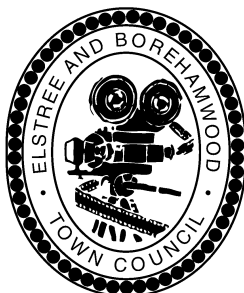


ELSTREE AND BOREHAMWOOD TOWN COUNCIL

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 6 September 2023 at 7.30 pm.

[Meeting Open to Press and Public (Items 1 to 15)]

All Town Councillors are hereby summoned to attend.

Signed *7 Malton*

Tracey Malton
Acting Town Clerk
30 August 2023

(email) 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
Religion or Belief
Sex
Marriage and Civil Partnership
Pregnancy and Maternity

Race
Disability
Gender Reassignment
Sexual Orientation

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 G Alexander – Brookmeadow
Cllr R Butler - Cowley Hill
Cllr R Challice - Shenley Road - Mayor
Cllr A Collins - Cowley Hill – Deputy Mayor
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
Aldenham Parish Council
Shenley Parish Council
Hertfordshire Constabulary

AGENDA

- 1. Apologies:** To receive any apologies for absence.

Apologies were received from Cllr F Turner (other business) and Cllr T Kumar (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 Minutes of Full Council held on 14 June 2023.

- attached

- 4. Meeting Schedule 2024**

To approve Meeting schedule for 2024

- attached

- 5. Policies**

To consider the following policies:

(Policies approved in May 2023 had not been reviewed and updated by Locum Clerk prior to May 2023 meeting. Three attached policies now reflect the update for your approval)

- (i) Standing Orders
- (ii) Financial Regulations
- (iii) Terms of Reference

- attached

- 6. 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).

Environment and Planning Committee

20 June 2023
18 July 2023

General Management Committee

26 July 2023

Entertainments Committee

6 June 2023
4 July 2023

Youth Council
24 May 2023
21 June 2023
5 July 2023

7. Accounts for Payment:

To confirm the payment of accounts, as approved, as follows:

2023/24			
Page	Voucher No	Date	Amount
1	1-17	06/04/23	£50,560.11
2	18-27	13/04/23	£28,977.52
3	28-45	26/04/23	£8,443.96
4	46-59	04/05/23	£5,494.42
5	60-84	12/05/23	£28,820.75
6	85-97	23/05/23	£6,350.00
7	98-114	24/05/23	£22,480.16
8	115-122	02/06/23	£5,950.00
9	123-149	14/06/23	£32,002.46
10	150-165	26/06/23	£9,799.45
11	166-192	04/07/23	£30,942.63
12	193-220	14/07/23	£38,899.23
13	221-251	26/07/23	£7,831.04

GRAND TOTAL £276,551.73

- attached

8. Employment Law/HR and Health and Safety Compliance:

To Consider quote from Worknest.

- attached

9. Neighbourhood Planning:

To approve recommendation from GMC for expenditure of £10,000 from CIL fund.

10. Elstree Aerodrome Representative

To approve Dan Ozarow as EBTC representative on Elstree Aerodrome Consultative Committee.

11. Culture and Creative Strategy

To consider draft strategy proposed for submission to Hertsmere.

- attached

12. IT Services

To consider report compiled by Acting Town Clerk

- attached

13. Ethical Banking

To receive update report from Cllr D Ozarow regarding Ethical Banking.

14. 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

15. 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.

16. 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.

17. Staff Recruitment:

To consider and agree any action in relation to recruitment of staff at Elstree and Borehamwood Town Council.

- Appointment of Town Clerk / RFO and agree back dated acting up pay.

18. Close of Meeting:

The next meeting of Full Council is scheduled for Wednesday 29 November 2023 at 7.30 pm at Fairway Hall.

[End of Agenda]

Distribution List:

Name	Organisation	post	e-mail	courier
Cllr G Alexander - Brookmeadow	EBTC		X	X
Cllr R Butler - Cowley Hill	EBTC		X	X
Cllr R Challice - Shenley Road	EBTC		X	X
Cllr A Collins - Hillside	EBTC		X	X
Cllr P Kaza - Kenilworth North	EBTC		X	X
Cllr T Kumar – Hillside	EBTC		X	X
Cllr J Newmark – Cowley Hill	EBTC		X	X
Cllr P Nirmalakumaran – Kenilworth South	EBTC		X	X
Cllr D Ozarow – Kenilworth South	EBTC		X	X
Cllr S Parnell - Hillside	EBTC		X	X
Cllr A Plancey – Brookmeadow	EBTC		X	X
Cllr L Smith – Cowley Hill	EBTC		X	X
Cllr Mrs F Turner - Elstree	EBTC		X	X
Library	Agenda only	X		
Borehamwood & Elstree Times	Agenda only	X		
Youth Council Secretary			X	