

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
**Minutes of the COUNCIL MEETING 15<sup>th</sup> OCTOBER 2009**

Meeting held on **Thursday 15<sup>th</sup> October 2009** at Hertsmere Borough Council Civic Offices, Borehamwood, starting at 19:30 hours.

PRESENT: Councillors: P Strack, Mayor (Chairman), A Mitchell, Deputy Mayor  
E Butler, R Butler, H David, G Franklin, P Hedges, S Parnell,  
P Swallow F Turner  
in attendance: Joel Charin, Town Clerk  
also present: 5 members of the public

**The Meeting began with tributes to Councillor Martin Heywood, who passed away on 5th September 2009**

Cllr. P. Strack first met Cllr. M. Heywood several years ago and found Cllr. M. Heywood to be always helpful and courteous, with a lovely smile. Cllr. M. Heywood was both well respected and well known and always gave of his best and would be missed.

Cllr. G. Franklin echoed the sentiments of Cllr. P. Strack, adding that he and Cllr. M. Heywood had served together for many years, got on very well and shared common interests in cars and motorcycles. Cllr. M Heywood would be sadly missed and his passing is very untimely. Cllr. M Heywood 'put everything into everything he did'.

Cllr. S. Parnell described Cllr. M. Heywood as a 'genuine and sincere man' who helped her in every way he could. Nothing was too much trouble for Cllr. M. Heywood and Cllr. S Parnell expressed 'very strong feelings for Martin as he was so kind'. Cllr. S. Parnell gave her condolences to Cllr. J. Heywood and family and said she would miss Cllr. M. Heywood very much as a friend.

Cllr. F. Turner said this was a very sad loss for the Council and for the town. Cllr. M. Heywood had championed many causes and Cllr. F Turner sent her deepest condolences to Cllr. J. Heywood and family.

Cllr. A. Mitchell said that she had been helped enormously by Cllr. M. Heywood on first joining the Council and would miss Cllr. M. Heywood as a friend. Cllr. A. Mitchell sent her condolences to Cllr. J. Heywood and family.

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**1 APOLOGIES FOR NON-ATTENDANCE & SUBSTITUTIONS**

Apologies were received and accepted from Cllr. K Bright and Cllr. J Heywood.

**2 DECLARATIONS OF INTEREST**

Cllr. P Hedges declared a personal interest in the application for a grant made by Rainbow Tots and withdrew from its consideration.

**3 MINUTES OF THE PREVIOUS MEETING**

Due to an administrative error not all councillors received the Minutes of the Meeting held on 23<sup>rd</sup> July 2009. These will be correctly distributed tomorrow and signed at a later date.

**4i ANNOUNCEMENTS BY THE MAYOR**

The Mayor explained that Cllr. J Heywood sent her apologies for this evening's meeting as she was 'grieving and needs time and is standing down from committees'.

The Mayor stated that all events 'are well in hand'. Letters had already been sent to 450 people, due to the anticipated postal strike. Cllr. E Butler expressed concern regarding

planning for next summer's festival; the Mayor responded that this would be a matter for the Events Co-ordinator currently being recruited, once in post.

**4ii REPORTS FROM REPRESENTATIVES SERVING ON OUTSIDE BODIES**

Standards Board - Cllr. F Turner stated that both councillors and the general public should be aware of the guidance available.

Elstree and Borehamwood Museum - Cllr F Turner was pleased to report an increase in visitor numbers during the last year and made available to all present copies of the Annual Report, 2008-9. The museum now has a schools pack available.

Community Action Hertsmere - Cllr F Turner reported that Community Action Hertsmere may need to close the community shop for financial reasons and was looking for external funding.

Brookside Boys' Club - Cllr. E Butler reported that the AGM had been held on 12 October and he thanked the Mayor for attending. This is a very successful club, on the right track and looking financially healthy. Cllr. E Butler outlined the Club's pedigree as the successor to a nationally known boxing club and thanked all town and borough councillors for their help and support.

Three Ways Community Centre - Cllr. P Hedges reported that although the chairman had resigned a committee had now been organised.

Aldenham County Park - The Mayor reported that there has been no meeting to report; the next meeting will be in December.

Borehamwood and Elstree Twin Towns Association - Cllr. A Mitchell reported that the association had held a very successful social evening on 16<sup>th</sup> September for which the chairman deserves much thanks. The association is striving to raise its profile within the town and the French and German language classes now being held regularly are proving popular. Cllr. A Mitchell expressed her pleasure at being involved with the association, as she sees the association going forward with increased membership.

**4iii REPORT BY THE LEADER OF THE TOWN COUNCIL**

There was no report from the Leader of the Council.

**5 MINUTES OF COMMITTEE MEETINGS**

Minutes of the following meetings were received and any recommendations within the Minutes not previously agreed were approved:

General Management Committee	21 May 2009
General Management Committee	20 August 2009
General Management Committee	27 August 2009
Environment and Planning Committee	11 June 2009

**6 MINUTES OF MEETINGS**

Minutes of the following meetings were received and noted:

Youth Council	3 June 2009
Youth Council	2 August 2009
Youth Council	2 September 2009

Cllr. P Swallow stated that Youth Council meetings were now attended by a full time youth worker and outlined recent activities by the Youth Council, including holding a team building

event and efforts to attract more members. Cllr. P Swallow asked for the Clerk to minute all Youth Council meetings.

## **7 REPORT OF THE CLERK**

The Clerk reported that recently an IT disaster recovery exercise had been completed satisfactorily. Also, the new website is now live at [www.elstreeborehamwood-tc.gov.uk] and, in keeping with this change in domain name, the Council email addresses now end with @elstreeborehamwood-tc.gov.uk, which is more appropriate for a public sector body than the previous org.uk. For a few months, there will be automatic diversions from the old domain name to the new domain name.

The Finance Officer recently identified a fraudulent modification to a cheque issued by the Council to a supplier. All monies were recovered immediately from the bank and the Police were informed, but the Clerk explained that this incident highlights further the need for the Council to move from a payment system almost totally reliant on cheques to one that is primarily electronic such as BACS; cheque payment is an increasingly dated payment method with a limited future. The need for this change was identified by the Clerk on joining the Council and he and the Finance Officer need to be allowed time to ensure the necessary controls over the proposed system are put in place.

The Clerk asked as a matter of urgency for the Finance Officer to be given read only access to bank statements online to ensure that any future suspect movements on the accounts are identified as soon as possible and do not rely upon receipt of printed statements. The Clerk stated that he expected that there would be a cost for this facility. There was an attempt to limit discussion on this issue but Cllr. H David spoke in favour, pointing out that the Council could be remiss if it takes no action, receiving support from Cllr. S Parnell and Cllr. P Hedges. A vote was taken and it was agreed unanimously to allow the Finance Officer read only access to online banking and, in the longer term, for the services provided by other banks also to be investigated.

The Clerk reported that he and the Finance Officer are in the early stages of investigating an improved, electronic hall booking system.

Cllr. E Butler asked the Clerk for an update on the dispute with Sinclair Builders. The Clerk reported that the dispute, outstanding for over four years, had been resolved amicably with a compromise payment to the builders in full and final settlement of all outstanding issues.

## **8 GRANT APPLICATIONS**

The grant request from Borehamwood and Elstree Twin Towns Association for £400 was agreed unanimously.

The grant request by the Borehamwood Football Club was discussed. Cllr. G Franklin suggested that £750 was in effect a bill for advertising but that it is unclear how the Club intends utilising the remaining £1,250, as the application was for £2,000. It was unanimously agreed to grant £750 and seek clarification as to the purpose of the remaining £1,250 requested.

The grant request from Elstree Productions for £1,000 was agreed. Cllr. E Butler stated that members should remember that there are also other production companies in the town.

The grant request from Rainbow Tots for £500 was agreed.

The grant request from Woodcock Hill Village Green for £500 was proposed by Cllr. A Mitchell. Cllr. P Swallow proposed £250 and this was supported by Cllr. R Butler. A vote was taken and it was agreed to grant £250.

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The grant for £10,000 from the History Society was agreed.

**9 PAYMENT OF ACCOUNTS**

No accounts were available at the time.

**10 FURTHER ACCOUNTS**

No further accounts were circulated.

A vote was taken to allow PCSO C Messetter to briefly address Council. PCSO C Messetter thanked the Council for its recent contribution of £100 towards the purchase of purse-dipping bells and asked for a further £100 prior to Christmas. The Mayor invited PCSO C Messetter to address the next Council meeting and undertook to provide a Crime Reduction Group grant application form.

**CLOSURE**

The meeting closed at 21:20 hours.

Chairman:.....

Date:.....

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