

## ELSTREE AND BOREHAMWOOD TOWN COUNCIL

### COUNCIL

**MINUTES** of a meeting held in the Civic Offices, Elstree Way Borehamwood on Wednesday 22<sup>nd</sup> November 2012 at 7.30pm.

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

In Attendance: H Jones – Town Clerk  
Mrs T Malton – Finance Assistant

Also Present: J Brown (Pensioners' Rights)

### **35. APOLOGIES FOR NON-ATTENDANCE**

Apologies for absence were received from Cllr S Dobin (School Business).

### **36. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

### **37. MINUTES OF COUNCIL**

**It was RESOLVED that the Minutes of the Council Meeting held on 5 September 2012 be signed by the Mayor as a true record and adopted by the Council.**

### **38. REPORTS FROM OUTSIDE BODIES**

Cllr Mrs F Turner – Borehamwood History Society (Museum) – Members were informed that, with regret, the Museum was unable to open on Remembrance Sunday but mounted an exhibition ('Debt of Honour') depicting local people which was displayed at All Saints' Church. It was further noted that Hertsmere Borough Council had awarded a grant of £50,000 to the Museum and that it was awaiting the result of its Lottery Grant. The Curator was working hard on a sustainability Plan with a consultant appointed by the Borough. One exhibition was on the buses through the years which ran on local routes (it was reported as being "lots of fun" and Members were encouraged to visit). Finally, it was noted that visitor numbers to the Museum were on a par with the previous year and that the volunteers continued to work as hard as ever.

Cllr Mrs A Mitchell – BETTA – Copies of the Twin Town Association Report on the Offenburger Visit 2012 by Borehamwood Brass were distributed. It was noted that the Town Council had contributed £1,000 towards the cost of this trip. In concluding the report indicated that the band

was very well received, especially the Piper (George MacGregor) who was the band's guest soloist in Offenburg, performing "Highland Cathedral" as part of the concert. In addition, Cllr Mitchell reported on progress by BETTA in relation to School Exchanges and *Club Escargot*.

Cllr E Butler - Brookside Boys Club – It was reported that funding support continued to be of concern to the Club and that various options were being considered to promote fundraising. Town Councillors were invited to evenings at the Club in order to find out more about the important roles and activities of the organisation.

Cllr Ms S Maughan - MENCAP – It was reported that the group was looking to find volunteer assistance and contributory funding. Volunteer work included basic administration such as taking telephone calls but also vehicle drivers.

Cllr S Rubner – Community Safety Partnership - Cllr Rubner reported having attended a meeting of the Community Safety Partnership at which representatives of the Hertfordshire Constabulary had reported that there had been a reduction in instances of reported crime. Whilst some Members queried this statement in relation to specific locations within Borehamwood, it was noted that the statistics were based on Borough wide evidence. Members also heard with interest a report about the Restorative Justice scheme (a similar approach to that of Community Payback which encouraged offenders to undertake activities of benefit e.g. washing cars or clearing litter). A number of young offenders had already passed through this programme. It was further noted that awards for policing had been made to Brenda Griffiths, Stuart Nagler and Councillor John Donne.

Cllr C Butchins – CAH – the ongoing activities of CAH were reported, including: monthly board meetings, the 'Star Project' involving social entrepreneurs and the food bank (rear of St Teresa's Church). Council Members noted that the proposed bicycle track project in Radlett had failed to be implemented because of access difficulties. It was further reported by Members that this project had been considered for at least 20 years and that reasons of access difficulty were disappointing in view of the large area of open land within the Borough. Those Town Council Members who were also Borough Councillors suggested that they meet to discuss options for seeking to assist in progressing the project in a positive way.

Cllr C Butchins – Aldenham Country Park – It was reported that an Advisory Panel meeting was scheduled for 22 November 2012 with Agrarian Renaissance and that planned walks within the Park were progressing. Council Members were invited to participate in any of the organised walks if they so wished.

### **39. ANNUAL RETURN 2011/12**

It was noted that the Council had received the completed Annual Return 2011/12 from the External Auditors (BDO) and the Interim Internal Audit Report 2012/13. These documents together with draft responses were presented before Members (as part of the Agenda attachment appendices).

It was **RESOLVED** that:

- (i) the completed Annual Return for the Year ended 31 March 2012 be approved and accepted by the Council;
- (ii) the recommended responses and actions presented to Council to the ‘issues arising’ report of BDO (Annual Return for the Year ended 31 March 2012) be approved and adopted with these being submitted to both Internal and External Auditors;
- (iii) the Internal Auditor (Interim Report) 2012/13 be approved and accepted by the Council and Auditing Solutions be reappointed as the Council’s Internal Auditors for 2013/14; and
- (iv) the recommended responses and actions presented to Council to the ‘issues arising’ report of Auditing Solutions (Internal Auditor (Interim Report) 2012/13) be approved and adopted with these being submitted to Internal Auditors.

#### **40. MINUTES OF COMMITTEE MEETINGS**

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>25 July 2012</b>
<b>B Entertainments Committee</b>	<b>11 September 2012</b>
<b>C Environment and Planning Committee</b>	<b>24 July 2012</b>
<b>D Environment and Planning Committee</b>	<b>28 August 2012</b>
<b>E Environment and Planning Committee</b>	<b>20 September 2012</b>
<b>F General Management Committee</b>	<b>18 July 2012</b>
<b>G General Management Committee</b>	<b>19 September 2012</b>
<b>H Youth Council</b>	<b>10 July 2012</b>
<b>I Transport Forum</b>	<b>19 July 2012</b>

#### **41. COMMITTEE RECOMMENDATIONS REFERRED TO COUNCIL**

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

##### **Community Grants**

- (i) the following Community Grants for payment be approved (General Management Committee – 8 November 2012 – Minute 39 (i) – (vi)):

<b>Organisation:</b> <b>Amount Sought:</b> <b>Purpose of Grant:</b> <b>Amount Recommended by GMC:</b>	<b>Shizentai Judo Club</b> <b>£3,000</b> <b>Rental costs &amp; Equipment</b> <b>None (with the organisation recommended to put forward an application in 2013/14 providing more detail)</b>
<b>Power of Expenditure:</b> <b>Amount AGREED by Council:</b>	<b>Not Applicable</b> <b>None</b>
<b>Organisation:</b>  <b>Amount Sought:</b> <b>Purpose of Grant:</b> <b>Amount Recommended by GMC:</b> <b>Power of Expenditure:</b>	<b>Noah's Ark Playscheme (EBR MENCAP)</b>  <b>£500</b> <b>Children's Trip Costs</b> <b>£500</b> <b>Local Government (Miscellaneous Provisions) Act 1976 s.19</b>
<b>Amount AGREED by Council:</b>	<b>£500</b>
<b>Organisation:</b> <b>Amount Sought:</b> <b>Purpose of Grant:</b> <b>Amount Recommended by GMC:</b> <b>Power of Expenditure:</b>	<b>Box Cleva</b> <b>£2,000</b> <b>Trainers/Workshops</b> <b>£500</b> <b>Local Government (Miscellaneous Provisions) Act 1976 s.19</b>
<b>Amount AGREED by Council:</b>	<b>£500</b>
<b>Organisation:</b> <b>Amount Sought:</b> <b>Purpose of Grant:</b>  <b>Amount Recommended by GMC:</b> <b>Power of Expenditure:</b>	<b>The Vibe</b> <b>£2,000</b> <b>Days Out for Single Parent/Low Income Families</b>  <b>£1,000</b> <b>Local Government (Miscellaneous Provisions) Act 1976 s.19</b>
<b>Amount AGREED by Council:</b>	<b>£1,000</b>
<b>Organisation:</b> <b>Amount Sought:</b> <b>Purpose of Grant:</b>  <b>Amount Recommended by GMC:</b> <b>Power of Expenditure:</b>	<b>Elstree Productions</b> <b>£1,000</b> <b>Contribution to Pantomime production costs (Feb 2013)</b>  <b>£500</b> <b>Local Government Act 1972 s.145</b>
<b>Amount AGREED by Council:</b>	<b>£500</b>

<b>Organisation:</b>	<b>Borehamwood Seniors</b>
<b>Amount Sought:</b>	<b>£1,000</b>
<b>Purpose of Grant:</b>	<b>Christmas Lunch and Entertainments (48 Senior Citizens)</b>
<b>Amount Recommended by GMC:</b>	<b>£1,000 (with the understanding that the grant would be used also to contribute towards travel costs)</b>
<b>Power of Expenditure:</b>	<b>Local Government (Miscellaneous Provisions) Act 1976 s.19</b>
<b>Amount AGREED by Council:</b>	<b>£1,000</b>

### Terms of Reference and Delegated Action

- (ii) so as to complete the review and revision of Standing Orders and Terms of Reference, the schedule of Delegated Authority as recommended by the General Management Committee be approved and adopted (General Management Committee – 8 November 2012 – Minute 41).

### **42. PAYMENT OF ACCOUNTS**

It was **RESOLVED** that:

- (i) the payment of accounts be confirmed as follows:

<b>Date</b>	<b>Voucher No</b>	<b>Total payment</b>
28-Aug-12	229-233	£ 2,820.33
07-Sep-12	234-247	£ 19,496.21
19-Sep-12	248-259	£ 3,766.32
02-Oct-12	260-266	£ 4,506.55
10-Oct-12	267-279	£ 22,017.33
30-Oct-12	280-291	£ 3,818.81
06-Nov-12	292-301	£ 3,560.43
12-Nov-12	302-321	£ 16,052.79
	<b>Total</b>	<b>£ 76,038.77</b>

- (ii) voucher schedules on future Council agendas be page numbered for ease of reference.

### **43. PUBLIC PARTICIPATON – QUESTION TIME**

Two questions were raised by a Member of the Public concerning the publication of the Council's Notice of Completion of Audit and the state of repair/maintenance of High Street Planters in Shenley Road.

In response to these issues:

Notice of Completion of Audit

Clarification was provided that the Notice of Completion of Audit would be displayed on all eight of the Council’s owned/maintained Notice Boards. Every effort was made by Council Officers to ensure that the public could readily access Council information.

The Town Clerk explained that the Council took very seriously its commitment to adhering to the provisions of the Freedom of Information Act and any other legislation or regulation imposed upon it whilst carrying out its affairs and delivering its services.

High Street Planters

It was noted that whilst the Town Council, through its Environment and Planning Committee, was not directly responsible for maintaining the planters on Shenley Road, it had entered into an agreement with Hertsmere Borough Council to part fund this activity. In doing so, it also sought to have some say in the specification agreed.

It was noted that whilst the Committee had worked with Officers in order to choose a specification for the 2012/13 and 2013/14 Council years, the detailed proposals were temporarily ‘on hold’ pending works on Shenley Road by the Water Company (previously Veolia Water).

The Committee was continuing to monitor the situation and looked forward to considering the matter in detail in February 2013. The Town Clerk agreed to pass on comments made by the Member of the Public about the poor condition of the planters, grass verges and overhanging branches of trees to the relevant Officers at both Hertsmere Borough Council and Hertfordshire County Council (Highways Department).

**44. CLOSURE**

The Meeting closed at 8.35pm.

Date:.....

MAYOR.....