

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 22 March 2023 at 7.30 pm.

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

All Town Councillors are hereby summoned to attend.

Signed

T Malton
Acting Town Clerk
15 March 2023

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(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 F Turner - Elstree (Town Mayor)
Cllr Mrs S Parnell – Hillside (Deputy Mayor)
Cllr C Butchins - Hillside
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 M Vince - Cowley Hill

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. At the time of agenda despatch, apologies were received from Cllr C Butchins, (other business).
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 (Special Meeting) held on Monday 13 February 2023.

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

Leeming/Aycliffe Big Local Panel
Elstree & Borehamwood Museum Group
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 Risk Assessment and Policy Documentation:** To resolve to adopt:
 - (i) Financial Risk Assessment 2022/23 (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) Standing Orders;

- attached
 - (iii) Financial Regulations;

- attached
 - (iv) the Council, Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority;

- attached
 - (v) Youth Council Constitution 2022 (under review)
 - (vi) Fundraising and Sponsorship Strategy and Procedure; and

- attached

(vii) Markets Policy;

- attached

6. Community Grants:

No Community Grants recommended.

7. Community Infrastructure Levy (CIL): (current balance £224,588.24):

No recommendations received.

8. Swimming Costs and Business Funding:

To receive report.

- attached

9. 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 - 17 November 2022

Entertainments Committee – 15 November 2022

Environment and Planning Committee – 20 October 2022

Youth Council – 23 November 2022
18 January 2023

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

		2022/23	
Page	Voucher No	Date	Amount
1	412-439	14/11/2022	£37,795.60
2	440-459	23/11/2022	£5,564.58
3	460-475	29/11/2022	£11,078.83
4	476-508	13/12/2022	£71,674.60
5	509-527	21/12/2022	£8,788.95
6-7	528-566	13/01/2023	£60,219.18
8	567-580	24/01/2023	£2,619.32
9	581-592	02/02/2023	£7,371.19
10	593-608	13/02/2023	£32,367.38
11	609-628	20/02/2023	£8,789.62
12	629-636	28/02/2023	£925.17

GRAND TOTAL £247,194.42

- attached

11. Internal Audit Report 2022/23 (Interim):

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

- 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 2023/24) is scheduled for Monday 15 May 2023 at 7.30 pm at Fairway Hall.

[End of Agenda]