

## ELSTREE AND BOREHAMWOOD TOWN COUNCIL

### COUNCIL

**MINUTES** of a meeting held in the Civic Offices, Elstree Way Borehamwood on Wednesday 25<sup>th</sup> January 2012 at 7.30pm.

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

In Attendance: H Jones – Town Clerk

Also Present: J Brown (Pensioners' Rights)

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

Apologies were received from Cllr Mrs S Parnell (Mayor) (Other Business).

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

The following declarations of Councillors' interests were made:

| <b>Member</b>     | <b>Minute Number</b>                              | <b>Nature of Interest</b> |
|-------------------|---|---------------------------|
| Cllr G Franklin   | 55 Payment of Accounts - Voucher 238              | Personal & Prejudicial    |
| Cllr R Butler     | 55 Payment of Accounts - Voucher 265              | Personal & Prejudicial    |
| Cllr Ms S Maughan | 55 Payment of Accounts – Voucher 273 (chq. 13400) | Personal & Prejudicial    |

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

#### **48. MINUTES OF COUNCIL HELD ON 23<sup>rd</sup> NOVEMBER 2011**

**It was RESOLVED that the Minutes of the Council Meeting held on 23<sup>rd</sup> November 2011 be signed by the Deputy Mayor as a true record and adopted by the Council.**

#### **49. REPORTS FROM OUTSIDE BODIES**

Cllr E Butler - Brookside Boys Club – It was reported that the Club's Annual General Meeting had taken place in November 2011 with its next meeting scheduled for February 2012 at which an update on funding support would be made. Members once again acknowledged the worthwhile

activities of the Club and were encouraged to pay a visit, if available, to see the range of activities being undertaken.

Cllr Mrs F Turner – Borehamwood History Society (Museum) – It was reported that during Armistice Week illustrated talks were given to over 200 schoolchildren and staff. The parade and service on Remembrance Sunday were recorded and added to the Museum's collection. The Museum reported a positive Christmas period for sale of merchandise. Museum staff had also assisted local resident Vic Rowntree in writing and publishing "Ladbroke Grove to Borehamwood". 100 of the 150 books printed had been sold, including a signed copy to the Town Council. The Museum continued its outreach programme by presenting power-point talks and quizzes with further events anticipated. Members were reminded about the date for an event at the Museum of Thursday 22 March 2012 at 7.00 pm which had been set in conjunction with Hertsmere Borough Council. The event was open to all Town Councillors to have a look at the current and planned future activities of the Museum, especially in light of the proposed future Community Centre. It was noted with concern that Museum staff were unsettled by the changing date of the envisaged new premises.

Cllr C Butchins – Community Action Hertsmere (CAH) – An update on recent meetings was summarised together with a note that the organisation was involved in the UK testing for basic computer skills training/testing (UK online). A feasibility study was also being undertaken with a view to creating a Food Bank. CAH continued to provide a range of services to the Community, including work to establish a list of volunteers for local projects.

Cllr Ms S Maughan – Elstree, Borehamwood & Radlett MENCAP – It was reported that the Annual General Meeting had taken place on 24 January 2012. A desperate need for volunteers had been highlighted. The Jubilee Club was running well and the organisation had continued to update its database and was looking to sources of fundraising to support its activities.

Cllr Mrs A Mitchell – BETTA – It was reported that BETTA's membership had increased recently and that the organisation would be celebrating its 30<sup>th</sup> Year in 2012. A meeting had taken place in the New Year at which suggestions for a Quiz Night to be held during the Town Festival were discussed. As such, it was felt that the matter should be referred to the Entertainments Committee at its meeting on 1 February 2012 to factor into the schedule, where appropriate (noting the British Legion Quiz Night commitments).

#### Other Reports:

Cllr G Franklin updated Members on the decision making process to award Hertswood School Academy status.

Cllr Mrs P Strack provided an update on Aldenham Country Park Advisory Committee. It was noted that an advisory panel had been constituted with the new lease envisaged in mid February 2012. The Town Council representatives were pleased to report that the next edition of the Town Crier would cover the developments in detail.

## **50. DRAFT SCHEDULE OF MEETINGS**

**It was RESOLVED that:**

**The Schedule of Meetings for 2012/13 be adopted and published subject to the following amendments:**

- the March 2013 Council Meeting take place on the 20<sup>th</sup> rather than 27<sup>th</sup>; and
- Youth Council be asked to confirm the October 2012 and April 2013 dates.

## **51. 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>Entertainments Committee</b>           | <b>8<sup>th</sup> November 2011</b>  |
| <b>Entertainments Committee</b>           | <b>19<sup>th</sup> December 2011</b> |
| <b>Environment and Planning Committee</b> | <b>25<sup>th</sup> October 2011</b>  |
| <b>Youth Council</b>                      | <b>5<sup>th</sup> October 2011</b>   |
|   | <b>2<sup>nd</sup> November 2011</b>  |

Following a full debate, Members noted comments made concerning representation at Youth Council meetings. It was acknowledged that the Youth Council performed a very important function and that Council was mindful of the need to have a full representative body of Youth Councillors. The Youth Council would be encouraged to submit reports to the Council and to continue to participate in decision making and representation for young people in the area.

Some Members raised concerns about the timings of Town Crier Sub-Committee meetings. It was noted that this matter had been discussed at the Entertainments Committee (being the parent Committee in that respect). Whilst it was noted that it was difficult to find a suitable time convenient to all participants at the meetings, the best compromise was for the meetings to be held on an alternate basis of mornings and evenings until the matter could be better resolved. It was acknowledged that all Members, co-opted Sub-Committee Members and indeed Members of the Public were encouraged to participate in generating ideas and articles for the Town Crier Publication. It was also noted that the Council looked forward to issuing four editions of the publication in 2012/13.

## **52. BUDGET REPORT FOR 2012/13 COUNCIL PRECEPT DEMAND FOR 2012/13**

It was noted that whilst the Tax Base had dropped for 2012/13, Hertsmere Borough Council had agreed to meet the difference in cost for maintaining the Band D cost at £24.12 per year with a Precept Demand by the Town Council of £331,000. Members welcomed the fact that this difference would be met by the Borough Council Collection Fund Reserve. It was noted that the cost without the adjustment would be £24.15 for Band D.

It was **RESOLVED** that:

- (i) **the Council Budget position for 2011/12 be noted and the transfer of the end-of-year surplus/overspend (2011/12) to General Reserves be confirmed;**

- (ii) the Council Budget for 2012/13 be adopted as set out in the report before Members unamended;**
- (iii) the schedule of Earmarked Reserves for 2012/13 be adopted as set out in the report before Members unamended;**
- (iv) the precept demand to Hertsmere Borough Council for a 2012/13 Precept of £331,000 be approved (with the cost to Band D Council Tax payer frozen at £24.12); and**
- (v) the Clerk be asked to prepare relevant information to be submitted to Hertsmere Borough Council for inclusion in the Council Tax leaflet for 2012/13.**

### **53. ANNUAL RETURN TO 31 MARCH 2011 AND AUDIT REPORTS**

It was noted that in December 2011, the Council had received the completed Annual Return from the External Auditors (BDO).

**It was RESOLVED that:**

- (i) the completed Annual Return for the Year ended 31 March 2011 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 2011) be approved and adopted;**
- (iii) [relating to (ii) above] the Financial Risk Register be approved unamended with a risk assessment to be carried out for the 2011/12 year with minuted evidence to be recorded at the Council meeting on 28 March 2012;**
- (iv) the Internal Auditor (Interim Report) 2011 be approved and accepted by the Council and Auditing Solutions be reappointed as the Council’s Internal Auditors for 2012/13;**
- (v) the recommended responses and actions presented to Council to the ‘issues arising’ report of Auditing Solutions (Internal Auditor (Interim Report) 2011) be approved and adopted;**
- (vi) the In House Auditor (14 December 2011) report be approved and accepted by the Council; and**
- (vii) the recommended responses and actions presented to Council to the ‘issues arising’ report of In House Auditor (14 December 2011) be approved and adopted, with the following matters with financial implication to be noted in the Council Minutes:**
  - The Council’s Petty Cash Impress be raised from £100 to £300 and the Administrative Assistant to have authority to undertake bank transfers in the absence of the Clerk, with his approval; and**
  - Secure external data storage be purchased (either a safe or on line backup);**

#### **54. COMPLAINTS CODE OF PRACTICE (PROCEDURE)**

**It was RESOLVED that:**

- (i) the Complaints Code of Practice (Procedure) be approved unamended;**
- (ii) a copy be available on the Council's website; and**
- (iii) the code be reviewed by the General Management Committee in January 2014.**

#### **55. PAYMENT OF ACCOUNTS**

**It was RESOLVED that the payment of accounts be confirmed as follows:**

| <b>Date</b> | <b>Voucher No</b> | <b>Total payment</b> |
|-------------|-------------------|----------------------|
| 21/11/2011  | 233-267           | £25,652.55           |
| 06/12/2011  | 268-283           | £19,080.53           |
| 14/12/2011  | 284-301           | £19,419.99           |
| 22/12/2011  | 302-311           | £5,368.10            |
| 05/01/2012  | 312-319           | £22,644.78           |
| 16/01/2012  | 320-330           | £18,637.83           |

#### **56. ADDRESS BY MEMBERS OF THE PUBLIC**

Following a query by Mr J Brown (Pensioners' Rights), it was noted that the Environment & Planning Committee would consider and, where relevant, make representations to the Borough Council on the condition of the pavement on Shenley Road. Cllr Mrs P Strack provided a brief update on the work of the Committee's A Boards Working Group.

#### **57. 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.**

#### **58. STAFF COSTS FOR 2012/13**

**It was RESOLVED that:**

**the recommendations as set out in the report be adopted and the Staff Costs for 2012/13 be approved accordingly with effect from 1 April 2012.**

**59. CLOSURE**

The Meeting closed at 8.35pm.

Date:.....

MAYOR.....