

**ELSTREE AND BOREHAMWOOD
TOWN COUNCIL**

ANNUAL COUNCIL 2023/24 AGENDA



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

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

Date/Time: **Monday 15 May 2023 at 7.30 pm.**

[Meeting Open to Press and Public (Items 1 to 16)]

All Town Councillors are hereby summoned to attend.

(email) clerk@elstreeborehamwood-tc.gov.uk
(telephone) 0208 207 1382
(postal address) Fairway Hall, Brook Close,
Borehamwood, Herts, WD6 5BT

Signed:

Tracey Malton – Acting Town Clerk

9 May 2023

Equality Act 2010: The general 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). Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public. Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

Distribution List:

Town Council Members:

Cllr H Alexander
Cllr R Butler
Cllr R Z Challice
Cllr A B Collins
Cllr P Kaza
Cllr T Kumar
Cllr J Newmark
Cllr P Nirmalakumaran
Cllr D Ozarow
Cllr Mrs S Parnell
Cllr A Plancey
Cllr L D Smith
Cllr Mrs F Turner

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

1. **Town Mayor: To:**
 - (i) elect a Town Mayor for the Municipal Year 2023/2024
 - (ii) receive incoming Town Mayor's declaration of acceptance of office.
 - (iii) receive outgoing Mayor's announcement; and
 - (iv) receive incoming Mayor's announcement.
2. **Deputy Town Mayor: To:**
 - (i) elect a Deputy Town Mayor for the Municipal Year 2023/2024 and
 - (ii) receive incoming Deputy Town Mayor's declaration of acceptance of office and any announcements.
3. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, there were none.
4. **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.
5. **Minutes:** To approve and adopt (a) the Minutes of the Meeting of the Council held on 22 March 2023, and (b) Special Meeting on 29 March 2023.

(a) attached
(b) attached
6. **General Power of Competence:** To resolve to adopt General Power of Competence for 2023/24 for, *inter alia*, the purpose of any grant awards agreed by Council outside of the scope of the Grants Policy and for any expenditure of CIL monies which satisfy the relevant criteria in accordance with the Localism Act 2011.

Eligibility: Two thirds of Members being elected and an employed CiLCA qualified Clerk and CiLCA qualified Acting Clerk.
7. **Committee Appointments: and granting of delegated authority to Full Committees**
 - Appointment of Members to serve on Standing Committees/Advisory Committees.

Appointments are required as follows:

 - Entertainments Committee – 8 Members – To appoint Chair and Vice Chair
 - General Management Committee – To appoint Chair and Vice Chair.

- Environment and Planning Committee – Previously 5 Members. To appoint Chair and Vice Chair.
- Youth Council – 2 Town Councillor representatives to sit on Youth Council.
- Sustainable Transport Sub-Committee – 5 Members including 1 Youth Council Member. To also appoint lead representative.
- Transport and Community Safety Forum - 5 Members. To appoint Chair and Vice Chair.
- International Affairs Sub-Committee – 5 Members.
- Staffing Committee – The Mayor, Chairman of the General Management Committee.

Note on Standing Orders and Committee Appointments: -

(i) Standing Order No. 41 states that the Town Mayor and Deputy Town Mayor shall be ex-officio members of the Entertainments Committee but may be elected to any other Committee in the same way as any Councillor may be.

(ii) Standing Order 42 states that every Committee shall, at its first meeting, before proceeding to any other business elect a Chair and may elect a Vice-Chair, who shall hold office until the next Annual Meeting of the Council, ***unless the Chair is elected at the Council's Annual Meeting.***

The historic practice at this Council has been to appoint Chairs and Vice-Chairs at the Annual Meeting.

8. Outside Bodies: To appoint Members to serve on Outside Bodies as follows:

- Leeming/Aycliffe Big Local Advisory Panel - 2 Ward Members.
- Elstree and Borehamwood Museum Group - 1 Member.
- Borehamwood & Elstree Twin Town Association -1 Member.
- Elstree, Borehamwood and District Community Association - 2 Members.
- Hertsmere MENCAP - 1 Member
- Aldenham Country Park - 1 Member

- Maxwell Park Management Group - 1 Member
- First Impressions Group - 2 Members.

9. Mayor's Annual Report 2022/2023: To adopt Mayor's Annual Report 2022/2023.

- attached

10. Policies for Adoption

- a) Complaints Procedure
- b) Standing Orders
- c) Financial Regulations
- d) Risk Assessment.
- e) Committees Terms of Reference and Delegated Authority Policy
- f) Equality and Diversity Policy Statement

(Included in New Member Folder)

Zurich 2023/24 Insurance Policy Schedule (renewal is to be noted as follows and schedule agreed with long term agreement to 1 June 2026).

- **1 Year £5,015.09.**
- **3 Year (LTA): £4,537.39.**

A note on Public Questions: Where no clear and concise answer can be provided on the evening to any question(s) 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.

11. To resolve to reinstate Standing Orders to close public session.

12. Close of Meeting: To Close Meeting.

The next meeting of Council is scheduled for Wednesday 14 June 2023 at 7.30 pm in Fairway Hall.

[End of Agenda]