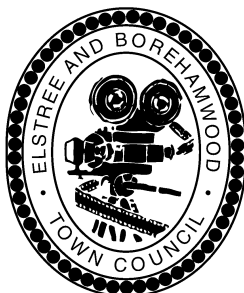


# ELSTREE AND BOREHAMWOOD TOWN COUNCIL

## FULL COUNCIL AGENDA



NOTICE is hereby given that a meeting of **FULL COUNCIL** will be held as follows:

**Venue:** Fairway Hall, Brook Close, Borehamwood, WD6 5BT

**Date/Time:** Wednesday 13 March 2024 at 7.30 pm.

**[Meeting Open to Press and Public (Items 1 to 12)]**

All Town Councillors are hereby summoned to attend.

Signed

Tracey Malton  
Town Clerk  
7 March 2024

(email) [tmalton@elstreeborehamwood-tc.gov.uk](mailto:tmalton@elstreeborehamwood-tc.gov.uk)

(telephone) 0208 207 1382

(postal address) Fairway Hall, Brook Close, Borehamwood, Herts, WD6 5BT

**Equality Act 2010:** The public sector equality duty places an obligation on a wide range of public bodies (including Town and Parish Councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Religion or Belief	Disability
Sex	Gender Reassignment
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

**Recording of Council Meetings:** The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). This permission does not extend to private meetings or parts of meetings which are not open to the public.

#### **Distribution List:**

Town Council Members:

Cllr R Challice - Shenley Road - (Mayor)  
Cllr A Collins – Cowley Hill – (Deputy Mayor)  
Cllr G Alexander – Brookmeadow  
Cllr R Butler - Cowley Hill  
Cllr P Kaza - Kenilworth North  
Cllr T Kumar – Hillside  
Cllr J Newmark – Cowley Hill  
Cllr P Nirmalakumaram – Hillside  
Cllr D Ozarow - Kenilworth South  
Cllr S Parnell – Hillside  
Cllr A Plancey – Brookmeadow  
Cllr L D Smith -Cowley Hill  
Cllr F Turner - Elstree

Borehamwood and Elstree Times  
Borehamwood Library  
Hertsmere Borough Council  
Hertfordshire County Council  
Aldenharn Parish Council  
Shenley Parish Council  
Hertfordshire Constabulary

1. **Apologies:** To receive any apologies for non-attendance.
2. **Declarations of Interest:** To:
  - a) receive declarations of interest from Councillors on items on the agenda;
  - b) receive written requests for dispensations for declarable interests; and
  - c) grant any requests for dispensation as appropriate.
3. **Minutes:** To approve and adopt the Minutes of the Full Council held on Wednesday 17 January 2024.

**- attached**
4. **Outside Bodies:** To receive verbal reports from Members serving on Outside Bodies as follows:

Leeming/Aycliffe Big Local Panel  
Elstree & Borehamwood Museum  
Borehamwood & Elstree Twin Town Association  
Elstree, Borehamwood and District Community Association  
Hertsmere MENCAP  
Aldenham Country Park  
Maxwell Park Management Group  
First Impressions Group
5. **Financial Management Risk Assessment 2024/25:** To resolve to adopt:
  - (i) Financial Risk Assessment 2024/25 (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).

**- attached**
  - (ii) Financial Regulations (Policy Document);

**- attached**
  - (iii) the Council, Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority 2024/25;

**- attached**
  - (iv) Youth Council Constitution 2024

**- attached**

**6. Community Grants:**

No Community Grants recommended.

**7. Community Infrastructure Levy (CIL):** To Consider CIL expenditure for the following:

- (i) £10,000 to secure Street Signage; and
- (ii) £8,000 for works approved by E and P at Allum Lane Allotments.

**Current Balance £351,184.96**

Agreed CIL Earmarked Committed Spend:

- 1- Reel Cinema - £100,000
- 2- All Saints Churchyard - £15,000
- 3- St Nicholas Churchyard - £7,500
- 4- Neighbourhood Plan - £10,000
- 5- Boreham Wood Football Club £17,500 per annum for three years = £52,500

Total = **£185,000**

CIL Fund Balance = **£166,184.96**

**8. Signed Minutes:** To note the signed Minutes of the Committee meetings to form part of the official Council Minute Book (as agreed by Full Council to be viewed by Members on Town Council website in place of hard copies).

- **General Management Committee:**  
16 November 2023
- **Environment and Planning Committee:**  
9 January 2024
- **Transport & Community Safety Forum:**  
29 September 2023
- **Youth Council:**  
12 December 2023  
24 January 2024
- **Entertainments Committee:**  
13 November 2023  
16 January 2024

9. **Accounts for Payment:** To confirm the payment of accounts, as approved, as follows:

		2023/24	
Page	Voucher No	Date	Amount
1	559 - 570	04/01/2024	£11,917.78
2	571 - 581	10/01/2024	£304.54
3	582 - 599	19/01/2024	£58,505.17
4	600 - 612	30/01/2024	£3,105.68
5	613 - 628	31/01/2024	£1,343.94
6	629 - 645	09/02/2024	£73,596.98

**GRAND Total £148,774.09**

**- attached**

10. **Internal Audit Report 2023/24 (Interim):**

The Annual Internal Audit (Interim) report be approved noting no recommendations for adoption.

**- attached**

11. **Reel Cinema - CIC:**

To consider and propose nominations for:

- (i) EBTC Councillor Board Member;
- (ii) HBC Councillor Board Member; and
- (iii) Project Board Members.

Suggestions on the attached list, including company name.

**- attached**

12. **Public Participation – Question Time:** Fifteen minutes of the Meeting will be given over to questions from Members of the Public relating to Town Council Business.

A note on Public Questions: Where no clear and concise answer can be provided on the evening to any particular question raised, the Member of Public will be notified that he/she will be provided with a written response within five working days of the meeting answering the query in full or clearly stating what, if any, action the Council is undertaking. In some instances, it may be necessary to obtain advice before answering questions or to refer matters to the Committee of the Council with the pertinent Terms of Reference.

13. **Close of Meeting:** To Close Meeting.

The next meeting of Full Council (Mayor Making Annual Council for the Municipal Year 2024/25) is scheduled for Wednesday 8 May 2024 at 7.30 pm at Fairway Hall.