

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

COUNCIL

MINUTES of a meeting held in the Civic Offices, Elstree Way, Borehamwood on Thursday 21st March 2013 at 7.30pm.

Present: Cllr C Kelly (Mayor)
Cllr C Butchins (Deputy Mayor)
Cllr E Butler, Cllr R Butler, Cllr G Franklin,
Cllr Mrs A Mitchell, Cllr Ms S Maughan, Cllr S
Rubner, Cllr Mrs P Strack, and Cllr Mrs F
Turner

In Attendance: G Taylor (Hertswood Academy)
T Lagden (Ark Theatre Manager)
J Brown (Pensioners' Rights)
A Scott-Norman (Member of Public)
L Stack (Member of Public)
H Jones – Town Clerk

64. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr S Dobin (Sick), Cllr Ms K Prince (Other Business) and Cllr Mrs S Parnell (Other Business).

65. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

| Member | Minute Number | Nature of Interest |
|---------------|--------------------------------------|---------------------------|
| Cllr R Butler | 71 Payment of Accounts – Voucher 409 | Personal and Prejudicial |

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

66. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Council Special Meeting held on 18 February 2013 be signed by the Mayor as a true record and adopted by the Council.

67. THE ARK: PRESENTATION BY CHAIR OF GOVERNORS

Members received a presentation from the Chair of Governors of The Ark Theatre / Hertswood Academy (Graham Taylor) and Theatre Manager (Tom Lagden) concerning the current and future contributory funding arrangements for the theatre.

It was noted with concern that Hertswood Academy's ability to continue subsidising the Ark was not guaranteed. The suggestion mooted was for the Town Council to consider part subsidising together with Hertswood Academy the subsidy (net expenditure over income). It was noted that that the costs were as follows:

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| Annual Running Costs: | £110,000 |
| Income: | £40,000 |
| Subsidy: | £70,000 |

Members unanimously applauded the work of the Ark Theatre in providing high quality productions to the local area. It was further noted that the Council supported the theatre through a number of partnership working measures.

It was AGREED that

the General Management Committee be tasked (in the New Council Year) with investigating the proposal made by Hertswood Academy and The Ark Theatre to consider a contribution to the financial subsidy made to the theatre.

68. MAYOR'S ANNUAL REPORT 2012/13

the Mayor's Annual Report 2012/13 be approved and adopted (subject to minor amendments in listing Councillor contact details to take account of recent changes of address by some Members).

69. FINANCE REPORT

It was RESOLVED that:

- (i) the In House Audit Report (Final 2012/13) (prepared by Cllr C Butchins) be approved and referred to the General Management Committee at its meeting on 10 April 2013 for any further action; and**
- (ii) the Financial Risk Assessment 2012/13 be approved and adopted with the Final Version being appended to these Minutes (APPENDIX I).**

70. SIGNED MINUTES

It was RESOLVED that:

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

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| A Entertainments Committee | 13 November 2012 |
| B Entertainments Committee | 15 January 2013 |
| C Entertainments Committee | 12 February 2013 |
| D Environment and Planning Committee | 27 November 2012 |
| E Environment and Planning Committee | 13 January 2013 |
| F General Management Committee | 8 November 2012 |
| G Transport Forum | 1 November 2012 |

71. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

| Page No. | Date | Voucher No | Total payment |
|---------------|-----------|------------|-------------------|
| 1 | 22 Jan 13 | 395-403 | £4,109.75 |
| 2 | 5 Feb 13 | 404-409 | £1,382.17 |
| 3 | 13 Feb 13 | 410-420 | £18,329.92 |
| 4 | 1 Mar 13 | 421-429 | £487.21 |
| 5 | 11 Mar 13 | 430-442 | £16,971.14 |
| Total: | | | £41,280.19 |

72. OUTSIDE BODIES

Cllr Mrs F Turner – Borehamwood History Society (Museum) – Members were informed of developments in planning for the transition to the new premises at 96 Shenley Road.

Cllr Mrs A Mitchell – BETTA – An update was provided on the procedure for BETTA to follow in order to apply for grant funding from the Town Council in the 2013/14 year.

Cllr C Kelly – China Twin Town Working Group – Members heard from the Mayor concerning the proposal to set up a working group to consider the feasibility of seeking to twin Borehamwood and Elstree with a town in China. It was agreed that the working group would meet at the Town Council Offices at 7.00 pm on 16 April

2013. Once more information had been gathered, Members involved would report back to Council.

Cllr E Butler - Brookside Boys Club – It was reported again that the existing facilities required updating and that funding support continued to be of concern to the Club.

Cllr C Butchins – CAH – It was reported that the AGM had taken place earlier in the day. The Food Bank had also opened on that day.

73. PUBLIC PARTICIPATION – QUESTION TIME

Crime and Disorder

Responding to a query raised concerning a report of three purse snatching incidents in the High Street, Members reported that they were grateful of being made aware of this information and would liaise with the local PCSOs, as appropriate.

Town Twinning

Some Members of the Public queried the Council's investigation of twinning with a Town in China. Responding to the issues raised, Council Members referred to the Minutes of the meeting held on 23 January 2013 where it was indicated that "*Council Members were unanimously in support of exploring this option, recognising the success of Town Twinning with both Fontenay-aux-Roses and Offenburg. Members expressing an interest in being involved in the working group included The Mayor, Cllr Mrs S Parnell, Cllr C Butchins, Cllr Mrs P Strack and Cllr R Butler. Once more information had been gathered, Members involved would report back to Council with a formal proposal*". It was further noted that the Council had at this meeting agreed to the working group convening at the Town Council Offices at 7.00 pm on 16 April 2013.

Diverse and Vibrant Community

Responding to a query raised concerning school placements, Members responded that in all consultation responses made recently to Hertsmere Borough Council, concerns had been noted on the capacity of the local infrastructure to cope with increases in classroom sizes and GP patient lists, to name but two examples. However, the Council also noted that the population was split between the two main centres; Borehamwood Town (c.30,000) and Elstree Village (c.5,000). The residents benefited from being made up of a diverse age, cultural and ethnic mix and the Town Council prided itself on being able to reach out to all sections of the Community.

74. CLOSE OF MEETING

The Meeting closed at 8.55 pm.

It was noted that the next Council meeting was:

Wednesday 8 May 2013 Annual Meeting of Council (Council Chamber at 7.30 pm)

- Election of Mayor and Deputy Mayor for 2013/14
- Formation of Committees and Sub-Committees
- Determination of Representatives on Outside Bodies

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



Elstree and Borehamwood Town Council

FINANCIAL MANAGEMENT RISK ASSESSMENT 2012/13

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 on 27 February 2013 and was approved by Full Council at its meeting on 21 March 2013.

| | Risk | Control Action Internal Controls | Review Frequency & Responsible Person |
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| 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 23/01/13 after Budget Reviews by Committees and a commitment to developing a mid to long term financial strategy commenced by a Special Council Meeting on 18/02/13. |
| 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. |

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| 3 | Loss of key staff | <ul style="list-style-type: none"> *Succession Planning *Clear office procedures * Good Record Keeping *Clear budgetary procedures *Up to date job descriptions *Appraisal system *Training for Staff to cover duties when responsible staff absent | <p>Annually</p> <p>ACTION: All Staff Appraisals conducted in February 2013. Hall Booking procedures updated for implementation in March 2013. All Staff training programmes implemented. Admin Assistant upgraded to Finance Assistant in August 2012.</p> |
| 4 | Failure to respond to electors' wish to right of inspection | <ul style="list-style-type: none"> *Clear Standing Orders and Operating Protocols *Documented procedures to deal with enquiries from the public | <p>Annually</p> <p>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.</p> |
| 5 | Failure to meet the requirements for Quality status | <ul style="list-style-type: none"> *Monitor requirements for Quality Status | <p>As required</p> <p>ACTION: All criteria deemed to be met save qualification of Audit in 2010/11 (requires 3 years unqualified external audit).</p> |
| 6 | Poor document control | <ul style="list-style-type: none"> *Clear Standing Orders * Document List *Clear job descriptions *Documented Filing Procedures | <p>Annually</p> <p>ACTION: Council Standing Orders reviewed every 3 years and schedule for review of core documents and policies.</p> |
| 7 | <p>Ensure Council complies with law in particular:</p> <ul style="list-style-type: none"> *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability and Discrimination *Employment Law | <ul style="list-style-type: none"> *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 | <p>Annually</p> <p>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</p> |

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| | | | 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. |
| 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. |
| 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. |
| 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. |
| 12 | Councillors benefiting from being on the Council | *Clear Standing Orders *Open system of payment | Annually All meetings ACTION: Council updated Standing Orders and Financial Regulations in January |

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| | | | 2012. Cheques signed by two Members in accordance with Regulations. Compliance with all interest registers under guidance from Borough Council Officers (Monitoring Officer). |
| 1 3 | Failure to register Members' interests, gifts etc | *Procedures in place for recording and monitoring Members interests and gifts | ACTION: All 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 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. |
| 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. Burglar Alarm installed in January 2013 and Asbestos check in Winter 2012. |
| 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 |

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| | | | requisite Council activities and stored centrally. |
| 17 | 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). |
| 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 23/01/13 after Budget Reviews by Committees. Alternatively Special Meetings are held to deal with issues arising. |
| 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 and consideration by Special Council on 18/02/13. |
| 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. |

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| 2 1 | 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. |
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Huw Jones
Town Clerk