially in an unstructured environment supported by professionals and volunteers. In addition, funds were being raised by a concert at The Ark Theatre and a Fun Run planned for September 2014.

Leeming/Aycliffe Big Local Advisory Panel – Cllrs C Butchins reported that an advisory committee meeting was scheduled for 25 March 2014.

Aldenham Country Park – Cllr Mrs P Strack reported that negotiations were in place to progress the kids’ project in the park. Bailiffs were working with Aldenham Renaissance to control fishing in the reservoir and it was noted that the sailing club was working well. It was anticipated that trade would increase over the Easter period with many attractions planned to increase visitor numbers at that time. Damage to the car park needed repairing due to flooding caused by the recent inclement weather.

66. PUBLIC PARTICIPATION – QUESTION TIME

Oyster Cards

Responding to a question from L Stack concerning the availability to use Oyster Cards in Borehamwood, it was noted that the matter had been discussed by the Transport and Road Safety Forum. It was further noted that the following comment would be made in the Council’s response to the Elstree Corridor Area Action Plan consultation (see Minute 60 above):

“Oyster Cards: Concerns were raised about the ability (or non ability) to use Oyster Cards on all public transport services in the area and the impact that this might have for increased resident numbers.”

67. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst staffing matters were discussed.

68. STAFF COSTS 2014/15

It was RESOLVED that:

- (i) the recommendations as set out in the report be adopted and the Staff Costs and Council Staffing Structure for 2014/15 be approved accordingly with effect from 1 April 2014;**
- (ii) the secretariat function for administering the Youth Council and its meetings revert to Town Council Staff and that Cllrs S Dobin and S Rubner be thanked for assisting the authority in this role for an interim period.**

69. CLOSE OF MEETING

The Meeting closed at 8.20 pm.

It was noted that the next Council meetings were scheduled to take place on:

- Annual Council - 7 May 2014 at 7.30 pm (Chamber) (Mayor Making – Room B)
 - Election of Mayor and Deputy Mayor for 2014/15
 - Formation of Committees and Sub-Committees
 - Determination of Representatives on Outside Bodies
- Full Council – 18 June 2014 at 7.30 pm (Chamber)
- Full Council – 18 September 2014 at 7.30 pm (Chamber)

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



Elstree and Borehamwood Town Council

FINANCIAL MANAGEMENT RISK ASSESSMENT 2013/14

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 at the In House Audit Sub-Committee meeting and is presented to Full Council at its meeting on 20 March 2014 with the following recommendation:

That the Financial Risk Assessment 2013/14 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/Authority
1	Lack of forward planning and budgetary controls	*Business plans in operation *In year budget reviews	Annually by GMC in Budget setting Process ACTION: Council Budget approved on 15/01/14 after Budget Reviews by Committees. Town Clerk
2	Poor reporting to Council	*Timely and accurate financial reporting *Clear instructions to staff *Regular project reports	ACTION: RBS Omega Income/Expenditure reports submitted to all Ordinary GMC Meetings for review by Members during Year and ongoing improvement of Master Code headings on the Omega package to make budgets relevant and specific. Town Clerk
3	Loss of key staff	*Succession Planning *Clear office procedures * Good Record Keeping *Clear budgetary procedures *Up to date job descriptions *Appraisal system *Training for Staff to cover	Annually ACTION: All Staff Appraisals conducted in March 2014. Hall Booking procedures updated for

		duties when responsible staff absent	implementation in September 2013. All Staff training programmes implemented. Council Officer appointed March 2014. Town Clerk
4	Failure to respond to electors' wish to right of inspection	*Clear Standing Orders and Operating Protocols *Documented procedures to deal with enquiries from the public	Annually 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. Town Clerk
5	Failure to meet the requirements for Quality status	*Monitor requirements for Quality Status	As required. Note changes to scheme. Town Clerk
6	Poor document control	*Clear Standing Orders * Document List *Clear job descriptions *Documented Filing Procedures	Annually ACTION: Council Standing Orders reviewed every 3 years and schedule for review of core documents and policies. Town Clerk
7	Ensure Council complies with law in particular: *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability and Discrimination *Employment Law	*Clear Health & Safety, Equal Opportunities, Data Protection, Human Rights, Disability Discrimination and Employment Policies and procedures *Regular review of law * Access to advisory bodies – NALC/HAPTC/Insurers * Staff Training	Annually ACTION: Review of Health & 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.
8	Ensuring all business activities are within legal power	*Recording in the minutes the precise power under which expenditure is being approved * Access to advisory bodies – NALC/HAPTC/Insurers * Staff Training	Monthly ACTION: Expenditure powers recorded in Council and Committee Minutes and on Voucher Sheets. Town Clerk
9	Proper, timely and accurate reporting of Council business in the Minutes	*Approval by committee and Council *Minutes properly numbered and paginated with a master copy kept in safekeeping	Monthly ACTION: Clerk completed CiLCA in 2012 to ensure compliance with correct procedures for Council documentation. Finance Officer undertaking CiLCA training during 2014. Town Clerk
10	Meeting the laid down timetables when responding to consultation invitation	*Documented procedures to deal with responses to consultation requests	Annually 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. Town Clerk
11	Council lacks relevant skills and commitment	*Training for Councillors * Review of attendance	ACTION: Training for Councillors offered through HAPTC training courses (or others if required). Member training strategy reviewed at GMC meetings. Town Clerk
12	Councillors benefiting from being on the Council	*Clear Standing Orders *Open system of payment *Declaration of Members' Interests	Annually All meetings Town Clerk
13	Failure to register Members' interests,	*Procedures in place for recording and monitoring	ACTION: All

	gifts etc	Members interests and gifts	Members signed interest forms on election and Interests declared and recorded as appropriate in Minutes and Interests Register. Town Clerk
1 4	Lack of maintenance of Council owned property	*Building survey *Regular routine maintenance and inspection *Insurance cover	Annually ACTION: 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. Town Clerk
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 ACTION: Caretaker and Handyman continue to document building inspections and Insurance cover reviewed and updated. Fire Alarm/Equipment testes regularly. Town Clerk
1 6	Damage to third party property or individual due to Service or Amenity provided	*Public Liability Insurance *Comprehensive event planning *Regular checks of facilities *Ensure all amenities/facilities are maintained to appropriate level *Risk assessments	As required ACTION: Caretaker and Handyman continue to document building inspections. Risk Assessments undertaken for requisite Council activities and stored centrally. Town Clerk
1 7	Loss of cash through fraud or dishonesty	*Clear financial procedures *Adequate insurance cover *Town Clerk not involved in operation of funds	Annually ACTION: Fidelity Guarantee Cover of Insurance Policy Reviewed and In House audit checks with 2 Members (x2 per Year).

			Town Clerk
18	Inadequacy of Precept Ensuring the adequacy of the annual precept within sound budgeting arrangements	Regular in-year budget progress reports	Every GMC meeting ACTION: Council Budget approved on 15/01/14 after Budget Reviews by Committees. Alternatively Special Meetings are held to deal with issues arising. Town Clerk
19	Problems due to borrowing or lending. Banking arrangements, including borrowing or lending. Complying with restrictions on borrowing	*Include in annual budget *Clear Standing Orders *Prepare, adopt and adhere to codes of practice for procurement and investment	Quarterly reviews ACTION: Standing Orders adopted. Investments (Savings) under review by In House Audit. Town Clerk
20	Failure to use grants for intended purposes Ensuring the proper use of funds granted to local community bodies under specific powers or under s137	*Clear minutes *Ensure funds properly ring fenced *Clear financial procedures *Follow up on use *Record clearly in minutes *Maintain a separate record for s137 expenditure	Annually 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. Town Clerk
21	Keeping proper financial records in accordance with statutory requirements	Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Annually ACTION: In House Audit Sub-Committee meets twice per Year – reports submitted to GMC/Council with recommendations. Internal and External Audit of Accounts. Town Clerk

Huw Jones
Town Clerk
28 February 2014