

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
COUNCIL MEETING

Meeting held on **Thursday 16th September 2010** at Fairway Hall, Brook Close, Borehamwood starting at 19:30 hours.

PRESENT: Councillors A. Mitchell, Mayor (Chairman)

F Turner, H David, P Swallow, G Franklin,
E Butler, R Butler, P Strack, P Hedges,
J Heywood, C Kelly

in attendance: Ash Tadjrishi Events Co-ordinator

Prior to the start of the meeting members heard a tribute from the Mayor to Ted Foxon, long serving staff member to the Town Council who sadly passed away on 2nd September. Members observed a minutes silence in remembrance. Following this, members agreed to donate £50 to Macmillan Cancer Support in lieu of flowers at the behest of the family. Members also agreed that a £35 wreath be purchased and given in honour of Marge Costello, wife of Tom Costello who served for many years as a volunteer at Town Council events. Cllr. F Turner would attend the funeral service for Marge as the Town Council's representative.

30 TO RECEIVE ANY APOLOGIES FOR NON-ATTENDANCE AND SUBSTITUTIONS

Apologies were received from Cllrs. S Parnell and K Bright. A Tadjrishi substituted for the Clerk and took the minutes.

31 TO RECEIVE DECLARATIONS OF COUNCILLORS' PERSONAL AND/OR PREJUDICIAL INTERESTS (IF ANY) RELEVANT TO THE BUSINESS TO BE CONSIDERED

Cllr. P Strack declared a personal and prejudicial interest in the grant application for Home Start.

Cllr. R Butler declared a personal interest in the grant application from Home Start and a personal and prejudicial interest in the grant application from Meryfield School.

Cllr. E Butler declared a personal interest in the grant application from Home Start.

Cllr. P Hedges declared a personal interest in the grant application from Elstree Productions.

32 TO APPROVE AND ADOPT THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 16 JUNE 2010

The Minutes of the council Meeting held on 16th June were signed as a true record by Cllr. A Mitchell and adopted by the Council.

33 TO RECEIVE REPORTS FROM REPRESENTATIVES SERVING ON OUTSIDE BODIES

Reports were received from:

Cllr. P Hedges – MIND

Cllr. E Butler – Brookside Boys Club

Cllr. P Strack - Aldenham Country Park

Cllr. F Turner – Elstree & Borehamwood Museum

Cllr. A Mitchell – Twin Town Association.

Further to Cllr. A Mitchell reporting on the Twin Town Association the Mayor received an invitation from Fontenay-Aux-Roses to attend their Armistice Day ceremonies on 11th November. Members agreed that the Mayor should attend on behalf of the town. Cllr. P Swallow suggested that Youth Council members may wish to be included in future years.

34 TO RECEIVE THE REPORT OF THE CLERK

None received

35 TO CONSIDER GRANT APPLICATIONS

Under the current guidelines members scored the applications to assess eligibility before awarding any grant money.

- **Meryfield Community Primary School** – Ineligible for a grant as it is a statutory body.
- **Borehamwood Football Club** – Eligible and members awarded a grant of £1,000.
- **Home-Start Borehamwood and District** – Eligible. No grant awarded.
- **Elstree Productions** Eligible and grant of £500 awarded.

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36 MINUTES OF COMMITTEE MEETINGS

The minutes of the following meetings were received and any recommendations within the minutes not previously agreed were adopted:

General Management Committee	26 May 2010
General Management Committee	15 June 2010
General Management Committee	20 July 2010
Entertainments Committee	8 June 2010
Festival Advisory Committee	8 June 2010
Environment and Planning Committee	10 June 2010
Environment and Planning Committee	15 July 2010
Environment and Planning Committee	5 August 2010
Youth Council	9 June 2010
Youth Council	7 July 2010
Youth Council	4 August 2010

37 TO CONSIDER CHANGING THE DAY OF THE REGULAR E&P MEETINGS FROM THURSDAY TO TUESDAY

Agreed.

38 TO ADOPT THE REVISED STANDING ORDERS

Council moved to convene a panel of members to review the drafting of the revised standing orders. Cllrs. G Franklin, H David and P Strack volunteered and were accepted as the panel. The same panel would review items relating to agenda points 39. and 40.

39 TO ADOPT THE MEMBER OFFICER PROTOCOL

Council moved to convene a panel of members to review the drafting of the member officer protocol.

40 TO ADOPT THE REVISED FINANCIAL REGULATIONS

Council moved to convene a panel of members to review the drafting of the revised financial regulations.

40a SERVICE LEVEL AGREEMENT

Council heard from Cllr. H David with regards to a draft contract received from Hertsmere Borough Council for service level agreements in respect to meeting, HR and legal services as additional resources as may be required. Under the terms of the agreement these services would be offered at a flat fee of £40 per hour. As members had not seen the contract the council agreed the described terms in principle and moved that Cllr. H David and Cllr G Franklin to sign the contract once they had liaised with Paul Hughes at Hertsmere Borough Council to confirm the contract period of 1 year, with the option to leave the contract at any time provided 1 months notice is given.

41 TO RECEIVE THE FINANCIAL STATEMENT FOR THE PERIOD ENDING 31 JULY 2010

Members agreed to defer this item.

42 PAYMENT OF ACCOUNTS

The following Schedule of Accounts, as approved, were confirmed:

Date	Voucher No's	Total Payments
15/06/2010	49-64	£21,680.00
25/06/2010	65-76	£4,715.54
01/07/2010	77-85	£7,473.63
30/06/2010	86-98	£1,287.95
15/07/2010	99-105	£1,937.13

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15/07/2010	106-137	£5,587.86
20/07/2010	138-164	£27,242.67
28/07/2010	165-186	£9,806.25
05/08/2010	187-196	£20,962.02
24/08/2010	197-208	£976.58

It was asked that future payments schedules to include associated budget heading codes alongside payment details.

43 RELOCATION OF PLAQUES

Council agreed that the commemorative film plaques, currently attached to the planters on Shenley Road, could be removed and relocated under the auspices of the First Impressions Project.

44 TO APPROVE CONTRACTOR FOR OFFICE REPAIRS

Council agreed the decision by the GMC committee of 6th September to award the contract for office repairs to Workspace Interiors. Members wished to note that improvements to the offices with respect to current Health and Safety standards and building repair were overdue. Council agreed that the work could commence at the mutual convenience of the contractor and Town Council staff. Further to this Council asked for quotations and options for improving the security of the building and safety of the staff.

CLOSURE

Meeting closed at 21.10 hours.

Next meeting scheduled for Thursday 25th November 2010 at 19:30 hours.

Chair:.....

Date:.....