

# ELSTREE AND BOREHAMWOOD TOWN COUNCIL

## SPECIAL FULL COUNCIL AGENDA



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

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

**Date/Time:** Monday 13 February 2023 at 7.30 pm.

**[Meeting Open to Press and Public (Items 1 to 8)]**

All Town Councillors are hereby summoned to attend.

Signed

A handwritten signature in blue ink, appearing to read "H R O Jones".

H R O Jones  
Town Clerk  
6 February 2023

(email) [clerk@elstreeborehamwood-tc.gov.uk](mailto:clerk@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 Mrs S Parnell – Hillside (Mayor)  
Cllr C Butchins – Hillside (Deputy Town Mayor)  
Cllr Rebecca Challice - Shenley Road  
Cllr Richard Butler - Cowley Hill  
Cllr A Collins - Cowley Hill  
Cllr V Eni – Brookmeadow  
Cllr P Kaza - Kenilworth South  
Cllr S Lawrence - Kenilworth North  
Cllr J Newmark - Kenilworth South  
Cllr S Rubner – Brookmeadow  
Cllr Mrs P Strack – Hillside  
Cllr Mrs F Turner - Elstree  
Cllr M Vince - Cowley Hill

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

1. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, there were none.
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 Council Meeting held on 18 January 2023.

- attached

4. **Finance, Budget and Precept Demand Report for 2023/24:** To consider:

- (i) adoption of Budget for 2023/24 recommended by Budget and Precept Sub-Committee and General Management Committee meeting of 2 February 2023; and

- attached

- (ii) setting of Town Council Precept demand for 2023/24 recommended as follows:

Band D £48 per annum for all Town Council Services

48 x Base Rate 13839.2 = £664,282

5. **Community Grants:** To consider recommendation from General Management Committee meeting of 2 February 2023 to award the following Community Grant:

The remaining available Community Grant Budget (4161/401) for 2022/23 is £4,875. The applications before the Committee are:

	<b>Applicant</b>	<b>Amount Sought</b>	<b>Purpose of Grant and Notes</b>
(i)	Hertsmere MENCAP	£2,000	Fairway Hall and Allum Hall Fees for Hire

- attached

6. **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.

**7. Exclusion of Press and Public**

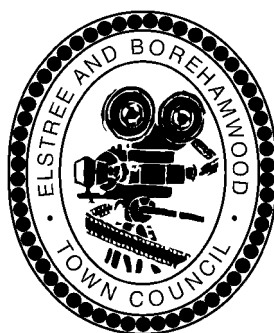
The Mayor to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst matters pertaining to staffing are discussed.

**8. Staff Recruitment:** To consider and agree any action in relation to recruitment of staff at Elstree and Borehamwood Town Council.

**9. Close of Meeting:** To Close Meeting.

[End of Agenda]

## 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 18 January 2023 at 7.30pm.

**Present:**

- Cllr Mrs S Parnell – Hillside (Mayor)
- Cllr C Butchins – Hillside (Deputy Mayor)
- Cllr A Collins – Cowley Hill
- Cllr S Rubner – Brookmeadow
- Cllr R Butler - Cowley Hill
- Cllr R Challice - Shenley Road
- Cllr V Eni – Brookmeadow
- Cllr P Kaza - Kenilworth South
- Cllr J Newmark - Kenilworth South
- Cllr Mrs P Strack – Hillside
- Cllr Mrs F Turner - Elstree
- Cllr M Vince - Cowley Hill

**Also Present:**

- Mr J Whitehead – Herts Young Homeless (Minutes 55 - 58)
- 3 Members of the Public

**In Attendance:**

- D Salter – Entertainments Officer
- H Jones – Town Clerk and RFO

#### **Holocaust Memorial Day: Commemorated on Thursday 26 January 2023**

Prior to the meeting commencing, the Town Mayor, Cllr Mrs S Parnell made an address to those present about the forthcoming Holocaust Memorial Day.

The address concluded with a minute of silence.

**Cllr Mrs S Parnell in the Chair (Mayor)**

**55. APOLOGIES**

**It was RESOLVED that:**

**apologies for absence be received and approved in respect of Cllr S Lawrence (Sickness).**

**56. DECARATIONS OF INTEREST**

There were none.

**57. MINUTES**

**It was RESOLVED that:**

**the Minutes of the Council Meeting held on 30 November 2022 be signed by the Mayor as a true record and adopted by the Council.**

**58. HERTS YOUNG HOMELESS (hyh)**

Members welcomed Mr J Whitehead – Herts Young Homeless, a charity providing services to young homeless people and those at risk of homelessness in Hertfordshire (40% funded by Hertfordshire County Council). The organisation focussed on:

- Education
- Mediation
- Outreach Services
- hyh Hub

It was noted with concern that 70% of young homeless people also had diagnosed mental health problems and the necessity for working in partnership with health providers (including Mind) and schools was emphasised.

The mission of hyh was to:

- prevent homelessness by empowering individuals to make positive, informed choices; and
- support young people and their families, those in crisis and individuals at risk of becoming homeless.

Mr Whitehead was thanked for the efforts of his organisation and provided with further details to contact the Council in order to apply for grant funding and to publicise its work, if appropriate.

Further information could be found at:

[www.hyh.org.uk/our-services](http://www.hyh.org.uk/our-services)

## **59. FINANCE, BUDGET AND PRECEPT DEMAND REPORT FOR 2023/24**

**It was RESOLVED that:**

- (i) a Special Meeting of Full Council be held on Monday 13 February 2023 at 7.30pm in Fairway Hall to agree the 2023/24 Council Budget and to set the Precept Demand for the ensuing Municipal Year; and**
- (ii) a Precept and Budget Sub-Committee be formed comprising the two Group Leaders and two In-House Auditors to meet, if possible, prior to the General Management Committee meeting scheduled for 2 February 2023 (at which time the Budget would be further considered).**

## **60. PUBLIC PARTICIPATION – QUESTION TIME**

There was none.

## **61. EXCLUSION OF PRESS AND PUBLIC**

**It was RESOLVED that:**

**under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst staffing matters were discussed.**

## **62. TOWN CLERK AND RFO RECRUITMENT**

**It was RESOLVED that:**

**an interview panel be formed comprising the Town Mayor and Labour and Conservative Group Leaders (together with the Town Clerk or Deputy Clerk in his absence) to appoint a replacement Town Clerk and RFO.**

## **63. CLOSE OF MEETING**

The Meeting closed at 8.35pm.

It was noted that the Annual Parish Council Meeting was scheduled for Wednesday 8 March 2023 at 7.30 pm in Fairway Hall (public meeting).

The next ordinary meeting of Full Council was scheduled for Wednesday 22 March 2023 at 7.30 pm in Fairway Hall (last meeting of 2022/23 Municipal Year).

It was noted that a Special Meeting of Full Council would be held on Monday 13 February 2023 at 7.30pm in Fairway Hall to agree the 2023/24 Council Budget and to set the Precept Demand for the ensuing Municipal Year.

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



## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>General Management</u>										
<u>101</u>	<u>Precept</u>									
1176	PRECEPT	495,577	495,577	549,767	549,767	549,767	0	664,282	0	0
	Total Income	495,577	495,577	549,767	549,767	549,767	0	664,282	0	0
	Movement to/(from) Gen Reserve	495,577	495,577	549,767	549,767	549,767		664,282		
<u>102</u>	<u>Interest</u>									
1296	INTEREST	2,728	2,658	3,000	103,702	124,442	0	1,400	0	0
	Total Income	2,728	2,658	3,000	103,702	124,442	0	1,400	0	0
	Movement to/(from) Gen Reserve	2,728	2,658	3,000	103,702	124,442		1,400		
<u>103</u>	<u>Salaries</u>									
1301	SAL-STAFF SALARIES	240,000	240,258	290,000	244,543	293,451	0	310,000	0	0
1302	SAL-EMP'RS NI	45,000	23,213	27,662	24,565	29,478	0	30,000	0	0
1303	SAL-EMP'R SUPERANN	52,000	52,656	62,542	52,072	62,486	0	68,000	0	0
	Overhead Expenditure	337,000	316,127	380,204	321,179	385,415	0	408,000	0	0
	Movement to/(from) Gen Reserve	(337,000)	(316,127)	(380,204)	(321,179)	(385,415)		(408,000)		
<u>104</u>	<u>Administration</u>									
1402	MEMBERS' ALLOWANCES	3,600	3,600	3,600	3,600	4,320	0	5,016	0	0
1404	COST OF INDEPENDANT REMUNERATI	1,000	0	0	0	0	0	0	0	0
1405	CLERK TRAINING	1,000	275	1,000	787	945	0	1,000	0	0
1407	ADM-OFFICERS TRAININ	3,000	315	3,000	45	54	0	3,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1408	ADM-OFFICERS TRAVEL	300	212	300	143	172	0	300	0	0
1410	ADM-Kitchen Supplies	800	828	600	581	697	0	600	0	0
1411	ADM-RECRUITMENT FEE	1,000	0	2,000	200	240	0	1,000	0	0
1415	HEALTH & SAFETY	2,600	3,421	3,000	2,648	3,178	0	3,500	0	0
1420	ADM-TELEPHONES	2,600	2,743	2,600	2,971	3,565	0	3,000	0	0
1421	ADM-POSTAGE	1,800	1,656	1,800	1,980	2,376	0	2,000	0	0
1422	ADM-STATIONERY	2,000	1,970	2,000	1,517	1,820	0	1,500	0	0
1423	ADM-SUBS & PUBS	4,100	3,961	4,500	4,203	5,044	0	5,000	0	0
1424	ADM-INSURANCE	3,900	3,771	3,900	3,861	4,633	0	4,000	0	0
1426	ADM-HOSPITALITY	1,300	877	1,300	997	1,196	0	2,000	0	0
1427	FLOWERS ETC-SICKNESS/CONDOLENC	150	26	150	168	201	0	150	0	0
1429	MEETING COSTS	0	0	0	0	0	0	500	0	0
1430	REMEMRANCE SUNDAY	500	255	500	115	138	0	1,200	0	0
1434	ADM-MAYORAL/ DEPUTY ALLOW	950	950	950	950	1,140	0	2,267	0	0
1435	ADM-MEMBERS TRAINING	750	30	750	30	36	0	1,500	0	0
1436	ADM-MEMBERS EXPENSES	0	0	300	0	0	0	0	0	0
1438	PHOTOCOPIER & PRINTING	2,500	1,170	2,500	1,223	1,467	0	2,500	0	0
1439	I.T.SERVICES	4,000	5,283	4,000	3,867	4,640	0	12,000	0	0
1440	SOFTWARE SUPPORT	2,600	2,113	2,600	3,449	4,139	0	3,000	0	0
1441	IT Consultants	700	85	5,000	820	984	0	0	0	0
1448	HBC-PAYROLL SERVICES	500	333	500	400	480	0	1,400	0	0
1451	ADM-BANK CHARGES	370	1,828	1,320	1,303	1,564	0	2,000	0	0
1456	ADM-REP & LEGAL FEES	5,000	1,093	5,000	0	0	0	5,000	0	0
1457	ADM-AUDIT	3,000	3,225	3,000	2,283	2,740	0	3,500	0	0

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1459	ADVERTISING-PUBLICITY	1,000	443	1,000	704	845	0	500	0	0
1483	CIVIC REGALIA	500	243	200	198	237	0	500	0	0
1484	PARTNERSHIP WORKING	2,000	1,478	2,000	593	712	0	9,500	0	0
1485	Neighbourhood Planning	2,000	594	0	-9,307	-11,168	0	0	0	0
1486	Site Development Consultants	0	0	5,000	0	0	0	0	0	0
1487	MERCHANDISING	0	0	0	0	0	0	300	0	0
1488	Marketing	1,600	1,600	1,600	1,244	1,493	0	1,600	0	0
1489	Football Tournament	0	0	0	0	0	0	10,000	0	0
1490	CORONATION	0	0	0	0	0	0	1,500	0	0
Overhead Expenditure		57,120	44,380	65,970	31,575	37,888	0	90,833	0	0
Movement to/(from) Gen Reserve		(57,120)	(44,380)	(65,970)	(31,575)	(37,888)		(90,833)		
<u>106</u>	<u>Community Hall</u>									
1681	COM-LETTINGS	20,000	24,682	30,000	25,335	28,561	0	25,000	0	0
1683	COM-CAR PARK RENT	0	2,821	0	0	0	0	0	0	0
1687	VEH-CHARGING RECEIPTS	0	0	0	0	0	0	1,000	0	0
Total Income		20,000	27,503	30,000	25,335	28,561	0	26,000	0	0
1612	COM-WATER RATES	600	714	800	130	156	0	850	0	0
1613	COM-ELECTRICITY	3,000	1,420	3,000	2,067	2,481	0	3,100	0	0
1614	COM-GAS	4,500	2,645	5,500	2,221	2,666	0	6,000	0	0
1616	CONSUMABLE SUPPLIES	1,100	1,092	1,100	979	1,175	0	1,500	0	0
1617	COM-REFUSE COLLECTIO	2,700	2,582	2,700	2,999	3,599	0	3,100	0	0
1628	COM-LICENSES	800	0	800	376	452	0	800	0	0

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1637	COM-MAINTENANCE	4,000	4,425	4,500	3,412	4,095	0	4,500	0	0
1650	COM-FH CAR PARK LEASE	0	0	0	0	0	0	6,500	0	0
1651	VEH-CHARGING	0	0	0	0	0	0	700	0	0
	Overhead Expenditure	16,700	12,877	18,400	12,186	14,624	0	27,050	0	0
	Movement to/(from) Gen Reserve	3,300	14,626	11,600	13,150	13,937		(1,050)		
<u>108</u>	<u>Cost of Elections</u>									
1800	TO ELECTION FUND	10,000	0	10,000	0	0	0	10,000	0	0
	Overhead Expenditure	10,000	0	10,000	0	0	0	10,000	0	0
	Movement to/(from) Gen Reserve	(10,000)	0	(10,000)	0	0		(10,000)		
<u>109</u>	<u>Contingency</u>									
1900	GENERAL CONTINGENCY	2,500	2,250	2,500	4,742	5,690	0	2,500	0	0
	Overhead Expenditure	2,500	2,250	2,500	4,742	5,690	0	2,500	0	0
	Movement to/(from) Gen Reserve	(2,500)	(2,250)	(2,500)	(4,742)	(5,690)		(2,500)		
	General Management - Income	518,305	525,738	582,767	678,804	702,770	0	691,682	0	0
	Expenditure	423,320	375,634	477,074	369,681	443,617	0	538,383	0	0
	Movement to/(from) Gen Reserve	94,985	150,103	105,693	309,123	259,153		153,299		
<u>Environment &amp; Planning</u>										
<u>201</u>	<u>Allotments</u>									
2185	ALL-RENT RECEIPTS	4,850	5,043	4,850	4,791	5,749	0	4,700	0	0

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
2186	STAPLETON GARDENS s.106 FUND	0	6,197	0	0	0	0	0	0	0
	Total Income	4,850	11,240	4,850	4,791	5,749	0	4,700	0	0
2112	ALL-WATER RATES	1,000	1,789	2,500	1,138	1,365	0	2,000	0	0
2116	ALL-SUPPLIES	600	561	1,000	322	387	0	1,000	0	0
2117	TROPHIES	500	78	200	66	80	0	200	0	0
2140	ALL-SITE IMPROVEMENT	0	420	1,000	415	498	0	500	0	0
2141	TREE MAINTENANCE	1,200	1,190	1,500	2,800	3,360	0	0	0	0
2142	ALL-SKIP HIRE	1,300	1,300	800	610	732	0	800	0	0
2143	ALL-MOWER MAINT	200	249	350	320	384	0	200	0	0
2155	STAPLETON GARDENS RENOVATIONS	0	3,073	0	0	0	0	0	0	0
	Overhead Expenditure	4,800	8,659	7,350	5,671	6,806	0	4,700	0	0
	Movement to/(from) Gen Reserve	50	2,581	(2,500)	(881)	(1,057)		0		
<u>202</u>	<u>War Memorials</u>									
2203	WAR MEM-MAINTENANCE	3,500	3,850	600	260	312	0	510	0	0
	Overhead Expenditure	3,500	3,850	600	260	312	0	510	0	0
	Movement to/(from) Gen Reserve	(3,500)	(3,850)	(600)	(260)	(312)		(510)		
<u>203</u>	<u>Churchyards</u>									
2377	CHU-BOROUGH GRANT	2,589	1,589	2,589	0	0	0	2,589	0	0
2378	SECTION 106-AGREEMT	2,200	2,477	2,200	0	0	0	2,300	0	0
	Total Income	4,789	4,066	4,789	0	0	0	4,889	0	0

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
2337	TREE WORKS	1,200	2,650	2,000	2,067	2,480	0	2,000	0	0
2339	CHU-MAINTENANCE	1,000	848	800	797	956	0	800	0	0
	Overhead Expenditure	2,200	3,498	2,800	2,864	3,436	0	2,800	0	0
	Movement to/(from) Gen Reserve	2,589	569	1,989	(2,864)	(3,436)		2,089		
<u>205</u>	<u>Clocks</u>									
2538	CLO-MAINTENANCE	1,500	2,524	1,000	737	884	0	1,000	0	0
	Overhead Expenditure	1,500	2,524	1,000	737	884	0	1,000	0	0
	Movement to/(from) Gen Reserve	(1,500)	(2,524)	(1,000)	(737)	(884)		(1,000)		
<u>206</u>	<u>Street Furniture</u>									
2637	STR-MAINTENANCE	1,000	1,269	2,000	562	674	0	2,000	0	0
	Overhead Expenditure	1,000	1,269	2,000	562	674	0	2,000	0	0
	Movement to/(from) Gen Reserve	(1,000)	(1,269)	(2,000)	(562)	(674)		(2,000)		
<u>207</u>	<u>Equipment</u>									
2746	EQU-NEW TOOLS/EQUIPM	760	462	1,000	186	224	0	800	0	0
	Overhead Expenditure	760	462	1,000	186	224	0	800	0	0
	Movement to/(from) Gen Reserve	(760)	(462)	(1,000)	(186)	(224)		(800)		
<u>209</u>	<u>Van</u>									
2943	VAN- SERVICE, MOT & REPAIR	2,600	1,433	2,600	1,129	1,355	0	0	0	0
2944	VAN-PETROL	800	860	200	1,046	1,255	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
2945	VAN- TAX & INSURANCE	1,000	915	2,000	974	1,169	0	2,000	0	0
2947	VAN-REPLACEMENT FUND	2,000	0	0	0	0	0	0	0	0
2948	Electric Van Costs	0	0	1,000	248	298	0	3,000	0	0
	Overhead Expenditure	6,400	3,208	5,800	3,397	4,077	0	5,000	0	0
	Movement to/(from) Gen Reserve	(6,400)	(3,208)	(5,800)	(3,397)	(4,077)		(5,000)		
303	<u>Town Centre - Initiatives</u>									
3305	Teddy's Trails Book Sales	1,000	650	800	320	384	0	350	0	0
	Total Income	1,000	650	800	320	384	0	350	0	0
	Movement to/(from) Gen Reserve	1,000	650	800	320	384		350		
	Environment & Planning - Income	10,639	15,956	10,439	5,110	6,133	0	9,939	0	0
	Expenditure	20,160	23,470	20,550	13,677	16,413	0	16,810	0	0
	Movement to/(from) Gen Reserve	(9,521)	(7,513)	(10,111)	(8,567)	(10,280)		(6,871)		

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Leisure &amp; Entertainment</u>										
<u>301</u>	<u>Entertainments</u>									
3148	Fireworks Sponsorship	0	0	0	0	0	0	5,750	0	0
3186	TICKET SALES CHRISTMAS	700	1,643	700	630	756	0	700	0	0
	Total Income	700	1,643	700	630	756	0	6,450	0	0
3110	EVENT STAFF	2,000	1,375	2,000	2,022	2,427	0	0	0	0
3125	ENT-PUBLICITY	450	450	450	454	544	0	500	0	0
3126	BAND & HALL CHRISTMAS	1,100	2,002	1,100	1,102	1,322	0	1,100	0	0
3127	EVENTS-HOSPITALITY	600	386	600	734	881	0	600	0	0
3130	ENT-FIREWORKS DISPLA	10,000	10,000	10,000	10,000	12,000	0	10,000	0	0
3131	FIREWORKS SOUND	1,250	1,258	1,800	1,732	2,078	0	1,800	0	0
3133	FILM PLAQUE INSTALL	0	0	0	0	0	0	1,000	0	0
3142	EQUIPMENT PURCHASE & HIRE	1,600	1,678	1,600	1,323	1,588	0	1,600	0	0
3143	British Red Cross-First Aider	1,500	638	1,500	1,015	1,218	0	1,500	0	0
3147	New Initiatives	3,500	3,500	5,000	4,081	4,897	0	5,000	0	0
	Overhead Expenditure	22,000	21,286	24,050	22,464	26,955	0	23,100	0	0
	Movement to/(from) Gen Reserve	(21,300)	(19,643)	(23,350)	(21,833)	(26,199)		(16,650)		
<u>302</u>	<u>Civic Festival</u>									
3287	Ticket Sales-Others	600	0	600	912	1,094	0	3,475	0	0
3291	STALLS HIRE-F/DAY	400	0	800	450	540	0	500	0	0
	Total Income	1,000	0	1,400	1,362	1,634	0	3,975	0	0

Continued on next page



## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
3202	PRE FESTIVAL	2,500	0	0	0	0	0	0	0	0
3210	EVENT STAFF	3,000	2,180	4,000	4,050	4,860	0	5,000	0	0
3225	CIV-PUBLICITY	300	0	300	0	0	0	300	0	0
3226	CIV-HOSPITALITY	0	0	0	0	0	0	500	0	0
3229	CIV-EVENT/ARTISTE FEES	14,000	14,001	29,000	15,659	18,791	0	18,000	0	0
3232	CIV-PRIZES/TROPHYS	400	82	400	282	338	0	400	0	0
3235	FLOATS-F/ASSISTANCE	2,050	0	2,025	1,192	1,430	0	2,000	0	0
3241	CIV-PREMISES HIRE	700	0	700	750	900	0	750	0	0
3248	ITEM PURCHASE/HIRE	3,000	256	3,000	2,881	3,457	0	3,000	0	0
	Overhead Expenditure	25,950	16,519	39,425	24,814	29,776	0	29,950	0	0
	Movement to/(from) Gen Reserve	(24,950)	(16,519)	(38,025)	(23,452)	(28,142)		(25,975)		
<u>405</u>	<u>Town News</u>									
4581	Town Crier Adverts	3,000	3,780	3,000	1,680	2,016	0	8,000	0	0
	Total Income	3,000	3,780	3,000	1,680	2,016	0	8,000	0	0
4566	Town Crier Production	25,500	16,295	25,500	32,783	39,340	0	12,750	0	0
4568	Town Crier Distribution	4,200	3,534	4,200	2,340	2,808	0	1,000	0	0
	Overhead Expenditure	29,700	19,829	29,700	35,123	42,148	0	13,750	0	0
	Movement to/(from) Gen Reserve	(26,700)	(16,049)	(26,700)	(33,444)	(40,132)		(5,750)		
<u>407</u>	<u>Coach Trips</u>									
4787	COA-TICKET SALES	5,194	0	5,200	6,174	7,408	0	7,717	0	0
	Total Income	5,194	0	5,200	6,174	7,408	0	7,717	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4767	COA-COACH HIRE/ADMIN	9,400	0	9,400	10,470	12,564	0	10,470	0	0
	Overhead Expenditure	9,400	0	9,400	10,470	12,564	0	10,470	0	0
	Movement to/(from) Gen Reserve	(4,206)	0	(4,200)	(4,296)	(5,156)		(2,753)		
<u>408</u>	<u>Christmas Decorations</u>									
4846	CHR-HIRE CHARGE	12,000	10,409	12,500	12,500	15,000	0	12,500	0	0
4847	SWITCH ON CEREMONY	5,500	4,838	5,500	2,645	3,175	0	5,500	0	0
4868	CHR-CONTRACT	12,000	14,682	15,000	14,760	17,712	0	15,000	0	0
4869	CHR-MAINT/ELECTICITY	850	0	1,000	0	0	0	1,300	0	0
4870	CHR-REWIRING/TIME C	2,500	1,939	2,500	1,239	1,487	0	2,500	0	0
4871	Chanukah Lights	0	0	0	0	0	0	5,500	0	0
	Overhead Expenditure	32,850	31,867	36,500	31,144	37,374	0	42,300	0	0
	Movement to/(from) Gen Reserve	(32,850)	(31,867)	(36,500)	(31,144)	(37,374)		(42,300)		
	Leisure & Entertainment - Income	9,894	5,423	10,300	9,845	11,814	0	26,142	0	0
	Expenditure	119,900	89,501	139,075	124,015	148,817	0	119,570	0	0
	Movement to/(from) Gen Reserve	(110,006)	(84,078)	(128,775)	(114,170)	(137,003)		(93,428)		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Grants &amp; Community Support</u>										
<u>401</u>	<u>Grants</u>									
4161	Community Grant Awards	10,000	8,490	10,000	5,125	6,150	0	10,000	0	0
4190	Budgeted Grant - BETTA	1,500	1,500	1,500	0	0	0	1,500	0	0
	Overhead Expenditure	11,500	9,990	11,500	5,125	6,150	0	11,500	0	0
	Movement to/(from) Gen Reserve	(11,500)	(9,990)	(11,500)	(5,125)	(6,150)		(11,500)		
<u>403</u>	<u>School Swimming</u>									
4363	SWI-TRANS & ADMITANC	12,500	21,534	31,000	28,195	33,834	0	31,000	0	0
	Overhead Expenditure	12,500	21,534	31,000	28,195	33,834	0	31,000	0	0
	Movement to/(from) Gen Reserve	(12,500)	(21,534)	(31,000)	(28,195)	(33,834)		(31,000)		
<u>404</u>	<u>Town Twinning</u>									
4464	TWI-ACTIVITIES	5,500	0	5,500	5,051	6,061	0	10,000	0	0
	Overhead Expenditure	5,500	0	5,500	5,051	6,061	0	10,000	0	0
	Movement to/(from) Gen Reserve	(5,500)	0	(5,500)	(5,051)	(6,061)		(10,000)		
<u>406</u>	<u>Youth Council</u>									
4666	YOU-ACTIVITIES	500	0	500	89	107	0	500	0	0
	Overhead Expenditure	500	0	500	89	107	0	500	0	0
	Movement to/(from) Gen Reserve	(500)	0	(500)	(89)	(107)		(500)		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget 2023/24

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Grants & Community Support - Income	0	0	0	0	0	0	0	0	0
Expenditure	30,000	31,524	48,500	38,459	46,152	0	53,000	0	0
Movement to/(from) Gen Reserve	<u>(30,000)</u>	<u>(31,524)</u>	<u>(48,500)</u>	<u>(38,459)</u>	<u>(46,152)</u>		<u>(53,000)</u>		

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**Elstree and Borehamwood Town Council**  
**Grants Awarded to Local Organisations (Application)**  
**Application for a Grant 2022/23**

1. Name of the Organisation & Address where your activities are normally based:

**ORGANISATION NAME AND POSTAL ADDRESS:**

Organisation Name – Hertsmere Mencap

Organisation Address – 27 Hartfield Ave, Elstree, WD6 3JB

Activities are based at – Fairway Hall, Brook Close WD6 5BT (5x a week)  
 Allum Hall, Allum Lane WD6 3PJ (1x a week)

**IMPORTANT: PLEASE INCLUDE BELOW:**

The Name of The Bank Account- Hertsmere Mencap

[REDACTED]

[REDACTED]

Name And Address of Bank – CAF Bank, 25 Kings Hill Ave, Kings Hill, West Malling  
 ME19 4TA

**IMPORTANT: PLEASE TICK TO VERIFY YOU HAVE INCLUDED YOUR  
 CONSTITUTION/REGULATIONS AND A COPY OF YOUR ACCOUNTS WITH  
 THIS APPLICATION OR INDICATE WHY THESE ARE NOT AVAILABLE:**

Constitution/Regulations Included ☐ Y Accounts/Financial Statement Included ☐ Y

.....

2. Name, address, daytime telephone / fax number and email of individual we should contact about this application:

Karen Snyder

3. Amount requested:

Grant or Loan:

**£2,000** to cover part of our 48 weeks use of Fairway Hall & Allum Hall

**GRANT**

4. Please explain why financial assistance is requested:

We aim to improve the quality of life for our members and their families by reducing the risk of loneliness and isolation. We have achieved this by providing our members with a daily and fulfilling programme of activities, increasing their opportunities to interact with people and develop new friendships.

Since May 2021, when we returned to face-to-face activities post pandemic, we have found Fairway Hall to be a very convenient venue (we do not have our own premises) for our activities. It is close to our members' homes, it has a carpark for those travelling with support staff and has suitable storage and kitchen facilities.

On a Thursday morning we hire Allum Hall.

We are looking for financial assistance hiring Fairway Hall and Allum Hall.

Weekly spend at Fairway Hall is:

- a. Arts & Crafts (1.5hrs every Monday) - **£29.36**
- b. Jubilee (evening social) Club (2hrs every Tuesday) - **£46.97**
- c. Coffee Morning (1.5hrs every Wednesday) - **£29.36**
- d. Youth Club (2hrs every Thursday) - **£46.97**
- e. Dance Aerobics (1hr every Friday) - **£19.57**

Weekly spend at Allum Hall is:

- a. Drama (1.5hrs every Thursday) - **£26.25**

**Total weekly hall hire- £207.23** (Fairway Hall is £172.23 and Allum Hall is £26.25)

**Total yearly (48 weeks) spend - £9,527** (Fairway Hall is £8,267 and Allum Hall is £1,260)

We are asking for part of **£9,347** to cover 48 weeks we use Fairway Hall and Allum Hall.

5. Briefly describe the aims of your organisation:

Hertsmere Mencap is a charity offering support to over 200 children and adults with a learning disability and their families living in Hertsmere, of which the majority are based in Borehamwood. We aim to improve the quality of life for our members and their families by reducing the risk of loneliness and isolation.

We have 5 part time staff and we rely on the support of our volunteers to run our activities. Volunteers are recruited within the local community.

Our mission is to improve the quality of life for all people in Hertsmere with a learning disability - and their families - by:

- Offering a daily programme of stimulating activities to help improve confidence, learn new skills and make friends.
- Providing confidential advice and practical support on issues ranging from welfare and housing to friendships and wellbeing
- Providing a holiday club during the school holidays for 5-16-year-old children with learning disabilities and their siblings
- Reaching out to people who feel isolated and reluctant to ask for help

6. How many people benefit from, or participate in your activities and how many of these are residents of Elstree and Borehamwood?

**100 people benefit from our activities and support. 98% are residents of Elstree & Borehamwood**

7. Where do the funds come from to pay your current expenses?

We rely on grants, fund-raising and donations to fund our Charity.

8. Do you receive grants from any other source, or have you applied for any elsewhere as well as making this application?

If so, provide details stating amounts and date received (details of all applications for funding from the National Lottery MUST be disclosed).

April 2023 – We will receive a £16,363 grant from Hertfordshire Community Foundation to cover a proportion of our adult activity costs

16/01/23 – We have applied to The Fore for a two year grant of £30,000 to cover the costs of the Youth Club we have just launched and are awaiting the outcome.

9. Please summarise your financial position from the latest accounts as below:

**Year ending 31 March 2022**

**Total reserves at start of year: £115,348**

**Total income for the year: £179,955**

**Sub-Total: £295,303**

**Expenditure for the year: £118,336**

**\* Total reserves at end of year: £176,967**

- Including restricted and designated funds

10. Please certify the accuracy of this application by signing the following statement:

I certify that to the best of my knowledge and belief, the information provided in this application is true and correct.

**Signed:** *Karen Snyder*

**Position in Organisation:** Head of Communications

**Print name:** KAREN SNYDER **Date:** 23<sup>rd</sup> January 2023





## HERTSMERE MENCAP CONSTITUTION, AS OF 08 OCTOBER 2018

### 1. NAME AND AFFILIATION

(a) The name of the Charity shall be the Hertsmere Mencap ("the Society")

(b) The Society is affiliated to the Royal Mencap Society (hereinafter called "the Royal Society") in accordance with the Articles of Association of the Royal Society and during affiliation the Society will observe the terms of affiliation for affiliated members published by the Royal Society from time to time.

### 2. OBJECTS

The objects of the Society are:

(a) To support people with a learning disability in this area in particular by the provision of help and support for them and for their families, dependents and carers; and

(b) To provide or assist in the provision of facilities for day or leisure activities for people with a learning disability with the object of improving the quality of their lives. "Learning disability" means any intellectual disability and any associated condition however caused and whether mild, moderate or severe.

### 3. POWERS

In order to attain the above objects, but not otherwise, the Society may (but need not) exercise the following powers:

(a) To increase public awareness and understanding of the abilities of people with a learning disability, their problems and needs and those of their families, dependents and carers, in order to enrich and improve the quality of their lives.

(b) To encourage mutual help and co-operation between families, dependents and carers of people with learning disabilities (particularly within the geographical vicinity of the Society) and also between them and other agencies and individuals who work for and with them.

(c) To assist and promote the Royal Society, its members and groups (taking into account the work and resources of the Society in order to achieve mutual or similar objects).

(d) To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects of the Society or of similar charitable objects and to exchange information and advice with them.

- (e) To raise funds and ask for and receive contributions (including subscriptions, donations, legacies, grants and other gifts) provided that in raising funds the Society shall not undertake any permanent activities of a trading nature except those allowed by charity law.
- (f) To invest the money of the Society not immediately required for its purposes in or upon such investments, securities or properties as may be thought fit.
- (g) To employ such staff as are necessary for the proper pursuit of the objects upon such terms as to remuneration and otherwise as the Committee shall decide, provided that no paid member of staff shall also be a member of Committee, other than when their attendance is requested.
- (h) To appoint and constitute an advisory committee of people with a learning disability and such other advisory committees as the Committee shall think fit.
- (i) To borrow or raise money in such manner and upon such terms as the Society shall think fit and, for the purpose of securing any debt or other obligation of the Society, to mortgage or charge all or part of the property of the Society.
- (j) To buy, take on lease or in exchange any buildings and/or land and to maintain and equip such buildings and/or land for use and to sell, lease or otherwise dispose of them subject to complying with such conditions and obtaining such consents as may be required by charity law.
- (k) To undertake or accept any trusts or obligations.
- (l) To do all such other lawful things as shall further the attainment of the above objects.

#### 4. MEMBERSHIP AND SUBSCRIPTIONS

- (a) Membership of the Society shall be open to all people (whether with or without a learning disability) who declare their support for and are in sympathy with the objects stated above.
- (b) Membership shall be granted to those individuals who submit an application in a form prescribed by the Committee provided that applicants meet the membership criteria contained in sub-clause (a) above and pay any subscriptions or payments required under sub-clause (c) below. Membership lists may, however, be closed at the Committee's discretion if facilities for members would otherwise become inadequate.
- (c) The Committee may (but need not) decide an annual subscription or other payment(s) for membership provided that in individual cases of hardship it may waive the requirement to pay the subscription or payment(s). It may also make provision for life, honorary and group memberships at its discretion.

(d) A list of members shall be kept by a Trustee or Administrator. Entry in that list shall be conclusive evidence that any person is or is not a member.

(e) Entry shall be made in the membership list once an application in the prescribed form has been made and the first subscription or other membership payment, if any, has been paid

(f) Every member aged 18 or over shall have one vote at a general meeting or an extraordinary general meeting.

(g) The Committee may for good reason terminate the membership of any member, provided that the member concerned shall have the right to be heard by the Committee, accompanied by a relative, friend or advocate (if wished), before a final decision is made.

(h) The Trustee or Administrator Secretary/Administrator shall immediately remove from the membership list the name of any individual whose membership has been terminated by the Committee.

(i) Family subscriptions may be approved by the Committee and in such circumstances each family member aged 18 or over shall have one vote. The list of members will be marked to show the voting rights of each family member once the first subscription, if any, has been paid. Families shall mean members of a household living at one address. People living in a Registered Care Home or in other supported accommodation will each have their own vote.

## 5. TRUSTEES

The Trustees shall consist of a Chair, one or more Vice-Chair, a Treasurer, and such other officers as the Society may decide. They shall be elected from the membership at the Annual General Meeting in accordance with Clause 7 of this Constitution and shall hold office from the end of the Annual General Meeting at which they are elected until the next Annual General Meeting when they shall be eligible for re-appointment.

## 6. PATRON(S), PRESIDENT AND VICE PRESIDENT

Patron(s), a President and Vice President (s) may be appointed by the Society. Any such appointments shall be decided by the membership at any General Meeting. A person so appointed shall have no voting rights except where such a person is also a member of the Society. A person so appointed shall also not be eligible to stand for election to the Committee at an Annual General Meeting but may be co-opted as a Committee member by the Committee itself in accordance with the procedure set out in Clause 7 of this Constitution.

## 7. COMMITTEE

(a) Composition and procedure for appointment: unless otherwise decided by the

members at a general meeting, the maximum number of the Committee shall be 15.

(b) The Committee shall consist of the following persons any of whom may have learning disabilities:

(i) the Trustees of the Society described in Clause 5 of this Constitution, and

(ii) at least 4 but not more than 11 members of the Society who shall be elected at an Annual General Meeting, and

(iii) co-opted members (who may but need not be members of the Society) being persons having a special interest in and qualifications for furthering the work of the Society appointed in accordance with sub-clause (c) below.

(c) The Committee may at any time appoint a co-opted member to fill a vacancy provided that no-one may be appointed as a co-opted member if, as a result, more than one-third of the members of the Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Committee called under Clause 10 of this Constitution and shall take effect from the end of that meeting unless the appointment is to fill a place not then vacated in which case the appointment shall take effect on the date when the place becomes vacant.

(d) At the end of each Annual General Meeting all the members of the Committee shall retire from office but they may be re-elected or re-appointed

(e) If a vacant position on the Committee is not filled through election or re-election at the Annual General Meeting the following provisions apply:

(i) If the position is that of a Trustee, the person who has retired under sub-clause 7(d) shall be deemed to be re-appointed unless the meeting resolves that he or she should not be deemed re-appointed or he or she is unwilling to act.

(ii) If the position is not that of a Trustee, the individuals in the same sub-category of membership of the Committee under sub-clause 7(b) who have retired under sub-clause 7(d) shall be deemed re-appointed unless the meeting resolves that he/she/they should not be deemed re-appointed or he/she/they are not willing to act. If there are more persons in each category than there are vacancies, the persons deemed re-appointed shall be those who have served the shortest time on the Committee, and if any have served for the same period of time, the order of priority shall be determined by lot.

(iii) This sub-clause 7(e) does not apply to appointments by the Committee under sub-clause 7(c) above.

(f) Members of the Committee appointed at an Annual General Meeting shall take office from the end of that meeting.

(g) Written nominations for appointment as Trustees or for other vacancies shall be required at least seven days before the Annual General Meeting provided that, if no such nominations for a particular vacancy are so received, nominations made at the meeting for that vacancy shall be valid. The Trustee or Administrator shall inform the membership of a forthcoming Annual General Meeting at least twenty-one days before its date in accordance with Clause 15 of this Constitution and shall invite nominations for election to the Committee at that time. Any member of the Society shall be entitled to submit nominations. Consent of all members so nominated will be required.

(h) The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

(i) Nobody shall be appointed as a member of the Committee who is aged under 18 or who would, if appointed, be disqualified under the provisions of Clause 8.

(j) No person shall be entitled to act as a member of the Committee whether on a first or subsequent entry into office until he or she has signed a declaration of acceptance of willingness to act in the trusts of the Society as set out in this Constitution. The purpose of this requirement is to ensure that individual Committee members are aware of their duties and powers as contained in the Constitution and that they are charity Trustees.

(k) Expenses of members of the Committee: The members of the Committee may be paid all reasonable travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of members of the Committee or committees of members of the Committee or other general meetings or separate meetings relevant to their work as charity Trustees or the work of the Society or otherwise in connection with the discharge of their duties.

## 8. DETERMINATION OF MEMBERSHIP OF THE COMMITTEE

A member of the Committee shall cease to hold office if he or she:

(a) is disqualified from acting as a member of the Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision) 3 Section 72 of the Charities Act basically prevents a person who has been convicted of offences involving dishonesty or fraud, who has been bankrupt or previously removed from the office of charity trustee or company director because of mismanagement from standing or continuing as a charity trustee. It should be consulted in detail if a person might fall within it.

(b) becomes incapable by reason of mental or physical illness or injury of managing and administering his or her own affairs;

(c) is absent without the permission of the Committee from all their meetings held within a period of six months provided that these constitute at least two consecutive meetings and the Committee resolves that his or her office be vacated;

(d) notifies to the Committee a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect);

(e) if he or she is removed from office by resolution of a Special General Meeting called under Clause 16(b), provided that pending the holding of such Special General Meeting a majority of the other members of the Committee shall have power to suspend the Committee member from office by written notice served on him or her. If the Committee member is not removed from office at the Special General Meeting his or her suspension will cease; or

(f) if he or she is removed from office pursuant to Clause 9.

## 9. SUSPENSION FROM MEMBERSHIP OF THE COMMITTEE BY THE ROYAL SOCIETY AND SUBSEQUENT REMOVAL

(a) A member of the Committee may be suspended from office if written notice is served by the Chair of the Royal Society on the Society exercising the power of suspension contained in sub-clause (b) below.

(b) The power of suspension may be exercised if the Chair of the Royal Society considers that the individual member of the Committee has acted in a way which might damage the reputation of the Society and either:

(i) A member or members of the Committee of the Society invites the Royal Society to become involved, or

(ii) The Royal Society becomes aware, by any means, of circumstances which cause its Chair to be of the opinion that the Royal Society's involvement is necessary to protect the reputation of the Society.

(c) Immediately the power of suspension has been exercised the grounds on which the power of suspension has been exercised and any other relevant issues shall be investigated by a committee comprising:

(i) at least two Trustees of the Royal Society (including if possible at least one member of the Royal Society's Governance Committee), and

(ii) two members of the Society appointed by either the remaining members of the Committee of the Society or, if there are none, by the members of the Society at a Special General Meeting called by the Royal Society. The investigation shall be carried out in accordance with procedures drawn up by the Royal Society from time to time (which shall be available to all Committee members) subject to such amendments as the committee shall decide. The

procedures of the committee shall provide for a timetable and will include an opportunity for the individual Committee member(s) concerned to make representations either in person (where he or she may, if he or she wishes, be assisted by a friend, relative or advocate) or in writing.

(d) Following the investigation, the findings and recommendations of the committee shall be reported to the members of the Society at a Special General Meeting called to decide whether to remove or reinstate the Committee member(s). The Special General Meeting may be called by the members of the Society or by the Royal Society under Clause 16(c). The individual Committee member(s) concerned shall have the right to address the Special General Meeting.

(e) Any Committee member removed by the members as a result of this process may ask for the procedures of the investigating committee to be reviewed by a specially constituted committee appointed by the National Assembly of the Royal Society. Such committee shall report its findings and recommendations to the members of the Society.

(f) If the Royal Society is of the opinion that the suspension of all of the Committee is necessary to protect the reputation of the Society, the Chair of the Royal Society may serve notice in accordance with this Clause 9 on all members of the Committee. Prior to the replacement or reinstatement of the Committee the Royal Society shall have power to appoint any three individuals whom it considers appropriate to exercise the powers of the Committee.

(g) If a member of the Committee is also an employee the suspension or termination of his or her membership of the Committee will be without prejudice to his or her employment rights as against the Society

(h) For the avoidance of doubt the procedures contained in this Clause 9 override the Committee's powers and members' own powers of suspension and removal contained in Clauses 8(e) and 16 (b) of this Constitution.

## 10. MEETINGS AND PROCEEDINGS OF THE COMMITTEE

a) The Committee shall be the governing body of the Society and shall control the management and direction of the affairs of the Society and, as a result, its members constitute the charity Trustees of the Society.

4 The Committee forms the charity Trustees of the Society/Club and, therefore has the duties contained in charity law as well as in its Constitution. All Trustees need to be aware of these duties. Guidance on them is available from the Charity Commission.

(b) The Committee shall hold at least four quarterly ordinary meetings each year. At least seven days' notice of such meetings shall be given. A special meeting may be called at any time by the Chair or by any two members of the Committee upon not less than four days' notice being given to other members of the Committee of the

matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.

(c) The Chair shall act as chair at meetings of the Committee. If the Chair is absent from any meeting, the members of the Committee present shall choose one of their number to be chair of the meeting before any other business is transacted.

(d) There shall be a quorum when at least three members of the Committee are present at a meeting.

(e) The continuing Committee members or a sole continuing Committee member may act notwithstanding any vacancies in their number, but, if the number of Committee members falls to less than three the continuing Committee member(s) may act only for the purpose of filling vacancies or for the purpose of calling a general meeting of the membership.

(f) Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the chair of the meeting shall have a second or casting vote.

(g) The Committee shall keep minutes, in a permanent form, of the proceedings at meetings of the Committee and any sub-committees.

(h) The Committee may from time to time make and alter rules for the conduct of its business, the summoning and conduct of its meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.

(i) The Committee may appoint one or more sub-committees consisting of three or more persons (the majority of whom must be members of the Committee) for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Committee would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Committee and that minutes of meetings shall be kept as set out in sub-clause (g) above.

(j) The Committee shall appoint a Representative Member to exercise any right of the Society under the terms of its affiliation to the Royal Society. The Representative Member shall be a member of the Society but need not necessarily be a member of the Committee. He or she will act at the direction of the Committee and his or her appointment can be terminated by the Committee at any time, at its discretion, or if the Royal Society requires his or her replacement under the powers given to it in its own Articles of Association.

## 11. RECEIPTS AND EXPENDITURE

(a) The funds of the Society including all donations, contributions and bequests shall be paid into an account in the name of the Society at such bank as the Committee



shall from time to time decide. All the accounts shall be operated in accordance with the instructions of the Committee.

(b) The funds belonging to the Society shall be applied only in furthering the objects.

## 12. PROPERTY

(a) The Committee shall cause the title to all land held by or in trust for the Society, which is not vested in the Official Custodian for Charities and all investments held by or on behalf of it to be vested either in a corporation entitled to act as custodian Trustee or not less than three individuals appointed by them as holding Trustees. Holding Trustees may be removed by the Committee at their absolute discretion and shall act in accordance with the lawful directions of the Committee. Provided they act only in accordance with the lawful directions of the Committee, the holding Trustees shall not be liable for the acts and defaults of it.

(b) If a corporation entitled to act as a custodian trustee has not been appointed to hold the property of the Society, the Committee may permit any investments held by or in trust for the Society to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

## 13. COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED

(a) Subject to sub-clause (k) of Clause 7 except with the prior written approval of the Charity Commissioners no member of the Committee may:

(i) receive any benefit in money or in kind from the Society; or

(ii) have a financial interest in the supply of goods or services to the Society;  
or

(iii) acquire or hold any interest in property of the Society (except in order to hold it as a trustee of the Society)

(b) Sub-clause (a) above does not prevent any Committee Members or their relatives from obtaining any charitable services from the Society provided that the members do not take part in or vote on decisions to provide benefits specifically to them or their families. (Even if members of the Committee or their families would benefit from a service they may decide to provide that service in principle but may not then vote on provision to them or their family members of that particular service).

(c) Whenever a Committee member has an allowable personal interest in any matter under discussion at any meeting (as referred to in sub-clauses (a) and (b) above), he or she shall declare it at the beginning of that meeting.

#### 4. ACCOUNTS, ANNUAL REPORT AND ANNUAL RETURN

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (a) the keeping of accounting records for the Society
- (b) the preparation of annual statements of account for the Society
- (c) the auditing or independent examination of the statements of account of the Society

and

- (d) the transmission of the statements of account of the Society to the Charity Commissioners

- (e) the preparation of an annual report and its transmission to the Charity Commissioners

#### 15. ANNUAL GENERAL MEETING

- a) There shall be an Annual General Meeting of the Society which shall be held in the month of October in each year or as soon as practicable thereafter.

- b) Every Annual General Meeting shall be called by the Committee. The Trustee shall give at least 21 days notice of the Annual General Meeting to all the members of the Society unless all the members entitled to attend and vote at that meeting agree to shorter notice being given. All the members including any family members of the Society shall be entitled to attend the meeting and to vote in accordance with Clause 4 of this Constitution

- c) The Committee shall present to each Annual General Meeting the Report and Accounts of the Society for the preceding year.

- d) An independent qualified auditor or independent examiner shall be appointed for the following year.

- e) Nominations for election to the Committee shall be considered and voted upon as required by Clauses 7 and 17 of this Constitution.

- f) The meeting may also transact such other business and may be brought before it.

#### 16. SPECIAL GENERAL MEETINGS

- (a) The Committee may call a Special General Meeting of the Society at any time. If at least ten members or half of the membership, whichever may be the lesser number, request such a meeting in writing, stating the business to be considered, a

Trustee shall call such a meeting. At least 21 days' notice must be given unless a majority of the members entitled to attend and vote at the meeting (together representing at least 95% of the total voting rights at that meeting of all the members) agree to shorter notice being given. The notice must state the business to be discussed. The Chair of the Society shall chair all such meetings but, if he or she is not present before any business is transacted, the persons present shall appoint a chair for the meeting.

(b) A majority of the Committee (excluding the member whom it is proposed should be removed) may call a Special General Meeting of the Society for the purpose of considering the proposal that a member of the Committee should be removed from office. If at least ten members or half of the membership, whichever may be the lesser number, request such a meeting in writing, stating the business to be considered, the shall call such a meeting. At least 21 days' notice must be given to all of the members and to the Committee member whom it is proposed should be removed. If the Committee member has been suspended from office under Clause 8(e) such meeting must be held no more than 42 days after that suspension. The Committee member concerned shall have the right to be heard either in writing or in person at the Special General Meeting.

(c) The Royal Society acting through its Chair may call a Special General Meeting for the purpose of appointing members of an investigations committee and/or considering the recommendations of an investigations committee under Clause 9. At least 21 days' notice must be given to all of the members in each case.

## 17. PROCEDURE AT GENERAL MEETINGS

(a) The Trustee or other person specifically appointed by the Committee shall keep a full record of proceedings at every General Meeting of the Society.

(b) There shall be a quorum when at least ten members are present at any General Meeting, provided that, if the Society shall have less than twenty members, 50% of such members shall form a quorum.

(c) Before any business is transacted at the first Annual General Meeting the persons present shall appoint a chair of the meeting. At subsequent and other General Meetings, the chair shall be the Chair of the Society but, if he or she is not present before any business is transacted, the persons present shall appoint a chair for the meeting.

(d) Voting at General Meetings of the Society shall be in accordance with Clause 4 of this Constitution and by show of hands provided that the Chair at his or her discretion may and if so requested by one-third of the members present or at least five members present and having the right to vote at the meeting or by a member or members representing at least one-tenth of the total voting rights of all the members having the right to vote at the meeting, or, in the case only of the election of Committee members, by one or more of the members present and having the right to

vote, shall direct a secret ballot to be held at the meeting. (Postal and Proxy voting are not allowed).

(e) Except where otherwise provided in this Constitution, every issue at a general meeting is determined by a simple majority of the votes cast by the members present in person.

#### 18. NOTICES

Any notice required to be served on any member of the Society shall be in writing and shall be served by the Trustee or the Committee on any member either personally or by sending it either through the post in a prepaid first-class letter addressed to such member at his/her last known address in the United Kingdom, (and any letter so sent shall be deemed to have been received within 2 days of posting) or by email, in which case shall be deemed to have been received within 24 hours.

#### 19. ALTERATIONS TO THE CONSTITUTION

(a) Subject to the following provisions of this clause this Constitution may be altered by a resolution passed by not less than 3/4 of the members present and voting in accordance with Clause 4 of this Constitution at a General Meeting. The notice of the General Meeting (which must be given 21 days in advance) must include notice of the resolution itself, setting out the terms of the alteration proposed.

(b) No amendment may be made to Clause 1 (name of charity and affiliation clause), clause 2 (objects clause), clause 13 (Committee members not to be personally interested clause), clause 21 (dissolution clause) or this clause without the prior consent in writing of the Charity Commissioners.

(c) No amendment may be made which would have the effect of making the Society cease to be a charity at law. (d) The Committee must promptly send to the Royal Society's Secretariat or other office, as requested by it, a copy of any amendment made under this

10

Clause.

#### 20. INTERPRETATION OF RULES

In the event of any ambiguity or difference of opinion concerning the purpose or intention of this Constitution, its interpretation shall be a matter for the Royal Society.

#### 21. DISSOLUTION

If the Committee decides that it is necessary or advisable to dissolve the Society it shall call a meeting of all members of the Society of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by three quarters of the members present and voting the

Committee shall realise any assets held by or on behalf of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to the Royal Society upon trust for people with learning disabilities (and those among their families, dependents and carers in need) in accordance with the Society's wishes and any assets which cannot be applied in such manner shall be held by the Royal Society for its general charitable purposes. A copy of the statement of accounts, or account and statement for the final accounting period of the Society must be sent to the Royal Society's Secretariat, as requested by it and to the Charity Commissioners.



**Herstmere Mencap**  
**Statement Of Financial Activities**  
**For the Year Ended 31 March 2022**

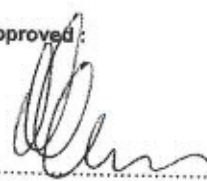
	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Receipts</b>				
<b>Fundraising</b>				
Donations	4,951		4,951	17,107
Golf day	52,612		52,612	-
<b>Fundraising total</b>	<u>57,563</u>	<u>0</u>	<u>57,563</u>	<u>17,107</u>
<b>Grants and other income</b>				
Contract income and grants	34,718	78,944	113,662	74,640
Income from activities	5,918		5,918	1,617
Interest income	13		13	31
<b>Grants and other income total</b>	<u>40,648</u>	<u>78,944</u>	<u>119,592</u>	<u>76,288</u>
<b>Other Income - sale of old minibus</b>	<u>2,800</u>		<u>2,800</u>	<u>0</u>
<b>Receipts total</b>	<u>101,011</u>	<u>78,944</u>	<u>179,955</u>	<u>93,395</u>
<b>Payments</b>				
<b>Activities costs</b>				
Activities materials and other costs	4,299	3,614	7,913	14,312
Activities hall hire	4,418		4,418	649
Activities staffing costs	4,491	24,474	28,964	21,318
Administrative and other costs	2,675	6,336	9,011	1,096
<b>Activities costs total</b>	<u>15,883</u>	<u>34,424</u>	<u>50,307</u>	<u>37,375</u>
<b>Administrative and Fundraising costs</b>				
Administrative & other costs	1,376	8,995	10,372	7,400
Golf Day	6,992		6,992	-
Salaries	38,982	7,255	46,237	26,293
Computer equipment	1,765		1,765	536
Minibus costs	1,226		1,226	1,113
Minibus depreciation	1,438		1,438	-
<b>Administrative and Fundraising costs total</b>	<u>51,779</u>	<u>16,250</u>	<u>68,029</u>	<u>35,342</u>
<b>Allocation of grant for minibus</b>			<u>0</u>	<u>15,000</u>
<b>Payments total</b>	<u>67,662</u>	<u>50,674</u>	<u>118,336</u>	<u>87,717</u>
<b>Net receipts</b>	<u>33,350</u>	<u>28,270</u>	<u>61,619</u>	<u>5,678</u>
<b>FUND BALANCES</b>				
Fund balances at beginning of year	108,423	6,925	115,348	109,670
Movement in year	33,350	28,270	61,619	5,678
<b>Fund balances at end of year</b>	<u>141,773</u>	<u>35,195</u>	<u>176,967</u>	<u>115,348</u>



**Hertsmere Mencap  
Annual Accounts  
For the Year Ended 31 March 2022  
Balance sheet**

	£	2022 £	£	2021 £
<b>Fixed assets</b>				
Minibus - at cost		20,754		20,754
- less grant		( 15,000)		( 15,000)
		5,754		5,754
- less depreciation		( 1,438)		-
		<u>4,316</u>		<u>5,754</u>
<b>Current assets</b>				
Funds at bank		202,766		110,658
		<u>202,766</u>		<u>110,658</u>
<b>Current liabilities</b>				
Deferred income - sponsorship in advance		( 25,000)		-
Other creditors		( 5,115)		( 1,064)
		<u>( 30,115)</u>		<u>( 1,064)</u>
<b>NET ASSETS</b>		<u><u>176,967</u></u>		<u><u>115,348</u></u>
<b>FUND BALANCES</b>				
Unrestricted funds		56,772		83,423
Designated funds				
- Property development reserve		85,000		25,000
Restricted funds				
- Hertfordshire Community Foundation unspent portion		16,363		-
- Training unspent portion		2,800		-
- Grants unspent portion		16,032		-
- A Healthier Me grant unspent portion		-		3,500
- Sports England grant unspent portion		-		3,425
		<u><u>176,967</u></u>		<u><u>115,348</u></u>

Approved:

  
P Moser - Chairman

  
K Chandak - Treasurer

Date:

24 January 2023



## **Hertsmere Mencap**

Charity No. 243871

**Annual Accounts for the Year Ended  
31 March 2021**





**Hertsmere Mencap**  
**Statement Of Financial Activities**  
**For the Year Ended 31 March 2021**

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Receipts</b>				
<b>Fundraising</b>				
Donations	17,107		17,107	16,736
Golf day 2019			-	49,124
<b>Fundraising total</b>	<b>17,107</b>	<b>0</b>	<b>17,107</b>	<b>65,860</b>
<b>Grants and other income</b>				
Contract income and grants	1,500	73,140	74,640	46,992
Income from activities	1,617		1,617	12,460
Interest income	31		31	38
<b>Grants and other income total</b>	<b>3,148</b>	<b>73,140</b>	<b>76,288</b>	<b>59,490</b>
<b>Receipts total</b>	<b>20,255</b>	<b>73,140</b>	<b>93,395</b>	<b>125,350</b>
<b>Payments</b>				
<b>Activities costs</b>				
Xmas and other member parties			-	2,951
Activities materials and other costs	1,456	12,856	14,312	2,566
Activities hall hire	649		649	9,110
Activities staffing costs		21,318	21,318	44,398
Administrative and other costs	1,096		1,096	-
<b>Activities costs total</b>	<b>3,201</b>	<b>34,174</b>	<b>37,375</b>	<b>59,025</b>
<b>Administrative and Fundraising costs</b>				
Adjustment from 2018			-	950
Administrative & other costs	2,489	4,910	7,399	8,788
Golf Day 2019			-	6,758
Golf Day 2020			-	500
Marketing			-	1,313
Salaries	14,162	12,131	26,293	24,849
Training			-	1,214
Minibus Costs	1,113		1,113	2,491
Computer equipment	536		536	1,794
<b>Administrative and Fundraising costs total</b>	<b>18,300</b>	<b>17,041</b>	<b>35,341</b>	<b>48,657</b>
<b>Allocation of grant for minibus</b>		<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>Payments total</b>	<b>21,502</b>	<b>66,215</b>	<b>87,717</b>	<b>107,682</b>
<b>Net receipts</b>	<b>( 1,247)</b>	<b>6,925</b>	<b>5,678</b>	<b>17,668</b>
<b>FUND BALANCES</b>				
Fund balances at beginning of year	109,670	-	109,670	92,002
Movement in year	( 1,247)	6,925	5,678	17,668
<b>Fund balances at end of year</b>	<b>108,423</b>	<b>6,925</b>	<b>115,348</b>	<b>109,670</b>



**Hertsmere Mencap  
Annual Accounts  
For the Year Ended 31 March 2021  
Balance sheet**

	2021		2020
	£	£	£
<b>Fixed assets</b>			
Minibus - at cost	20,754		23,842
- less grant	( 15,000)		
Less : accumulated depreciation	-		( 23,842)
	<u>5,754</u>		<u>-</u>
<b>Current assets</b>			
Funds at bank	110,658		109,837
Petty cash	-		80
	<u>110,658</u>		<u>109,917</u>
Other debtors / (creditors)	( 1,064)		( 247)
<b>NET ASSETS</b>	<u><u>115,348</u></u>		<u><u>109,670</u></u>
<b>FUND BALANCES</b>			
Unrestricted funds	53,754		56,676
Designated funds			
- Noah's Ark	29,669		27,994
- Minibus replacement	-		5,000
- Premises development	25,000		20,000
Restricted funds			
- A Healthier Me grant unspent portion	3,500		-
- Sports England grant unspent portion	3,425		-
	<u><u>115,348</u></u>		<u><u>109,670</u></u>

Approved :

P Moser - Chairman

K Chandak - Treasurer

Date : 6 December 2021