

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

COUNCIL

MINUTES of a meeting held in the Civic Offices, Elstree Way Borehamwood on Wednesday 6th April 2011 at 7.30pm

PRESENT: Councillors: Mrs A Mitchell (Mayor)
Mrs K Bright, E Butler, R Butler Mrs H David, G Franklin C
Kelly, Mrs P Strack, Ms P Swallow and Mrs F Turner

In attendance: Ms B M Levy, Acting Clerk
A Tadjrishi, Events Coordinator

Also present H Jones – Clerk Designate

67. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillors Hedges, Heywood and Parnell all of whom had other commitments.

68. DECLARATIONS OF COUNCILLORS' INTERESTS

There were no declarations of Councillors' Interests

69. MINUTES OF THE MEETING OF THE COUNCIL HELD ON 25th NOVEMBER 2010

The minutes of the meeting of the Council held on 25th November 2010 were approved and signed as a correct record.

Arising from the minutes a Member asked whether there was any further information on Home Start who had applied for a grant but had not been awarded one pending further investigation. The Acting Clerk reported that it appeared that they had not met the criteria but would investigate further.

70. MINUTES OF THE SPECIAL (BUDGET) MEETING OF THE COUNCIL HELD ON 25th JANUARY 2011

The minutes of the budget meeting of the Council held on 25th January 2011 were approved and signed as a correct record.

71. TO RECEIVE REPORTS FROM MEMBERS OF OUTSIDE BODIES

Reports were received from:-

Councillor Strack – Aldenham Country Park – an Aldenham Country Park Trust had been formed and funds were being sought to enable the park to continue as a public open space. There was support from a large number of organisations such as the Green Belt Society, RSPB, other environmental groups and the sailing club

MINUTES of the Council meeting – 6th April 2011 (continued)

Amelia Walker and James Walker reported on the activities of the Youth Council. Steps were being taken to use electronic media such as Facebook and Twitter to communicate with others and they sought the Council's endorsement. This was agreed in principle but it was felt that other organisations' policies needed to be looked at.

They also reported that they had contacted young people in the area using a suggestion box and were looking at various possibilities but one of the themes that had come forward was the provision of a comfortable youth shelter in the four parks. They were prepared to undertake fundraising and were seeking the support of other organisations.

Councillor Butler – Brookside Boys Club – the Club was going from strength to strength and was offering a wide range of activities

Councillor Turner – Borehamwood History Society (Museum) - a number of exhibitions and displays had been held recently.

Councillor Mitchell – Twin Town Association – she had not been able to attend recent meetings, partly because of health issues, but she reported that the association had carried out fundraising activities and was improving links with its twin towns.

72. REPORT OF THE CLERK

The Report of the Clerk was received.

73. GRANT APPLICATION – BOREHAMWOOD HISTORY SOCIETY

At the previous meeting on 25th November the Council had considered a request for a grant from Borehamwood History Society but had refused it as it was understood that an application had been made for a Heritage Lottery Grant and there were also significant reserves.

The Society considered that it had sufficient funds for one year's operation but was seeking an assurance that it would receive a grant in the next financial year. The Council was unable to give such an undertaking as a new Council would be elected in May. However, a further grant application which met the criteria would be considered sympathetically.

74. BOREHAMWOOD DROP-IN CENTRE – REQUEST FOR FREE USE OF HALL

The Drop in was held once a week on a Tuesday morning. The service was funded by Age UK but funding had been withdrawn their funding by Hertfordshire County Council had been cut back. A group of users was trying to put together a package from a variety of sources to keep the centre open and a new funding stream was being investigated. They had requested the Council to allow free use of the hall as this would help to make the centre a sustainable project.

The centre was well used by elderly and disabled people. The loss of rent would be in the region of £76 a week and would be a contribution to a worthwhile cause. Any concession would not be considered as creating a precedent.

RESOLVED that the drop in centre be offered free use of Fairway Hall, only if the other funding streams currently being investigated do not become available, and that the situation be reviewed annually.

75. RISK ASSESSMENT POLICY

The Council considered a revised Risk Assessment Policy (Attached at Appendix A) and **RESOLVED** that it be endorsed.

76. REPORT OF THE EVENTS COORDINATOR

The report of the Events Coordinator was received

77. REVIEW OF FAIRWAY HALL HIRE RATES

The Council considered a report on a proposal to increase the rates of hire for Fairway Hall. It was noted that the charges had not been reviewed since April 2008.

The hall was in great demand with good facilities, was well maintained and was considered to be very competitive.

RESOLVED that

1. the new rates for casual hire be as follows:-

		Mon-Fri	Sat/Sun
9-6pm	Per hour	£25.00	£30.00
6-11pm	Per hour	£30.00	£40.00
11pm-1am	Per hour	£40.00	£50.00

2. the rates for current regular users remain the same but they be informed in writing that another review would be undertaken in one year's time with a likely price increase then.
3. should Fairway Hall be available for any new regular bookings, a reduced rate be offered based on 25% discount off the new proposed rates. In addition there would be no required minimum duration of session (weekend hires were currently a minimum of 3hrs) but with a minimum period of booking of 6 weeks as follows:-.

		Mon-Fri
9-6pm	Per hour	£18.75
6-11pm	Per hour	£22.50
11pm-1am	Per hour	£30.00

78. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

The Council considered a report on the effectiveness of the Internal Audit (attached at Appendix B) and **RESOLVED** that it be endorsed.

79. MINUTES OF COMMITTEE MEETINGS

The minutes of the following meetings were received and any recommendations adopted:-

General Management Committee	8 th December 2010
General Management Committee	2 nd March 2011
Entertainments Committee	16 th December 2010

MINUTES of the Council meeting – 6th April 2011 (continued)

Entertainments Committee	11 th January 2011
Entertainments Committee	8 th February 2011
Entertainments Committee	17 th March 2011
Environment and Planning Committee	7 th December 2010
Environment and Planning Committee	18 th January 2011
Environment and Planning Committee	14 th February 2011
Entertainments Committee	9 th March 2011
Youth Council	1 st December 2010
Youth Council	5 th January 2011
Youth Council	2 nd February 2011
Youth Council	2 nd March 2011

80. PAYMENT OF ACCOUNTS

The payment of accounts were confirmed as follows:-

Date	Voucher No	Total payment
24/11/2010	309A-318	£9,059.79
2/12/2010	318A-321	£1,118.75
7/12/2010	322-334	£11,574.59
16/12/2010	335-351	£5,082.55
6/01/2011	352-366	£10,488.79
18/01/2011	367-377	£7,592.77
1/02/2011	378-385	£5,498.92
10/02/2011	386-402	£15,011.39
18/02/2011	403-411	£5,450.85
9/03/2011	412-424	£12,795.93
24/03/2011	424A-435	£4,894.80

81. RETIRING COUNCILLORS – THANKS

Councillor Hannah David announced that she would not be seeking re-election at the forthcoming Local Council Elections on 5th May but she wished to place on record the success of the Town Council in providing services for its local residents. She paid tribute to those Members who were also retiring, Councillor Jean Heywood who had served on the Council for a considerable number of years and Councillors Kirsty Bright, Penny Swallow, and Peter Hedges, all of whom had made a valuable contribution to the work of the Town Council.

She also thanked all the members of staff and made particular reference to the handyman Ted Foxon who had sadly passed away in September last year.

The Mayor responded by saying that as Leader, Councillor David had been a source of strength and inspiration to the Town Council.

Councillor Graeme Franklin also paid tribute to those Councillors who were retiring.

Members also thanked the Acting Clerk and presented her with a gift.

82. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst staffing matters were discussed.

83. APPOINTMENT OF CLERK

NOTED that a Panel of three members of the General Management Committee (Councillors David, Franklin and Swallow) had interviewed three applicants for this post and had offered it to Huw Jones subject to satisfactory references which had now been received.

RESOLVED that the appointment of Huw Jones as Clerk of the Council be confirmed

84. STAFFING ISSUES

It was reported that the Administrative Assistant who had been on long term sick leave had been granted early retirement with effect from 10th January.

Tribunal hearing dates for the former Clerk and Finance Assistant had been set at 15th/17th June and 20th/22nd June respectively at Watford Employment Tribunal

85. CLOSURE

The Meeting closed at 8.40pm.

Date:.....

MAYOR.....