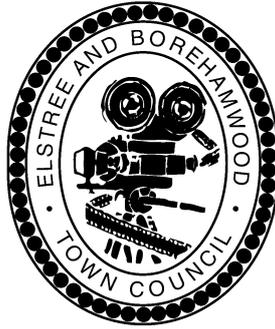


ELSTREE AND BOREHAMWOOD TOWN COUNCIL



FULL COUNCIL

MINUTES of a meeting held at Fairway Hall, Town Council Offices, Brook Close, Borehamwood, WD6 5BT on Wednesday 21 September 2016 at 7.30pm.

Present: Cllr C Butchins (Hillside Ward) (Town Mayor)
Cllr E Silver (Kenilworth Ward) (Deputy Mayor)
Cllr C Barker (Brookmeadow Ward)
Cllr G Franklin (Cowley Hill Ward)
Cllr Mrs A Mitchell (Elstree Ward)
Cllr S Rubner (Brookmeadow Ward)
Cllr G Silver (Kenilworth Ward)
Cllr Mrs P Strack (Hillside Ward)
Cllr Mrs F Turner (Elstree Ward)

In Attendance: D Salter - Events Officer
H Jones – Town Clerk

Also Present: Cllr C Kelly (Hertsmere Borough Council)

23. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr Mrs S Parnell (Other Business), Cllr R Butler (Other Business), Cllr V Eni (Other Business) and Cllr A Coleshill (Other Business).

24. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

25. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Full Council Meeting held on 15 June 2016 be signed by the Mayor as a true record and adopted by the Council.

26. REPORTS FROM OUTSIDE BODIES

Borehamwood Museum Group

Cllr E Silver reported a volunteer meeting took place on 5 September 2016. Items discussed included volunteer recruitment and changes to the museum layout. Achievements that were recognised included the setting up of a new exhibition "Going Down the Shops!", a Families Day Stall as part of the Town Council Civic Festival, the History Walk (with 35 attending this event), flower show and oral interviews (with over 50 having been recorded).

Borehamwood & Elstree Twin Town Association

Cllr C Butchins reported that BETTA had arranged a successful trip to Fontenay in June with the trip to Offenburg planned for the autumn fair leaving on 23 September 2016. It was noted that the Town Mayor was going to Fontenay for the Remembrance Ceremony in November.

Contact had been made with representatives of Churchill Confectionery who had kindly supplied some gifts to take to the twin towns. It was noted that BETTA was considering several initiatives for next year.

Elstree, Borehamwood and District Community Association

Cllr Mrs P Strack reported Allum Hall had reported a lower proportion of bookings thus far in the year (as had Fairway Hall). The call for a lift at the site was echoed by some Members.

It was noted that the BBC concert band was taking place at Allum Hall on Wednesday 7 December 2016 (with tickets available for sale shortly at Allum Hall and the Town Council Offices at £6.00 each - no concessions).

Hertsmere MENCAP

Cllr E Silver reported that on a glorious late summer's day, 84 golfers tee'd off at Hendon Golf Course, all in aid of Hertsmere Mencap (with c.£30,000 being raised). Tony Cottee, ex Everton, West Ham and England striker was warmly welcomed when he took to the course and presented the prizes to the winning teams.

Paul Moser, Hertsmere Mencap's Chairman was delighted with the turnout saying *"everyone thoroughly enjoyed themselves and we are particularly grateful to our sponsors, Pelicans Manufacturing and Grower Freeman Solicitors who were fundamental in helping us exceed our target for raising funds for the many activities we offer our members."*

It was further reported that the society recently started a new weekly programme of Arts and Crafts, Cookery, Drama and Football which offered a full and stimulating week, substantially improving the lives of members.

Mencap had a new subcommittee looking at the needs of their members living independently. Fifteen had been identified as needing help and support from outside agencies.

Mencap members who attend their Drop in at 96 on a Wednesday joined DR96 members on 14 September 2016 to taste meals provided by Hertfordshire Independent Living Service. They would be eligible for this service.

The organisation still sought local volunteers who could register interest via the MENCAP website (<http://www.mencap-ebr.org.uk/vacancies.html>).

Community Safety Partnership

Cllr Mrs P Strack reported that the next CSP meeting was scheduled for 22 September 2016 at the Civic Offices.

Members commended the partnership between the local organisations working together to reduce crime and disorder and to make Hertsmere an even safer place to live, work and visit. The statutory organisations included:

- Affinity Sutton
- Hertsmere Borough Council
- Hertfordshire Constabulary
- Hertfordshire County Council
- Hertfordshire Fire and Rescue Service
- Hertfordshire Police and Crime Commissioner
- National Probation Service
- NHS Hertfordshire

Community Action Hertsmere (CAH)

Cllr C Butchins reported that the new Chief Executive has been appointed – Stephen Craker, replacing Heather Walsh who had moved to Cornwall.

Mr Craker was scheduled to meet with Town Council Members and Officers in order to make introductions and to consider joint working opportunities.

Summer Events organised by CAH included:

- Coach Trip to Southend
- Cake Sale
- Fun in the Park for children

It was noted that the AGM was to be held on 23 November 2016 at Allum Hall at 2.30pm.

Aldenham Country Park

Cllr Mrs P Strack reported on the Fun Day at the Park from 11.00 am to 4.00pm (supported by the Town Council) scheduled for Saturday 1 October 2016. This would be a free entry event for visitors with Sullivan Buses also providing free transport from Elstree and Borehamwood railway station (subsidised by the Town Council - £250). All Members and Staff were encouraged to attend and to raise the profile of this event in the local community. Leaflets had been distributed widely (especially to local schools - with enough for each child to take one home). The programme included 'Hotshots Flyball Sports for Dogs' demonstration in South Park, 'Bring your Own Teddy Bear Picnic' in 100 Aker Wood and Story Time and Crafts with Winnie the Pooh to celebrate his 90th Birthday.

Cllr Mrs P Strack also reported on recent meetings of the Aldenham Country Park Advisory Panel. It was noted that a further application had been submitted for the site which was due to be decided at Hertsmere Borough Council's planning meeting in October 2016. Liberty Aldenham had offered to:

- “a) Provide policy compliant 35% affordable housing of 52 units with 75% social and affordable rent and 25% intermediate.*
- b) Pay a CIL (Community Infrastructure Levy) of £1,789,620 with which HBC can improve local infrastructure - roads, nurseries, libraries etc.*
- c) Section 106 payment of £300,000.*
- d) Keep the Reservoir (80 acres) open to the public in perpetuity.*
- e) De-risk it with a dowry of £5m for the likelihood of the dam requiring rebuilding/repairing and repairing/enhancing the leisure and recreation facilities at the Reservoir.*
- f) Keep the Aldenham Mere (5 acres) open to the public in perpetuity with improvements to create a beautiful eco-park/nature reserve.*
- g) Ensure that the Aldenham Country Park (100 acres) survives as without the Reservoir it may make the financial viability of Aldenham Renaissance precarious.”*

It was further reported that Aldenham Renaissance had recently applied to be a Community Interest Charity.

Maxwell Park Management Group

Cllr Mrs P Strack reported that Cllr Mrs S Parnell had attended the AGM on 28 July 2016. It was noted that the use of the facilities continued to be at a high level and that the staff at the centre were also continuing to work hard to provide an invaluable local service.

First Impressions Group

Cllr Mrs P Strack reported that as a result of the Town Council's support, Elstree and Borehamwood train station had been short-listed in a national competition. Details of the competition could be obtained from the Town Council offices with the awards scheduled to be announced before the end of September 2016.

Cllr Mrs P Strack reported on having met with R Redman and P Welsh (First Impressions) to discuss early stages of developing a suitable commemoration of the 150th anniversary of the railway station.

Defibrillator Group

Cllr Mrs P Strack reported that 9 out of the 10 Town primary schools with defibrillators had been part funded via the Campaign Team.

She further reported having met with Head Teachers on 20 September 2016 in order to provide the maintenance programme and check list for Health and Safety Officers.

It was noted that the Aberford Park and Fairway Hall cabinets would be fitted before the end of September 2016.

Defibrillator maps were in the process of being updated to be placed in all Town Council Notice Boards, GP surgeries and Community Centres and with all locations being formally logged with the Ambulance Service.

Members welcomed the news that Hertsmere Leisure had agreed to fund a defibrillator at the Three Ways centre.

27. SIGNED MINUTES AND DELEGATED ACTION

It was RESOLVED that:

- (i) the signed Minutes of the following Committee meetings be received together with any recommendations not previously adopted:**

A Entertainments Committee	12 April 2016
B Entertainments Committee	7 June 2016
C Entertainments Committee	12 July 2016
D Environment and Planning Committee	24 May 2016
E Environment and Planning Committee	21 June 2016
F Environment and Planning Committee	5 July 2016
G General Management Committee	25 May 2016
H Youth Council	20 April 2016
I Transport Forum	4 May 2016

- (ii) the delegated power taken since the last meeting of Council be noted and received as follows:

J Routine Banking Arrangements (24 June 2016) - Cllr Mrs P Strack, Cllr C Butchins and Town Clerk

28. ANNUAL RETURN 2015/16

It was RESOLVED that:

- (i) the completed Annual Return to 31 March 2016 together with the External Auditor's (BDO) certificate be approved and accepted;
- (ii) the action plan addressing the attached issues arising report prepared by BDO dated 11 August 2016 be approved and accepted as follows:

"Action Plan

The Responsible Finance Officer shall ensure that the audit inspection period notice of the exercise of electors' rights is published the day after Full Council in June where the accounting statements are approved (the relevant Full Council takes place on 14 June 2017 in relation to the approval for the 2016/17 accounts and, therefore, the notice period would be published on 15 June 2017) with the In House Audit Sub-Committee to monitor and advise that this action has been completed accordingly."

- (iii) the publication of the notice of conclusion of audit poster (to be published at least 14 days prior to 30 September 2016) for the 2015/16 Annual Return be noted as published on Council Notice Boards on 2 September 2016 together with the External Auditor's (BDO) certificate; and
- (iv) Auditing Solutions be reappointed for 2017/18 as the Council's Internal Auditor.

29. YOUTH COUNCIL

It was noted that Youth Council numbers were low at the present time and that whilst a degree of fluctuation was acceptable and unavoidable, an effort to publicise the Council for the purpose of recruitment would be made including:

- A revised application pack (to be distributed to all schools);
- Increased communication with School Councils; and
- A revision of the age criteria (see below).

It was RESOLVED that:

the Youth Council constitution be amended to reflect an age entry of School Year 7 (i.e. at least aged 11 by 1 September in any given academic year) to age 19 years old.

30. QUALITY STATUS DOCUMENTATION

It was RESOLVED that:

Online Documentation

- (i) the following documents be included for publication on the Town Council website (www.elstreeborehamwood-tc.gov.uk) by 16 November 2016:**

Criteria (Foundation)

Standing Orders and Financial Regulations

Code of Conduct and a link to Councillors' registers of interests

Publication Scheme

last Annual Return

Transparent information about Council payments

Calendar of all Meetings including the Annual Meeting of Electors

Minutes for at least one year of Full Council meetings and (if relevant) all Committee and Sub-Committee meetings

Current Agendas

The Budget and Precept information for the current or next financial year

Complaints Procedure

Council contact details and Councillor information in line with the Transparency Code

Action Plan for the current year

Evidence of consulting the community

Publicity advertising Council activities

Evidence of participating in town and country planning

Criteria (Quality)

Draft Minutes of all Council and Committee Meetings within four weeks of the last meeting

Health and Safety policy

Policy on Equality

Councillor profiles

Community Engagement Policy involving two-way communication between Council and Community

Grant awarding policy

Evidence showing how electors contribute to the Annual Parish or Town Meeting

action plan and related budget responding to community engagement and setting out a timetable for action and review

Evidence of community engagement, Council activities and the promotion of democratic processes in an Annual Report, online material and regular news bulletins

Evidence of helping the community plan for its future

Additional Quality Documentation

- (ii) Full Council on 16 November 2016 be asked to approve that the Council has the following documentation:

Criteria (Foundation)

Risk Management Scheme

Register of Assets

Contracts for all members of staff

up-to-date insurance policies that mitigate risks to public money

Disciplinary and grievance procedures

policy for training new staff and Councillors

record of all training undertaken by staff and Councillors in the last year

Clerk who has achieved 12 CPD points in the last year

Criteria (Quality)

a Scheme of Delegation (where relevant)

addressed complaints received in the last year

at least two-thirds of its Councillors who stood for election

a printed Annual Report that is distributed at locations across the community

Qualified Clerk

a Clerk (and deputy) employed according to nationally or locally agreed terms and conditions

a formal appraisal process for all staff

a training policy and record for all staff and councillors

31. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

Page No.	Date	Voucher No	Total payment
		2016/17	
1	06/06/16	83-100	£19,038.80
2	10/06/16	101-112	£23,245.44
3	22/06/16	113-124	£4,997.37
4-5	29/06/16	125-158	£10,820.67
6	07/07/16	159-190	£28,892.70
7-8	28/07/16	191-222	£12,967.76
9-10	12/08/16	223-250	£31,072.04
11-12	26/06/16	251-260	£4,331.01
		Total	£135,365.79

32. PUBLIC PARTICIPATION – QUESTION TIME

There was none.

33. CLOSE OF MEETING

The Meeting closed at 8.35 pm.

It was noted that the next Council meeting was scheduled to take place on Wednesday 16 November 2016 at 7.30 pm in Fairway Hall.

Date:..... MAYOR.....