

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

COUNCIL

MINUTES of a meeting held in the Civic Offices, Elstree Way Borehamwood on Wednesday 28th March 2012 at 7.30pm.

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

In Attendance: H Jones – Town Clerk

Also Present: J Brown (Pensioners' Rights)
Ms G Fowler (Borehamwood Branch British Legion)
N Male (Borehamwood Branch British Legion)
1 Other Member of Public

60. APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Cllr G Franklin (Other Business - Family) and Cllr Ms K Prince (Other Business - Studies).

61. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

62. MINUTES OF COUNCIL HELD ON 25th JANUARY 2012

It was **RESOLVED** that the Minutes of the Council Meeting held on 25th January 2012 be signed by the Mayor as a true record and adopted by the Council.

63. REPORTS FROM OUTSIDE BODIES

Cllr Mrs F Turner – Borehamwood History Society (Museum) – Members were informed of the consultation event concerning the future that had taken place at the Museum on Thursday 22 March 2012. A number of Town Councillors were present and were treated to a pocket-history of the Museum. It was evident that there was a wealth and diversity of collections available that helped to illustrate the history of Borehamwood and Elstree. Helen Giles (Hertsmere Borough Council Museums Officer) had explained that a professional museum designer, financed by HBC, had produced a concept that included storage, display cabinets, reception desk and interactive children's area. In addition, a dedicated area to illustrate the town's film heritage was planned (with further plans for a 100 year celebration of this heritage in 2014). The museum would be located on the second floor of the new building adjacent to the local studies library. A grant of £100,000 had been sought from the Heritage Lottery Fund. Once opened, the museum would apply for accreditation with the Arts Council of England. All Members agreed that this was an exciting time for the museum.

Cllr C Butchins – Community Action Hertsmere (CAH) – An update on the Annual General Meeting of 23 March 2012 was summarised. Watch Commander Williams provided a presentation on Box Cleve and there were a number of displays from various other organisations. It was noted that CAH continued to provide a range of services to the Community, including work to establish a list of volunteers for local projects and a “Time Bank”.

Cllr Mrs A Mitchell – BETTA – It was reported that BETTA’s AGM was scheduled for May, the organisation was seeking to appoint a new Treasurer and that the ongoing School ‘Pen Pal’ exchange and French classes were continuing to work well.

Cllr E Butler - Brookside Boys Club – It was reported that funding support continued to be of concern to the Club (as most grant awarding bodies offered capital but not revenue support). Members felt it was important for the Town Council to consider carefully how further support could be offered to this worthwhile local organisation.

Other Reports:

Cllr Mrs P Strack provided an update on Aldenham Country Park Advisory Committee. It was noted that the renaissance launch day was scheduled for 2 April 2012 9.30 am – 3.30 pm with c.3,000 visitors anticipated. Full details of the event could be seen in Issue 5 of the Town Crier.

64. MAYOR’S ANNUAL REPORT 2011/12

It was RESOLVED that:

the Mayor’s Annual Report 2011/12 be approved and adopted (subject to minor amendments in the listing of Councillors’ titles in the Foreword and contact e:mail addresses) with the Final Version being appended to these Minutes (APPENDIX I).

65. FINANCIAL RISK ASSESSMENT 2011/12

It was RESOLVED that:

the Financial Risk Assessment 2011/12 be approved and adopted (subject to minor amendments to this and the Risk Register being put forward by the In House Audit Sub-Committee) with the Final Version being appended to these Minutes (APPENDIX II).

66. HALL BOOKING PROCEDURE AND FEESCALE 2012/13

It was RESOLVED that:

at its meeting on 11 April 2012, the General Management Committee be tasked with determining the Fairway Hall Booking Procedure and Fee Scale for 2012/13 together with a mechanism for reviewing such matters.

67. 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:

Entertainments Committee	10th January 2012
Entertainments Committee	1st February 2012
Environment and Planning Committee	29th November 2011
Environment and Planning Committee	17th January 2012
General Management Committee	15th November 2011
General Management Committee	15th February 2012
Youth Council	7th December 2011
Youth Council	1st February 2012

Following a discussion, Members noted comments made concerning Youth Council meetings and it was noted that the Terms of Reference of the Youth Council would be updated in May 2012 as the new Council Year commenced.

68. PAYMENT OF ACCOUNTS

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

Date	Voucher No	Total payment
01/02/2012	331-345	£16,609.06
13/02/2012	346-355	£7,019.63
20/02/2012	356-369	£13,938.01
01/03/2012	370-377	£1,257.83
09/03/2012	378-388	£5,922.27
16/03/2012	389-398	£17,289.60

69. PUBLIC PARTICIPATION: QUESTION TIME

Following questions from a Member of the Public, clarification was provided for the rationale behind extending the Civic Festival to include a two day Families' Weekend. It was noted that the budget was not increased in order to accommodate this extra day. In addition, the Council would be carrying out a consultation feedback exercise in order to ascertain the views of the Community in how well this and other aspects of the Civic Festival were enjoyed.

The Council was applauded for helping to achieve the improvements to the surface of Brook Road car park.

Before closing the meeting, on behalf of all the Council, the Mayor congratulated Mr J Brown for his achievement in receiving a Hertsmere Borough Council Civic Award.

70. CLOSURE

The Meeting closed at 8.17pm.

Date:.....

MAYOR.....

FOREWORD BY THE TOWN MAYOR: Cllr Mrs Sandra Parnell

“Well, what a Year! The adventure began after the May 2011 Elections when I was elected as a Ward Member for Hillside and then as Mayor of the Council at the Annual Council Meeting shortly afterwards.

At that meeting I told Members that I wanted to work with them to bring about positive changes and to really celebrate the diverse range of services and events the Town Council had planned for the next twelve months.

Whilst neither Councillors nor the Team of Officers are ever complacent about what they have achieved and whilst we fully recognise that there are some projects that we may have liked to have started but had neither the time or resource to do so as yet, we can as an Authority be deeply proud of the significant and long lasting changes we have made this year. These will be covered in more detail later in this report but in my mind a number of occasions and improvements really stand out:

- *The terrific **Town Festival** which has grown from year to year to be a genuine talking point in the Community because of the range of activities and events we provide. Events that people want. Events that are accessible to people. Events that are remembered by people. Unlike the Borough or County Councils, the Town Council has the responsibility for delivering many of the events that are FUN and which celebrate the things we are good at and like to do regardless of background or age. Personally, I particularly enjoyed the Families’ Day with all of the acts and seeing so many of you laughing and enjoying the free time. If you thought last year’s Families’ Day was as good as I did, just wait until you see what we have lined up for this year. It is going to be even better, trust me.*
- *As Mayor, I took on board very seriously the responsibility I was given to be the spokesperson for the Town Council at a number of **Civic Engagements** I was invited to. Where I couldn’t go, my Deputy Cllr. Charles Kelly stood in for me and can I publicly thank him at this time for doing so and for doing such a great job. Thank you, Charles. It is impossible to list all of the engagements in the time and space here but a few that really stuck out for me were:*
 - *The “Chatterbox” Playgroup which is a great development stage for a group of under 5s; Thanks to Lynne Tate for this.*
 - *The MENCAP Christmas Party ... what a great job the carers do in making this a wonderful occasion for all who attend; Well done Sandra Lewis and Susan Moser for organising.*
 - *The NSPCC Garden Party at Schopwick House; Thank you Norman Shuker for the use of your premises and to Dr Anne Goddard for organising.*
 - *The Inter Faith Forum as part of the Inter Faith Week at the Borough Council; Thank you Rev Richard Leslie of St Michaels & All Angels; and*
 - *The Local Branch “U3A” AGM and 10th Anniversary, an organisation which recognises that you’re never too old to learn and offers educational opportunities for our senior citizens. Jane Dunn, thank you for organising this.*

This is to name but a selection and the Town Council has stepped up a gear in providing support to local groups that add value to the lives of the people of this area. Look at the Community Grants we have made this year and next year we've raised the budget even higher. To find out more about Council grants, why not look on our website or contact the Town Clerk who is always happy to talk applicants through the process of submitting the right paperwork.

Can I also take this opportunity to say just how much the support of all those who have been involved in Town Council life and work has meant to me personally; my colleague Council Members who work hard to ensure that the decisions they make at Council and Committee meetings are the best possible for residents and taken with the best possible advice available, the Council Staff who have worked together with a fresh approach to modernise the Council's Offices and working practices making them more relevant to the job they need to do, the countless Volunteers and all the Partner organisations who have gone out of their way to help improve our area.

All the business we do can't be done by Full Council alone, to the Chairmen of the Committees we have appointed, I offer you my gratitude. The Environment And Planning Committee Chairman, Cllr. Farida Turner, your leadership helped to consider a vast number of planning applications and put into effect a plan to make our allotment sites better. The General Management Committee, Cllr. Pat Strack, as always your expertise and wisdom made sure we were able to update our policies and procedures and keep a close eye on all of our financial and legal affairs. The Transport Forum, Cllr. Clive Butchins, you have overseen this valuable group rise again like the Phoenix from the Ashes; a Town Council body leading the way in raising the concerns of road users. Also, the Youth Council with Alex Walker as the new Chair making sure the views and ambitions of young people are heard and considered.

We have built upon our successes this year, put aside or in some cases drawn a line under things that were not working well for us. I hope that you, like me, can be optimistic about the year ahead. There is plenty of work to do, there will be challenges to face that we will not have expected, but with the right attitude and the right people (that's you ... all of you) we will get there."

STATEMENT OF RESPONSIBILITY

Elstree and Borehamwood Town Council is responsible for the preparation of this Annual Report and for the information and assessments set out in it and the assumptions and estimates on which it is based.

Members of the Town Council are satisfied that the information and assessments included in this Report are in all material aspects accurate and complete.

The report was presented by the Mayor of the Council and approved by Full Council at its meeting on 28 March 2012. The Financial Information contained herein is accurate at the time of the Council meeting. Detailed information following the Close Down of Accounts (2011/12) will be available for inspection before 30 June 2012.

The report is available for inspection by any elector in the Parish area.

Copies are available at Hertsmere Borough Council and the Borehamwood Library.

MEMBERS AND STAFF

Cllr Clive Butchins Brookmeadow	72 Milton Drive, Borehamwood WD6 2BB	Council Offices: 0208 207 1382 cllr.clive.butchins@elstreeborehamwood-tc.gov.uk
Cllr Ernie Butler Cowley Hill	4 Thirsk Road, Borehamwood, WD6 5AX	H: 020 8207 4844 cllr.ernie.butler@elstreeborehamwood-tc.gov.uk
Cllr Richard Butler Cowley Hill	6 Monksmead, Borehamwood, WD6 2LQ	M: 07706 079439 cllr.richard.butler@elstreeborehamwood-tc.gov.uk
Cllr Sam Dobin Brookmeadow	Council Offices, Fairway Hall, Brook Close, Borehamwood, WD6 5BT	M: 07737 219318 cllr.sam.dobin@elstreeborehamwood-tc.gov.uk
Cllr Graeme Franklin Cowley Hill	1 Stapleton Road, Borehamwood WD6 5BS	H: 020 8953 1973 M: 07724 086976 cllr.graeme.franklin@elstreeborehamwood-tc.gov.uk
Cllr Charles Kelly Hillside DEPUTY MAYOR	Council Offices, Fairway Hall, Brook Close, Borehamwood, WD6 5BT	Council Offices: 0208 207 1382 cllr.charles.kelly@elstreeborehamwood-tc.gov.uk
Cllr Susan Maughan Kenilworth	Council Offices, Fairway Hall, Brook Close, Borehamwood, WD6 5BT	H: 020 8386 3274 M: 07904 375 256 cllr.susan.maughan@elstreeborehamwood-tc.gov.uk
Cllr Anne Mitchell Elstree	14 Lodge Avenue, Elstree, WD6 3ND	H: 020 8953 2223 cllr.anne.mitchell@elstreeborehamwood-tc.gov.uk
Cllr Sandra Parnell Hillside MAYOR	Council Offices, Fairway Hall, Brook Close, Borehamwood, WD6 5BT	H: 020 8953 0832 M: 07736 809015 cllr.sandra.parnell@elstreeborehamwood-tc.gov.uk
Cllr Kerri Prince Kenilworth	Council Offices, Fairway Hall, Brook Close, Borehamwood, WD6 5BT	M: 07969 805 433 cllr.kerri.prince@elstreeborehamwood-tc.gov.uk
Cllr Simon Rubner Brookmeadow	Council Offices, Fairway Hall, Brook Close, Borehamwood, WD6 5BT	M: 07870 648227 cllr.simon.rubner@elstreeborehamwood-tc.gov.uk
Cllr Pat Strack Hillside	Council Offices, Fairway Hall, Brook Close, Borehamwood, WD6 5BT	H: 020 8386 3151 M: 07790 305 428 cllr.pat.strack@elstreeborehamwood-tc.gov.uk
Cllr Farida Turner Elstree	Council Offices, Fairway Hall, Brook Close, Borehamwood, WD6 5BT	M: 07977 380173 cllr.farida.turner@elstreeborehamwood-tc.gov.uk

Council Staff Huw Jones (Town Clerk and Responsible Finance Officer)
E:mail clerk@elstreeborehamwood-tc.gov.uk
Desmond Feehily (Events Coordinator)
E:mail events@elstreeborehamwood-tc.gov.uk
Mrs Jenny Ellis (senior Administrative Assistant) (Part Time)
Mrs Tracey Malton (Administrative Assistant) (Part Time)
Neil Robinson (Caretaker)
Peter Digweed (Handyman)

All Staff can be contacted at Council Offices, Fairway Hall, Brook Close, Borehamwood, WD6 5BT (Tel: 0208 207 1382)

The Communities the Council Serves

The population is split between the two main centres; Borehamwood Town (c.30,000) and Elstree Village (c.5,000). The residents benefit from being made up of a diverse age, cultural and ethnic mix and the Town Council prides itself on being able to reach out to all sections of the Community.

Key Areas of Service for 2011/12 have included:

- The availability for hire of Fairway Hall
- Providing a two week long Civic Festival
- Helping to administer a Youth Council for the Town
- Being a Statutory Consultee on Planning Applications
- Providing Coach Trips for the over 60s
- Providing Coach Trips for Families
- Cleaning Borehamwood Town Centre Film Plaques
- Part funding the maintenance of High Street Planters
- Providing a Fireworks Display
- Funding an additional 3 Library Opening Hours at Borehamwood Library
- A renewed Transport and Road Safety Forum
- Continuation of the School Swimming Programme
- Part funding a PCSO for the Town
- Maintaining Benches and Notice boards
- Providing two Allotment sites (124 plots with 20 new plots being created)

- Maintaining the War Memorials at Borehamwood and Elstree
- Maintaining the Closed Churchyards at All Saints and St Nicholas
- Maintaining the All Saints Church Clock
- Providing the Christmas Lights for the Town (with opening Switch On event)
- Providing Community Grants (£25,300)
- Providing 4 editions of a Newsletter (The Town Crier)
- Keeping a website maintained with Council Information (e.g. Minutes of meetings)
- Major Council Office Refurbishment
- Assisting with the Town Twinning activities

FINANCES

SUMMARY OF ACCOUNTS Year Ended 31 March 2012

Income	
Precept	£330,000
Hall Bookings	£31,000
Environment & Planning	£6,600
Other income (e.g. grants/interest/ticket sales)	£19,500
Total	£387,100
Expenditure	
General Management (including salaries)	£247,400
Environment & Planning	£7,900
Leisure & Entertainment	£67,000
Section 137 and Miscellaneous Grants	£54,100
Ear Marked Reserve Expenditure	£57,200
Total	£433,600

The overspend was agreed by way of Committee Council approval for specific projects (including Library Hours, Legal Fees and Equipment Purchase). The General Reserve figure is £270,000.

ELSTREE & BOREHAMWOOD TOWN COUNCIL

FINANCIAL MANAGEMENT RISK ASSESSMENT 2011/12

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.

At its meeting on 25 January 2012, Council approved and adopted a Financial Risk Register.

At its meeting on 21 March 2012, the In House Audit Sub-Committee proposed a number of minor amendments to the Financial Risk Register and Financial Management Risk Assessment as submitted to the Council meeting on 28 March 2012.

At its meeting on 28 March 2012 Full Council unanimously approved the amendments to the Financial Risk Register and confirmed and approved the amended Financial Management Risk Assessment for the Year 2011/12 as set out below (appended to the Minutes of the meeting):

	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 ACTION: Council Budget approved on 25/01/12 after Budget Reviews by Committees
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
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 duties when responsible staff absent	Annually ACTION: Following departure of Deputy Clerk in December 2011, Events Coordinator post appointed in January 2012. Replacement Caretaker post and administrative Assistant posts appointed in year. Appraisals carried out in January 2012. Following Review Clerk and Council satisfied with Staff cover.
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 updated Standing Orders in January 2012 and approved a Complaints Procedure policy.
5	Failure to meet the requirements for Quality status	*Monitor requirements for Quality Status	As required ACTION: Clerk asked to undertake Quality Status Action Plan development with GMC approving on 19 March 2012.

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 updated Standing Orders and Financial Regulations in January 2012</p>
7	Ensure Council complies with law in particular: <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. GMC developing a Data Protection Policy at meeting on 15 February 2012. Clerk updates to Members following any new advice from NALC and HAPTC.</p>
8	Ensuring all business activities are within legal power	<ul style="list-style-type: none"> *Recording in the minutes the precise power under which expenditure is being approved * Access to advisory bodies – NALC/HAPTC/Insurers * Staff Training 	<p>Monthly</p> <p>ACTION: Expenditure powers recorded in Council Minutes.</p>
9	Proper, timely and accurate reporting of Council business in the Minutes	<ul style="list-style-type: none"> *Approval by committee and Council *Minutes properly numbered and paginated with a master copy kept in safekeeping 	<p>Monthly</p> <p>ACTION: Clerk submitted CiLCA to ensure compliance with correct procedures for Council documentation.</p>
10	Meeting the laid down timetables when responding to consultation invitation	<ul style="list-style-type: none"> *Documented procedures to deal with responses to consultation requests 	<p>Annually</p> <p>ACTION: All planning consultation and other consultations responded to within agreed deadlines.</p>
11	Council lacks relevant skills and commitment	<ul style="list-style-type: none"> *Training for Councillors *Close review of attendance 	<p>ACTION: Training for New Councillors offered in May 2011 and Councillors updated with Training Course availability on ongoing basis. Member Training Strategy agreed by GMC on 19 March 2012.</p>
1	Councillors	<ul style="list-style-type: none"> *Clear Standing Orders 	<p>Annually</p>

2	benefiting from being on the Council	*Open system of payment	All meetings ACTION: Council updated Standing Orders and Financial Regulations in January 2012. Cheques signed by two Members in accordance with Regulations.
13	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.
14	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.
15	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.
16	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
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	Regular in-year budget progress reports	Every GMC meeting ACTION: Council Budget approved on 25/01/12

	Ensuring the adequacy of the annual precept within sound budgeting arrangements		after Budget Reviews by Committees
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) Reviewed by Clerk with Bank Manager (NatWest) and In House Audit advice/review
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.
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.