

**Elstree and Borehamwood Town Council  
Calendar of Meetings for 2024**

**Draft (please note: HBC Schedule for July – December not yet available)**

TUE	9 Jan	E&P		
TUE	16 Jan	ENTS		
WED	17 Jan	YC		
WED	17 Jan	<b>FULL COUNCIL</b>		
THU	1 Feb	GMC		
TUE	6 Feb	E&P		
TUE	13 Feb	ENTS		
WED	14 Feb	YC		
WED	21 Feb	TCS FORUM		
WED	6 Mar	<b>ANNUAL PARISH MTG</b>		
WED	20 Mar	<b>FULL COUNCIL</b>		
TUE	9 Apr	ENTS		
WED	10 Apr	YC		
WED	10 Apr	TCS FORUM		
TUE	16 Apr	E&P		
THU	18 Apr	GMC		

WED	8 May	<b>ANNUAL MEETING</b>		
TUE	21 May	E&P		
TUE	4 June	ENTS		
WED	5 June	YC		
THU	6 June	GMC		
TUE	18 June	E&P		
WED	19 June	TCS FORUM		
WED	26 June	<b>FULL COUNCIL</b>		
TUE	2 July	ENTS		
WED	10 July	YC		
TUE	16 July	E&P		
THU	25 July	GMC		
TUE	10 Sept	ENTS		
WED	11 Sept	YC		
TUE	17 Sept	E&P		
WED	18 Sept	<b>FULL COUNCIL</b>		
WED	25 Sept	TCS FORUM		
TUE	8 Oct	ENTS		
WED	9 Oct	YC		
THU	31 Oct	GMC		
WED	6 Nov	YC		
TUE	12 Nov	E&P		
WED	13 Nov	TCS FORUM		
TUE	19 Nov	ENTS		
WED	20 Nov	<b>FULL COUNCIL</b>		
TUE	3 Dec	E&P		
THU	5 Dec	GMC		
WED	11 Dec	YC		



## **Elstree and Borehamwood Town Council**

### **Standing Orders (Policy Document)**

# 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his/hers/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his/hers/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/hers/their right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed a reasonable number of minutes without the consent of the Chair of the

meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. Meetings generally

Full Council meetings (FC)  
Committee meetings (CM)  
Sub-committee meetings (SC)

- (FC) a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- (CM)
- (SC)
- (FC) b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- (CM)
- (SC)
- (FC) c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- (CM)
- (SC)
- (FC) d Meetings shall be open to the press and public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The press and public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the exclusion.
- (CM)

(SC) e Meetings of the Council's Sub-Committees (other than the International Affairs Sub-Committee) shall not be open to the Press and Public by virtue of the nature of the business being transacted (i.e. concerning in-house audits and/or the publication of the Council's magazine). Forums of the Council (such as the Transport and Road Safety Forum and Community Safety Meeting) are open to the Press and Public where participation is encouraged but only at the Chair's direction. Youth Council Meetings and its Working Groups are open to the Press and Public only by invitation from responsible Council Officers and in line with the Authority's safeguarding policies.

(FC) f All persons attending a Meeting should turn electronic devices to silent/do not  
(CM) disturb mode.  
(SC)

(FC) g Meetings of the Council shall be held at 7.30pm unless the Council otherwise  
(CM) decides at a previous meeting (General Management Committee, Environment  
(SC) and Planning Committee and Forum Meetings will commence at 7.00pm). Youth  
Council Meetings and its Working Groups commence at a time directed by the  
Youth Council Secretary. International Affairs Sub-Committee meetings shall  
commence at 7.00pm. Meetings shall not exceed a period of two hours.

(FC) h Smoking (including Vapes and e-cigarettes) is not permitted at any meeting of  
(CM) the Council.  
(SC)

(FC) i Members of the public may make representations, answer questions and give  
(CM) evidence at a meeting which they are entitled to attend in respect of the business  
on the agenda.

(FC) j (i)

At Full Council, the period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chair of the meeting.

(CM) j (ii)

At a Committee Meeting (or International Affairs Sub-Committee) meetings will include a public participation session (one 3 minute slot for up to 3 Members of the Public to ask questions and/or to make statements in relation to items on the agenda).

- (FC) k Where a person is permitted to speak, they shall not speak for more than 3  
(CM) minutes (unless agreed by the Chair, i.e. for the purpose of making a  
(SC) presentation).
- (FC) l A question shall not require a response at the meeting nor start a debate on the  
(CM) question. The Chair of the meeting may direct that a written or oral response be  
(SC) given.
- (FC) m A person shall raise their hand when requesting to speak (except when a person  
has a disability or is likely to suffer discomfort). The Chair may request that the  
person speaking stand and/or speak into a microphone if appropriate.
- (FC) n A person who speaks at a meeting shall direct their comments to the Chair of the  
(CM) meeting.
- (SC)
- (FC) o Only one person is permitted to speak at a time. If more than one person wants  
(CM) to speak, the Chair of the meeting shall direct the order of speaking.
- (SC)
- (FC) p The Local Audit and Accountability Act 2014 allows both the public and press to  
(CM) 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 Chair 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 Chair  
who will instruct those taking a recording or filming to cease doing so while they  
speak.
- (FC) q The press shall be provided with reasonable facilities for the taking of their report  
(CM) of all or part of a meeting at which they are entitled to be present.
- (FC) r Subject to standing orders which indicate otherwise, anything authorised or  
(CM) required to be done by, to or before the Chair may in his/hers/their absence be  
(SC) done by, to or before the Vice-Chair (if any).
- (FC) s The Chair, if present, shall preside at a meeting. If the Chair is absent from a  
(CM) meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-  
Chair are absent from a meeting, a Councillor as chosen by the Councillors  
present at the meeting shall preside at the meeting.



- (FC) t Subject to a meeting being quorate, all questions at a meeting shall be decided  
(CM) by a majority of the Councillors or Councillors with voting rights present and voting.
- (FC) u The Chair of a meeting may give an original vote on any matter put to the vote,  
(CM) and in the case of an equality of votes may exercise his/hers/their casting vote whether or not he/she/they gave an original vote.  
(SC) *See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.*
- (FC) v Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/hers/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- (FC) w The minutes of a meeting shall include an accurate record of the following:  
(CM) i. the time and place of the meeting;  
ii. the names of Councillors present and absent;  
iii. interests that have been declared by Councillors and non-Councillors with voting rights;  
iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;  
v. if there was a public participation session; and  
vi. the resolutions made.
- (FC) x A councillor or a non-councillor with voting rights who has a disclosable  
(CM) pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or  
(SC) restrictions under the code on his/hers/their right to participate and vote on that matter.
- (FC) y No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.
- (FC) z If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

## 4. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 10 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the Annual Council meeting (or at its first meeting);
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee (see Standing Order 3);
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee (see Standing Order 3);

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend (see Standing Order 3); and
- xii. may dissolve a committee.

## **5. Ordinary council meetings**

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 7.30pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chair and Vice-Chair (if any) of the Council.**
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/hers/their successor is elected at the next annual meeting of the council.**
- g The Vice-Chair of the Council, if any, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the council, he/she/they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council**

**shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**

- i In an election year, if the current Chair of the Council has been re-elected as a member of the council, he/she/they shall preside at the meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

  - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/hers/their acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities (unless agreed in March);
  - vi. Review of the terms of reference for committees (unless agreed in March);
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations (unless agreed in March);
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. *(England)* In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - xv. Review of the council's and/or staff subscriptions to other bodies;
  - xvi. Review of the council's complaints procedure;

- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## 6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chair of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time subject to the Town Council's meeting dates policy.
- d If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 30 days of having been requested by to do so by 3 members of the committee or the sub-committee, any 3 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

## 7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be,

the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## **10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## 11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## 12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/hers/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- f draft Minutes (Full Council, Committees, Forums and International Affair Sub-Committee) shall be published on the Council's website within 10 working days of the date on which the meeting took place.



## 13. Code of conduct and dispensations

*See also standing order 3(f) above.*

### England

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e)**

above if having regard to all relevant circumstances the following applies:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
- ii. granting the dispensation is in the interests of persons living in the council's area or
- iii. it is otherwise appropriate to grant a dispensation.

## 14. Code of conduct complaints

- a Upon notification by the Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law; and
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.**  
*standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*
  - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
  - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming his/hers/their withdrawal of it;
  - iv. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/hers/their office;**
  - v. facilitate inspection of the minute book by local government electors;
  - vi. **receive and retain copies of byelaws made by other local authorities;**
  - vii. retain acceptance of office forms from councillors;
  - viii. retain a copy of every councillor's register of interests;
  - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
  - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;

- xii. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the Chair or in his/hers/their absence the Vice-Chair of the Council
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.  
*See also standing order 22 below.*

## 16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council's receipts and payments for each quarter;
  - ii. the council's aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## 18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender

process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

## 19. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of council or the General Management Committee or Staffing Committee is subject to standing order 11 above.
- b. Subject to the council's policy regarding absences from work, the council's most senior member of staff, the Town Clerk, shall notify the Chair of the Staffing Committee and agree a course of action, if required, in accordance with the Council's staffing policies.
- c. The Staffing Committee shall conduct a review of the performance and annual appraisal of the work the Town Clerk. The reviews and appraisal shall be recorded in writing.

- d            Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chair of the General Management Committee or in his/hers/their absence, the vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the General Management Committee.
- e            Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f            The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- g            Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- h            Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to The Town Clerk and Deputy Town Clerk.

## **20. Requests for information**

- a            Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b            Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the General Management Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## **21. Relations with the press/media**

- a            Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 22. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

**Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a council without a common seal.*

## 23. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of Hertsmere Borough Council and Hertfordshire County Council.

## 24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor



as soon as possible after he/she/they has delivered his/hers/their acceptance of office form.

- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

## 26. Leader of the Council

- a. Members of the majority party may at any time appoint from amongst themselves a Leader who shall be called “The Leader of the Council”. This is a courtesy title and does not confer any additional powers upon the holder (the titular head of the Council being the Mayor).
- b. Members of the minority party may appoint from amongst themselves a “Leader of the Opposition”

End of Document

<p><b>Date Policy Reviewed:</b> 06 September 2023 <b>Review Body:</b> Full Council <b>Review Period:</b> every 1 year <b>Next Review:</b> March 2024</p>
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## **Elstree and Borehamwood Town Council**

### **Financial Regulations (Policy Document)**

*(In these Financial Regulations references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force)*

#### **1 GENERAL**

- 1.1 These financial regulations govern the conduct of financial management of the council and may only be amended or varied by resolution of the Council.
- 1.2 *The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.*
- 1.3 The RFO shall be responsible for the production of financial management information.
- 1.4 *At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices (the "In House" Audit Subcommittee meets twice per year for this purpose).*
- 1.5 *In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in 'Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide', which is published jointly by NALC and SLCC and updated from time to time.*

#### **2 ANNUAL ESTIMATES**

- 2.1 Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital, *including the use of reserves and sources of funding* for the following financial year not later than the end of December each year.
- 2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO *for consideration by the Council.*
- 2.3 The Council shall review the estimates not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. *The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.*

FINANCIAL REGULATIONS (continued)

- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 *The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.*

**3 BUDGETARY CONTROL**

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for *that class of expenditure* in the approved budget
- 3.2 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.
- 3.3 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.4 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year *unless placed in an earmarked reserve by resolution of the Council.*
- 3.5 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.6 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

**4 ACCOUNTING AND AUDIT**

- 4.1 *All accounting procedures and financial records of the Council shall be determined by the RFO as required by Accounts and Audit Regulations*
- 4.2 The RFO shall be responsible for completing the annual financial statements of the Council *including the Council's Annual Return* as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with *proper practices*. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5. The Internal Auditor *shall be appointed by and shall* carry out the work required by the Council *in accordance with proper practices*. The Internal Auditor, who shall be competent and

FINANCIAL REGULATIONS (continued)

independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year. *In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.*

4.6 *The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.*

4.7 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

## 5 **BANKING ARRANGEMENTS**

5.1 The Council's banking arrangements, *including the Bank Mandate*, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 At least 3 members will be authorised bank signatories, along with at least 3 Council Officers to process the authorised payments.

5.3 The Clerk, Deputy Clerk and RFO are provided with access to Online Banking for the purpose of access statements and making payments.

5.4 An additional Council Officer may be provided with online banking access solely for the approval of payments submitted by Clerk/RFO Deputy Clerk– with no access to submit or process payments.

5.5 All online payments schedules must be authorised by at least 2 members prior to the payment being made online. Once the schedule is authorised, Clerk RFO/Deputy Clerk may process the schedule by making electronic payments via Online Banking.

5.6 All payment schedules made since the last meeting will form part of the agenda for each ordinary Meeting of the Council for confirmation by the Council. If the schedule is in order, it shall be authorised by a resolution of the Council and shall form part of the Minutes of the meeting.

## 6 **PAYMENT OF ACCOUNTS**

6.1 All payments shall be effected by bank transfer or credit card drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified, and certified by the RFO. The RFO shall satisfy themselves that the work, goods, or services to which the invoice relates shall have been received, carried out, examined, and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted.

6.4 *If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of*

FINANCIAL REGULATIONS (continued)

*Council, where the RFO certifies that there is no dispute or other reason to delay payment, the RFO may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.*

**7 PAYMENT OF SALARIES**

- 7.1 *As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.*
- 7.2 Payment of salaries and payment of deductions from salary, such as may be made for tax, national insurance, and pension contributions, may be made in accordance with the payroll records *and on the appropriate dates stipulated in employment contracts*, provided that each payment is reported to and ratified by the next available Council Meeting [5.3 above]

**8 LOANS AND INVESTMENTS**

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 *The council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices, and guidance. Any Policy shall be reviewed at least annually.*
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose. *The terms and conditions of any borrowings shall be reviewed at least annually.*
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

**9 INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Clerk with the exception of admission prices for entertainment and leisure events which shall be delegated to the Entertainments Committee and Allotment Fees which shall be delegated to the Environment and Planning Committee.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

FINANCIAL REGULATIONS (continued)

- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip
- 9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

**10 ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11(1) below.
- 10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order; and in the case of new or infrequent purchases or payments. The RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

**11 CONTRACTS**

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- i) for the supply of gas, electricity, water, sewerage and telephone services
  - ii) for specialist services such as are provided by solicitors, accountants, surveyors, architects and planning consultants
  - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.

FINANCIAL REGULATIONS (continued)

- iv) for work to be executed or goods or materials to be supplied which constitute an extension of any existing contract by the Council
  - v) for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the *General Management Committee Chairman* and *Mayor* of the Council)
  - vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where the Council intends to procure or award a public supply contract, public service contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more, the Council shall comply with the relevant requirements of the Regulations.<sup>1</sup>
- (c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts directive 2014/24/EU, which may change from time to time.<sup>2</sup>
- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (g) Any invitation to tender issued under this regulation shall be subject to Standing Orders<sup>3</sup> and shall refer to the terms of the Bribery Act 2010.
- (h) When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- (i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

a. For public supply and public service contracts (£177,897) 2022/23  
b. For public works contracts (£4,447,447) 2022/23

<sup>3</sup> Based on NALC’s model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- (j) Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13 STORES AND EQUIPMENT**

- 13.1 *The Clerk shall be responsible for the care and custody of stores and equipment.*
- 13.2 *Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.*
- 13.3 *Stocks shall be kept at the minimum levels consistent with operational requirements.*
- 13.4 *The Clerk shall be responsible for periodic checks of stocks and stores at least annually.*

## **14 ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the locations, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.
- 14.3 *The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.*



FINANCIAL REGULATIONS (continued)

**15 INSURANCE**

- 15.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report these to the Council at the next available meeting.
- 15.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council (*currently £1,000,000*).

**16 CHARITIES**

- 16.1 Where the Council is sole trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

**17 RISK MANAGEMENT**

- 17.1 *The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.*
- 17.2 *When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.*

**18 REVISION OF FINANCIAL REGULATIONS**

- 18.1 It shall be the duty of Full Council to review the Financial Regulations of the Council every year at the March meeting (or at any other time during the course of the year, as appropriate).

<p><b>Authority:</b> Full Council <b>Meeting:</b> 06 Sept 2023 <b>Review Body:</b> Full Council <b>Review Period:</b> every 1 year <b>Next Review:</b> March 2024</p>
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## **Elstree and Borehamwood Town Council**

### **Committees' Terms of Reference & Delegated Authority**

**2023/24**

#### **A) ALL COMMITTEES:**

All Committees are charged with:

- i) recommending to Council appropriate policies and budget estimates for their services;
- ii) providing agreed services and standards of service within policy and budgetary provision; and
- iii) monitoring the services provided.

#### **B) ENVIRONMENT AND PLANNING COMMITTEE:**

**Members: 5 (Quorum is 3), plus 1 Youth Councillor representative**

The Environment and Planning Committee is responsible for the Allotment Sites (Melrose Avenue, Allum Lane and Stapleton Gardens), Closed Churchyards (St Nicholas and All Saints), War Memorials (Elstree and Borehamwood), Street Furniture, Plaques and Clocks (All Saints) and relevant environmental and planning issues within Elstree and Borehamwood, and is required to provide the Council's response to planning applications within the Town Council area.

- i) To consider and comment appropriately and impartially on all planning applications referred to the Council;
- ii) Where possible, to develop simple policy guidelines for the Council's response to planning applications;
- iii) To encourage improvements in the quality of the environment;

- iv) To consider County and District Plans and Reviews concerning town and country planning matters and transportation (or to refer these to the Transport and Road Safety Forum) and their implications for the area;
- v) To maintain, promote and improve the Council's allotment sites (and to promote and support bee keeping at these sites);
- vi) To provide and maintain street seating as appropriate;
- vii) To maintain the Council's notice boards;
- ix) To maintain public clocks and the war memorials;
- x) To oversee the maintenance of closed churchyards;
- xi) To consider the maintenance and development of public footpaths within Elstree and Borehamwood and to make representations, as required, to the appropriate Authority with jurisdiction;
- xii) To consider, and where agreed to contribute to, the maintenance of High Street Planters, Pavements and A Boards on Shenley Road and to make representations, as required, to the appropriate Authority with jurisdiction;
- xiii) To consider Community Infrastructure Levy bids and allocation of “top sliced” monies to the Town Council and, as appropriate, make recommendations to Full Council;
- xiv) To develop a framework (a determining panel to make recommendations to Full Council) for considering bids to the Authority for top sliced CIL monies by local organisations seeking funds or to refer such applications to other bodies, as appropriate (including Community Grants schemes);
- xv) To contribute to the development of the Parish Walks programme (“Teddy’s Trails”) and to support and fund publicity (including a guide book/material) and administration of the organised walks;

## **C) ENTERTAINMENTS COMMITTEE:**

**Members: 8 (Quorum is 4), plus 1 Youth Councillor representative**

The Entertainments Committee is responsible for the overall management and promotion of the Council’s programme of Civic and Public Events.

- i) To determine the arrangements for and to oversee the Annual Civic Festival of the Council; including the agreement of dates and timings, types of events and acts and the requisite levels of support and administration;

- ii) To consider and determine budgeted applications for financial assistance relating to the Annual Civic Festival and other relevant Council organised events;
- iii) To promote the public image of the Town Council's organised events, activities and services through advertising on the Council's notice boards, the local press, the Council website and Social Media, the publication of The Town Crier (in consultation with the General Management Committee) and in all other appropriate ways, including the production of banners and other advertising merchandise;
- iv) To oversee the production of the Town Crier magazine (directly or through the Town Crier Working Group appointed at the first meeting of each Council Year, if required) and to agree on content, production timescales, advertising and costs;
- v) To determine the arrangements for and to oversee the Annual Fireworks Display on or near to 5 November;
- vi) To be responsible for the direct administration and budget of the annual over-60s coach trips and to determine scope of the scheme together with agreed trip destinations;
- vii) To oversee the arrangements for Christmas lighting in designated areas of Elstree and Borehamwood together with the management of a 'Switch On' Event (and to refer any recommendations for the renewal of contracts for the supply of such lights to the General Management Committee);
- viii) To consider any other opportunities for leisure and entertainments facilities or services that would be of benefit to the wellbeing of local residents or visitors to Elstree and Borehamwood and to make recommendations accordingly to the relevant authorities to promote and realise such opportunities;
- ix) To provide other public entertainments or events e.g. film screenings, festivals promoting diversity, celebratory events to commemorate local and national anniversaries such as Royal Weddings (or to contribute to these) as may be deemed appropriate for the benefit to the wellbeing of local residents or visitors to Elstree and Borehamwood;
- x) To oversee the production of a Town Guide and publicity material for entertainments in the Town (including material for use in tourism); and
- xi) To be responsible for the oversight of purchasing and determining the use of audio visual equipment for entertainments and Town Council use.

## **D) TOWN CRIER SUB COMMITTEE**

**Members: 3 (Quorum is 2) – at least one Member from each political group**

The aims of the Sub Committee are to determine content and publication criteria for the quarterly Town Council Newsletter (Town Crier) and to be guided by the Entertainments Committee on matters of policy and budget (with any editorial clarification requirements being referred to the Committee for final determination, if required).

- i) to meet eight times in the Year (one meeting prior and one meeting post publication) with the with a membership agreed at the first Entertainments Committee meeting of each Council Year (Sub Committee Chairmanship to be an elected Councillor agreed at that meeting);
- ii) to agree Town Crier contents guidelines and FAQ information on a periodic basis, taking account of new legislation and guidance from the Authority's legal advisors and Town Clerk;
- iii) subject to approval of the Entertainments Committee and any budgetary considerations, to agree scope and value of advertising content by way of setting targets for each edition prior to publication; and
- iv) to report to the Entertainments Committee on the outcome of the meetings (above) with recommendations for action, if required.

## **E) GENERAL MANAGEMENT COMMITTEE:**

**Members: 5 (Quorum is 3), plus 1 Youth Councillor representative**

The General Management Committee is responsible for matters relating to the general administration of the Council and its finances and some staffing arrangements (not covered by the Staffing Committee) and for other 'community services' not provided by the Environment and Planning Committee.

- i) To oversee the maintenance, development, Hall Booking procedure and Fee Scale for the use of Fairway Hall;
- ii) To determine the level of contributory funding to non-core Council Services (if agreed).
- iii) To oversee the IT requirements of the Council (including Web Site development and content);

- v) To oversee the Health and Safety requirements/arrangements of the Council and to be updated on developments/improvements, as appropriate;
- vi) To review and determine the Council's Insurance Policy and Schedules and to ratify prior to the relevant renewal period;
- vii) To promote the public image of the Town Council through advertising on the Council's notice boards, the publication of The Town Crier (in consultation with the Entertainments Committee) and in all other appropriate ways;
- viii) To oversee the Council's office accommodation, administration and finances;
- ix) To consider and determine the Council's staffing structure (as advised by the Staffing Committee).
- x) To consider all consultations not relating to Planning, Environment or Transport or to refer these to the Environment and Planning Committee and/or Transport and Road Safety Forum;
- xi) To consider Community Grant Applications at every meeting (if any received) and to make recommendations to Council on those referred to it with a recommended quantum of award unless the following criteria apply:
  - Community Grant applications for £500 or less be determined by the General Management Committee without reference to Full Council (where an application is for over £500 but the Committee recommends less, this would be referred to Council); and
  - Applicants seeking free use of Fairway Hall be referred to the Community Grants Process (i.e. apply for funding) with exception of x2 Mayoral Charity fundraising Events, 2-day Diversity Festival, Civic Festival events and BETTA usage.
- xii) To consider and determine Budgeted Grant Applications, as agreed by Council at the January Budget Setting Process (if agreed):
- xiii) To consider regular Finance Reports (Income/Expenditure) and to make recommendations to Council on Annual Budget Setting (for all services);
- xiv) To determine recommendations from Committees for the use of General Reserve Funds;

- xv) To make recommendations to Council on the expenditure of Earmarked Reserve monies;
- xvi) To consider new legislation and powers available to Town and Parish Councils and to make recommendations to Council on their use;
- xvii) To oversee the management of legal or insurance cases conducted by or against the Council;
- xviii) To determine recommendations from other Committees or in its own capacity terms of any new leases or contracts (or amendments to existing leases or contracts) relating to Council land or services; and
- xvix) To appoint the In House Audit Sub-Committee and Internal Auditors of the Council and to receive reports from the same and to confirm any recommendations made or refer these to Council.

#### **F) IN HOUSE AUDIT-SUBCOMMITTEE:**

##### **Members: 2**

- i) to meet twice in the Year with the Clerk (Responsible Finance Officer) to review the Council's Financial Arrangements, Regulations and Procedures (including the Council's Finance Package (Omega), Petty Cash, payment of invoices, banking receipts and any other matters, as necessary, dealing with the Council's finances);
- ii) to report to the General Management Committee on the outcome of the meetings (above) with recommendations for action, if required;
- iii) to review Membership and Terms of Reference at the first meeting of the Committee after each annual Council meeting; and
- iv) to consider and recommend for adoption investment opportunities for the Council's assets.

#### **G) INTERNATIONAL AFFAIRS SUB-COMMITTEE**

**Town Council Members: 5 (to include at least one Member of any minority party) (Quorum is 3) plus 1 Youth Councillor representative (Meetings Open to Press and Public)**

**Meeting Frequency: As required to be called by Sub-Committee Chairman**

##### Introduction

The EBTC International Affairs Subcommittee shall work to promote strong links between Elstree & Borehamwood and a range of appropriate international partner towns and municipalities.

The Sub-Committee will make recommendations to the General Management Committee (GMC) and Full Council in furtherance of these objectives. These recommendations shall include: allocation of resources; funding priorities; and possible new international partnerships and agreements to benefit Elstree and Borehamwood.

The Sub-Committee will at all times respect the independence and autonomy of all partners including the Borehamwood and Elstree Twin Town Association (BETTA).

#### Legal Authority

The legal authority to enter into this arrangement is contained within s.144 of the Local Government Act 1972:

***“144 Power to encourage visitors and provide conference and other facilities.***

*(1) A local authority may (either alone or jointly with any other person or body)—*

*(a) encourage persons, by advertisement or otherwise, to visit their area for recreation, for health purposes, or to hold conferences, trade fairs and exhibitions in their area; and*

*(b) provide, or encourage any other person or body to provide, facilities for conferences, trade fairs and exhibitions or improve, or encourage any other person or body to improve, any existing facilities for those purposes.*

*(2) Without prejudice to subsection (1) above, a local authority may contribute to any organisation approved by the Secretary of State for the purposes of this subsection and established for the purpose of encouraging persons to visit the United Kingdom or any part thereof.”*

#### BETTA (Borehamwood and Elstree Twin Town Association)

- i) to work in partnership with BETTA to recommend budgets for Town Twinning purposes and to help to promote and enhance existing twinning relationships with Fontenay-aux-Roses, and Offenburg;
- ii) to assist BETTA in administering the twinning initiatives (including with trips, publicity and ‘one-off’ exchanges/visits e.g. Mayoral/civic functions and musical performances).

#### New Town Twinning



- iii) to investigate and, as necessary, report and recommend to the General Management Committee and then to Full Council on any new twinning initiatives.

## **H) TRANSPORT AND COMMUNITY SAFETY FORUM:**

**Members: 5 (Quorum is 3). plus 1 Youth Councillor representative**

The aims of the Forum are to consider, advise and make recommendations concerning transport and community safety matters relevant to the Elstree and Borehamwood area and to liaise with the relevant authorities on transport and community safety.

- i) To provide a forum for discussion and constructive ideas concerning the provision of public transport services and road safety in Elstree and Borehamwood;
- ii) To listen to both the providers – such as the highway authorities, train operators and bus operators –and the users – eg passenger and pensioner organisations – of these services, and to others with relevant knowledge or interest;
- iii) To consider County and District Plans concerning transportation and safety and their implications for Elstree and Borehamwood.
- iv) To provide a public meeting for discussion and constructive ideas concerning the provision of community safety services and policing in Elstree and Borehamwood;
- v) To make representations to the relevant authorities on national and/or local consultations;
- vi) To raise awareness of services; and
- vii) To assist in the dissemination of information and public education on Community Safety Matters.

Whilst the Town Council has no direct jurisdiction over policing, it does have a power to spend money on crime detection and prevention measures (Local Government and Rating Act 1997, S.31).

## **I) STAFFING COMMITTEE**

**Members: 2 (Comprising the Mayor and General Management Committee Chairman) and the Town Clerk**

**Where the Mayor and/or Chairmen and/or Town Clerk of the above Committees are unavailable, the Deputy Mayor and/or Vice Chairmen and/or Deputy Town**

**Clerk shall deputise. However, where a grievance or disciplinary case is being heard, the subject of such a hearing is deemed to be unavailable to sit on the Committee but will be asked to attend in line with the Council's policies.**

Key Responsibilities: Matters relating to the recruitment and management of the Council's Employees.

Delegated Authority:

- Annual appraisal of Town Clerk
- To review the staffing structure and budget on an annual basis, making recommendations to Council
- To review and authorise amendments to the staffing structure, grades and/or terms and conditions of employees in-year within the salaries budget set by Council or to otherwise make recommendations to Council
- To review and approve personnel related policies and procedures
- To ensure compliance with personnel-related statutory requirements and legislation
- To act as the first stage in grievance or disciplinary hearings
- To make recommendations to Council regarding policy and strategic matters relating to all of the above.

## **J) APPEALS COMMITTEE**

**Members: 2 (Comprising the Entertainments Committee Chairman and Environment and Planning Committee Chairman) and the Town Clerk**

**Where the Chairmen and/or Town Clerk of the above Committees are unavailable, the Vice Chairmen and/or Deputy Town Clerk shall deputise. However, as the Committee deals solely with stage two grievance or disciplinary cases, the subject of such a hearing is deemed to be unavailable to sit on the Committee but will be asked to attend in line with the Council's policies.**

Key Responsibilities and Delegated Authority: To act as the second stage in matters relating to disciplinary and grievance cases.

## **K) COUNCIL:**

Council reserves to itself responsibility for:

- i) the making of grants and loans (other than Budgeted Grants determined by the General Management Committee) and CIL (Community Infrastructure Levy) expenditure as recommended to it by the Environment and Planning Committee;
- ii) approval of the appointment or termination of employment of the Clerk of the Council; and
- iii) setting the Annual Precept and finalising the Budget.

## **L) DELEGATED AUTHORITY:**

- a)
  - i) All Committees (including the Transport Forum, Community Safety Meeting, Sub- Committees and Working Groups and the Youth Council) are responsible to Full Council
  - ii) but all Committees have authority to take executive action on all matters which are within their:
    - Terms of Reference
    - agreed Council policy; and
    - annual budget
  - iii) and to approve expenditure within the Committee's budget heads
  - iv) where the Statutory Power exists to do so, Committees may assign their functions and delegate their powers and duties to a Sub-Committee or a group of their Members or to the Town Clerk, provided that any action taken under delegated powers by the Chairman, Vice-Chairman, Sub-Committee or group of Members is reported to the next meeting of the Committee for information
- b) The Chairman, or in their absence the Vice-Chairman, of a Committee or Sub-Committee, in consultation with the Clerk of the Council or their nominee:
  - i) may decide, deal with or act on behalf of the Committee or Sub-Committee – whether at its request or because of the urgency of the matter
  - ii) may exercise virement between the Committee's budget heads and report the matter to the next meeting of the Committee or Sub-Committee.
- c) The Town Mayor or, in their absence, the Deputy Town Mayor, in consultation with the Clerk of the Council or their nominee:
  - i) may decide, deal with or act on behalf of the Council –whether at its request or because of the urgency of the matter
  - ii) may, in consultation with the Chairman of the relevant Committee – or, in their absence, the Vice-Chairman – decide, deal with or act on behalf of that Committee because of the urgency of the matter, incurring expenditure not provided for

within the budget and report the matter to the next meeting of the Council

- d) The Clerk of the Council shall have delegated authority, with agreed policies and budget provision, for the following matters – which, at their discretion, they may further delegate to the Council's senior officers:
- i) the general management of the Council's services in accordance with the policies of the Council and its Committees
  - ii) the initiation of new arrangements and revision of existing arrangements for the improved management of Council establishments and its day to day management
  - iii) the determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance of all buildings, property and equipment
  - iv) the routine investment and re-investment of Council monies at the Bank or other Financial Vehicles in conjunction with the In House Audit Sub-Committee
  - v) the management and letting of the Town Council's facilities (including policies and procedures for such activities in conjunction with advice from Hertfordshire Constabulary and Hertsmere Borough Council Licensing Department)
  - vi) the implementation of non-discretionary adjustments to the conditions of service of the Council's staff
  - vii) the appointment of staff in conjunction with elected members if they so decide
  - viii) the authorisation of staff to attend courses, seminars etc. relevant to their position with the Council and all Staff appraisals other than their own.

<p><b>Authority:</b> Full Council <b>Meeting:</b> 6 September 2023 <b>Review Body:</b> Full Council <b>Review Period:</b> every 1 year <b>Next Review:</b> March 2024</p>
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# **Elstree & Borehamwood Town Council (EBTC) Draft Culture and Creative Strategy<sup>1</sup>**



**August 2023**

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<sup>1</sup> NB This version is not an official Town Council document and needs to be approved by EBTC's respective democratic committees to become so. Not for wider circulation.

# Elstree & Borehamwood Town Council (EBTC)

## Draft Culture and Creative Strategy

August 2023

Lead: Cllr Dan Ozarow

### Preamble:

Elstree and Borehamwood is a fast-growing town with a rich film and TV heritage dating back to 1913 (Louis, 2020). Situated on London's doorstep, it is something of a sleeping giant in terms of its potential to become a vibrant centre of culture that attracts tourism from within the UK and internationally. Recent investment from Sky Studios, new political administrations at both Borough and Town Council level and the current development of a Creative Strategy for Hertsmere (Counterculture, 2023) that seeks to set out how local arts and culture can be supported to create new experiences and opportunities for residents and visitors, makes this an opportune time for EBTC to outline its own strategy in this respect.

### A Film and Television Hub and Tourism Potential



Our town harbours a comparative advantage in film and television, almost unparalleled anywhere else in the UK. Elstree Film Studios, BBC Elstree and Sky Studios Elstree act as a focal point for the creative arts industry. Tourists already flock to Borehamwood to take part in the audiences of shows such as *Strictly Come Dancing*. To celebrate this, *First Impressions* and *Elstree Screen Heritage* have done a fantastic job in helping to erect the Elstree Screen Heritage Wall, the permanent

display next to the rail station, pavement stars, famous actor plaques that adorn Shenley Road and the Film and Heritage Trail along Shenley Road and the plaques and signs around the Studio Way Woodland Walk (Elstree Screen Heritage, 2023), yet no one knows these are there unless they are actually here. We undersell our name and reputation to the outside world and little efforts are exerted to attract tourists; either for day trips, as a staycation resort or internationally.





Our neighbours in Watford and Three Rivers have proved much more successful in this endeavour, creating the Harry Potter Studio Tour at its Warner Brother Studios (2023), which attracts two million visitors per year and generated £132m a year in revenue in 2019 before Covid (Statista, 2023). It has become an unmissable attraction for Harry Potter enthusiasts.



Elstree and Borehamwood, which already houses half a dozen large hotels and sits just 20 minutes train journey from central London - and the millions who visit the capital each year - is sitting on a goldmine. Serious attempts should be made to invest and create a similar *Star Wars Experience*, capitalising on that global brand that has a cult-following, perhaps using Arts Council England funding or a combination of Council and corporate backers. A potential site could be the Land between *Sky Studios* and the *DoubleTree Elstree by Hilton Hotel*, which was removed from Greenbelt several years ago.

Offering public tours of non-production sites within Elstree and Sky Studios (both currently closed to the public) or the *EastEnders* site should be explored. There are dozens of historic famous film-set sites all around the town that film buffs and day-tripper tourists could visit via a hopper bus in peak season which could include a tour guide or have recorded commentary.



These projects have the potential to generate employment, injections of revenue for local businesses and local economic growth



Three years ago cross-party approval was agreed for the creation of a film and heritage centre in our borough (Louis, 2020). Funded by a local creative arts fund using CIL money from the expansion of Elstree Studios and Sky Studios, Elstree and Borehamwood Town Council could own this and operate it in partnership with Hertsmere, Elstree Screen Heritage, First Impressions, Elstree and Borehamwood Museum and utilising relevant local experts, historians and others.

## **Public Art**

Public art can provide a variety of roles in local economic development. These include educational opportunities, social activism, attracting tourists and improving the experience of identity and place among local residents. However successful models must involve local stakeholders in order to be representative and avoid disengagement (Challice, 2022). Such projects must therefore involve unifying themes such as the town's film heritage or the NHS and parochial initiatives that are designed and implemented by local people, following periods of consultation.

A perfect example of this was the Balmoral Drive Fire Solidarity Mural, which was established in 2023. This engaged local schoolchildren and a street artist in converting the hoarding outside these flats into an eye-catching and fondly-regarded art display as a tribute to the survivors of a tragic fire that burned down two blocks of flats and left twenty households homeless (McGuinness, 2023). We also have many examples of public art that celebrate our film heritage, including the Elstree Screen Heritage Wall, famous actor plaques that adorn Shenley Road and film hoardings to 2001 *The Space Odyssey* and other productions outside *Panattoni* on Elstree Way.





Unfortunately over the years these have tended to blend into the background as street furniture as local people have become so accustomed to them. Meanwhile a number of prominent gateway sites to our town remain under-utilised, adorning no public art and raising little advertising revenue such as the Borough council-owned roundabouts outside Tesco, the Civic Office in Borehamwood and near The Village Hotel in Elstree. The same can be said of our local parks.

However, roundabouts are increasingly being mobilised as public arts sites, for instance the Bear Pit in Bristol hosted a homage to the NHS some years ago and Gants Hill houses The Vortex – a 16m art installation by the renowned artist Wolfgang Buttress which was commissioned and installed in 2015 after years of public consultation (Blackburn, 2016).

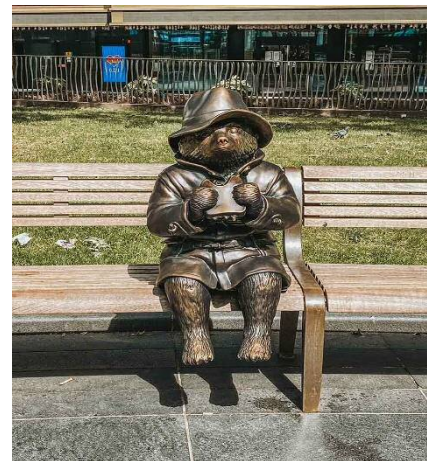


These could be ideal for temporary public art installations, perhaps by local design students at Elstree Screen Arts (ESA) to showcase their work, or tying in with annual cultural themes and awareness weeks that might be developed as part of the Borough-wide cultural strategy. Neighbouring Barnet Council has been unveiling its own public art programme (Brent Cross Town, 2023) and also employs a Culture and Public Art Officer with whom I have been seeking advice from in recent weeks. Eventually the Town Council may want to part-fund such a role with the Borough Council.



Another idea proposed by Cllr Butler and which could prove popular is to construct statues of famous actors who have performed at Elstree Studios in local parks and along shopping parades. To make this family friendly, characters whose films have been produced in our town like Paddington Bear, Harry Potter, Superman or Star Wars cast such as CP30 and R2Ds could be added as bronze busts to street benches, lamp posts or existing street furniture; bringing our town to life and offering photo opportunities for tourists.

Examples already exist in Leicester Square (see Paddington and Gene Kelly's iconic Singing in the Rain image above) and in many towns and cities around the UK. In Finchley, John Somerville's *A Conversation with Spike* installed a statue of comedian Spike Milligan on a bench in a local park.



These could also constitute part of newly-created parklets on some of our town's main roads as parking spaces are transformed into a community space - with benches, seats, planters, etc (Living Streets, 2003).

In any cultural strategy it is important that more localised parades such as Leeming Road and Manor Way also benefit from such installations.



## Resurgence of Elstree Village and Aldenham Reservoir as a Creative Arts Space

Elstree Village should also benefit from the town's cultural renaissance. Neglected for decades as its high street has been allowed to decay, many of its amenities have been lost and its green spaces lost, its 5,000 residents (City Population, 2023) are hopeful that the new town and borough administrations will invest in their locality and end the culture of Borehamwood hosting all the recent major community-orientated capital projects.

Aldenham Reservoir provides an excellent opportunity for culture and arts initiatives. Whilst the Land Covenant prohibits permanent erections per se, the embankment/ riverside by the dam is a picturesque backdrop location with a large, unused grass area that could be utilised for numerous activities such as a regular arts and crafts market, poetry readings, choirs, independent film showings or plays (perhaps by local ESA students) using temporary screens or as a live outdoor music venue (dependent on assessments of how this would affect local wildlife).



Which authority owns the grass area next to the dam isn't clear in the title deeds. However if it is Liberty, then a mutually beneficial arrangement could be reached between the them, the proposed community interest company that will result from the industrial units development (*Watford Observer*, 2023) and the Council. If it is part of the *Hertfordshire County Council* land then this authority will become the partner. S106 funds could be used from the proposed Industrial units to fund this.



## **Young People's Venues and Events:<sup>2</sup>**

Cultural provision for young people in our town is acutely lacking. This is at odds with the dynamic vision we have for our town embedded in the creative industries. 26% of our population are under 19 years old (CityPopulation, 2023) yet there are no permanent youth venues, no youth club (although the Friday night club that recently commenced at Hertswood is doing well) and the little provision that there is via the County Council has been decimated in recent years following spending cuts. Yet there is fertile ground for a successful venue or young person's hub to be established in Borehamwood town centre not only due to numbers but also because of the high concentration of teenagers based around Elstree Screen Arts, Oaklands College, Hertswood Academy and Yavneh College.

**"What we need as young people is a music venue like The Three Ways but more hip and contemporary."**

Erin, 19, Kenilworth

As part of this our young people would like an under-18s music venue or "youth café" to hang out and play games in. They are also keen to establish more interfaith events that celebrate the town's different cultures and their own, which blends faith leaders with their communities, congregations and young people.

### **Theatre, Ideas Cafes and Liberated Spaces for Expression**

The Ark Theatre in Borehamwood used to offer a fantastic live music and theatrical venue. Whilst Hertswood Academy and 96 Shenley Road both host state-of-the-art theatres (holding 250 and 150 people respectively), these are restricted in terms of user access or under-used respectively. Efforts should be made to increase their profile and attract better productions so that it can eventually compete with popular venues in neighbouring towns like The Radlett Centre.



To help foster and cultivate both creativity, social activism and community hubs, not-for-profit "ideas cafes" could be established in both Elstree and Borehamwood. These would function as regular cafes but would operate as Council-subsidised meeting places, a little like Gratitude's Hub (which is provided by Hertfordshire County Council), but completely open to all the public to use. They would house free book exchanges, creative "liberated" spaces for people to express thoughts and ideas on temporary canvasses that are renewed daily and the décor may include famous socially progressive quotes on the walls and images of people creating history through social change.

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<sup>2</sup> Ideas comprised in consultation with EBTC's Youth Council and other young people locally.

### Proposed Elstree and Borehamwood Town Council Input

As a Town Council we have limited human and financial resources. However we hope to take the lead on a number of the initiatives mentioned whilst playing a supportive role alongside Hertsmere Borough Council and other partners in others. We are also happy to discuss our ideas for how these might all be achieved.

<b>Proposal</b>	<b>EBTC to Lead</b>	<b>EBTC to Support</b>
Film and Heritage Museum	Y	
Star Wars Experience		Y
Tours/Hopper Bus	Y	
Public Art		Y
Bench statues	Y	
Culture & Public Art Officer		Y
Parklets		Y
Aldenham Reservoir Cultural Space	Y Lead on craft market only	Y
Theatres		Y
Ideas Cafes		Y
Young Persons Hub		Y

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Employment Law / HR and Health & Safety Compliance

# Service Proposal

Elstree & Borehamwood Town Council

Prepared for: Karen Crowhurst

Date: 28/06/2023

WorkNest Contact: Nimish Sheth

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| ✓ Discrimination issues                                 | ✓ Hiring new employees   |
| ✓ Business purchase / sale and TUPE transfers           | ✓ Terms and conditions of employment                               |
| ✓ Lateness, laziness, capability and performance issues | ✓ Sickness, absenteeism, maternity and paternity and time off work |

### Practical hands-on help

We will draft your Employment Law and HR letters, documents and settlement agreements.

### Robust Contracts of Employment and a practical and relevant Employee Handbook

We will make sure your essential documents are legally compliant, up-to-date and provide you with the certainty and flexibility you need to run your organisation. We will conduct a review of your Contracts of Employment and existing Employee Handbook (if any). If you don't have the required documents, we will draft new ones for you.

### Access to our online client file and Knowledge Hub

You and your team (if authorised by you) will have access to:

- ✓ Your own online client file – including your emails, notes and recordings of telephone calls with us, your Contracts of Employment, policies and procedures;
- ✓ A comprehensive Employment Law and HR resource and precedent bank; and
- ✓ A bank of Employment Law and HR-related webinars, presented by WorkNest's expert advisers.

### Regular news and topic specific webinars / webcasts

We will help to upskill you and your managers and improve your internal capacity to manage effectively, ultimately saving time and costs.



## Brilliant Health & Safety Support

### Act as your named legally-required Competent Person.

We will assign a highly-qualified field-based, DBS-checked Health & Safety Consultant to visit your premises and be your primary point of contact. We will also assign one of our office-based Health & Safety Consultants to give you additional day-to-day telephone and email support with your health and safety challenges. We will become an extension of your team.

### Support to match your particular requirements.

We will make an initial visit to your premises to understand your organisation and your current health and safety systems and procedures, needs and challenges.

### Visits.

Each year, we will visit your organisation and identify areas of risk and actions required. We will review your Health & Safety Policy and Employee Handbook and your General Risk Assessments.

### A bespoke Health & Safety Management System.

The system will include a detailed Health & Safety Policy and Employee Handbook and all the necessary arrangements to ensure its effective implementation.

### A General Risk Assessment.

We will identify areas of non-compliance, as well as areas where you comply fully. You will receive a written report and prioritised action plan, including practical advice to remedy areas of non-compliance.

### Practical Guidance.

Your dedicated Consultant and office-based Health & Safety Consultant will be there to guide you through those actions arising from your General Risk Assessments and with any other day-to-day health and safety challenges you face.

### An annual audit of your ongoing health and safety compliance.

Each year we will:

- ✓ Identify areas of risk and actions required;
- ✓ Review your Health & Safety Policy and Health & Safety Employee Handbook;
- ✓ Give you hands-on practical support in respect of key actions/challenges;
- ✓ Update your Health & Safety Journey Plan and objectives; and
- ✓ Work to certify your organisation as health and safety compliant.

### Health & Safety Software.

You will have access to our award-winning cloud-based Health & Safety Software, that will revolutionise your approach to risk and safety management. This simple and secure way to manage compliance will allow you to confidently meet your legal requirements through a number of easy to use applications. You will be able to:

- ✓ Monitor and control those actions identified in your General Risk Assessment and assign ownership to those responsible;
- ✓ Create bespoke risk assessments for specific activities, areas and items in your workplace;
- ✓ Implement your own monitoring checks at the desired frequency to proactively manage your work environment;
- ✓ Maintain a register of all your statutory compliance certification to ensure that re-examination is undertaken;
- ✓ Record all accidents and incidents and conduct a comprehensive investigation;

## Assured advice you can trust



Our Health & Safety clients receive advice that has been assured by a local regulator acting as a Primary Authority (PA). This means that our processes, procedures and level of expertise have been reviewed, approved and signed off by Cheshire West and Chester Council to allow us to enter into a 'co-ordinated partnership'.

Our advice can be used with confidence across your business. Whether you operate from a single site or have premises that span multiple local authorities, a relationship with a PA ensures that other authorities wishing to inspect WorkNest clients will be required to firstly engage with the PA before making contact with you.

**We are the first Health & Safety Consultancy in the UK to be approved to provide assured advice, which is testament to our quality of service. All this offers significant benefits to our clients.**

Providing you follow our advice, your business should:

- ✓ Be protected against the risk of enforcement, scrutiny or action from authorities that have different views on what you should be doing to achieve compliance;
- ✓ Benefit from a strengthened ongoing relationship with both regulators and future interactions with businesses throughout England, Wales and Scotland; and
- ✓ Be viewed as being 'in safe hands' when you join us – both within your business and from those looking in.

Some organisations choose to gain PA status themselves working with a local authority directly. This can be time-consuming and is usually only undertaken by large companies. If you join WorkNest, we've already done the hard work for you and you benefit in the same way.

Join us and gain access to a single source of advice that you can immediately trust and implement across your whole business.



## Fee Summary

### 60-month Support Agreement

**Employment Law / HR and Health & Safety Compliance**  
exclusive of VAT

£4,489 per annum

#### HR Software

**Core HR Software Subscription**  
Normal cost of subscription: £194

£0 per annum

#### Other

**LearningNest Core - 10 Users**  
exclusive of VAT

FREE for the first 12 months  
then £436 per annum

FREE for the first 12 months. If you love it and want to keep it after the free period, then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at [elearning@worknest.com](mailto:elearning@worknest.com) no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss and no charge.

## Our Terms

Our honest approach to doing business.  
Our fees are as set out in the Fees Summary.

Please find a copy of our full Service Agreement Terms [here](#). The document explains WorkNest's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover offered. It is an important document and should be read and understood by you because it will form part of the agreement between us. WorkNest is authorised and regulated by the Financial Conduct Authority, registration number 310779. Our legal expenses insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover. You can access a full copy of our insurance terms [here](#).

## Contact

To gain access to quality advice, brilliant service and professional support from day one, please contact me.

Nimish Sheth  
**Regional Business Director**  
Telephone: 07850 646844  
[nimishsheth@worknest.com](mailto:nimishsheth@worknest.com)

## **IT Report – Full Council – Sept 2023**

### **Current Provider**

Our current provider, Absolute Technologies, have provided IT Support services to the Town Council for over 15 years on an ad-hoc basis.

Absolute Technologies have provided us with the following services over those years as requested by the Town Clerk(s):

- Microsoft 365 Administration
- Anti Virus Support
- PC / Laptop Support
- Network Support
- Hardware Support including servers and printers.
- Rialtas Support
- User Support and Assistance
- Door Access System Installation and Support
- CCTV Installation and Support – Allotments and Fairway Hall
- Phone System Installation and Support
- Broadband and Internet Support and assistance with contracts
- Mobile Phone Support and assistance with contracts
- Remote Access for Staff working from home
- Assistance with 3<sup>rd</sup> party installations such as Burglar Alarms, Barrier Systems, Electrical Charging Points, Franking Machines, Credit Card payment machines, Photocopiers
- Office re-organisations
- Websites
- Out of Hours Support for Council meetings and members.

### **Questions Raised by ex Locum Clerk**

The ex Locum Clerk raised a question with the Staffing Committee if it was appropriate for Absolute Technologies to continue to provide our IT Support and be a part-time employee of the Town Council in another role as they have access to our emails and confidential information.

This led to the ex Locum Clerk disposing of Absolute Technologies services with immediate effect and appointing another company.

The ex Locum Clerk left the Town Council a few days later, and discussions between myself as Acting Clerk and Absolute Technologies resumed to ensure the Council is provided with the service it has become used to.

I have spoken with several other Town Councils and HAPTC to confirm that there is no issue with Absolute Technologies being our IT provider and an employee. There is no issue. Whoever provided our IT Support would have access to confidential information, as would potentially any employee of the Town Council. Absolute Technologies have signed our Data Protection policies, and over 15 years have dealt with many confidential and sensitive situations with no breach of confidentiality.

Any attempt to dismiss Absolute Technologies on the basis they could access our emails may result in legal action against the Town Council as any IT provider would be able to do this.

### Proposals

Absolute Technologies have provided me with a full detailed list of all the services they provide and I have discussed with them potential changes going forward. They are all for changes, some of which they are suggesting to make the Council's IT provision more robust and future proof.

Subject to my appointment as Town Clerk, I intend to continue to use Absolute Technologies to provide services to the Town Council.

I intend to liaise with Absolute Technologies and provide a full plan to the next GMC meeting of how I wish to structure our IT support and provide long term resilience for the Town Council. This may involve bringing some services in-house and continuing to outsource other services to Absolute Technologies or other companies. Absolute Technologies have agreed to support this process.

Tracey Malton  
Acting Town Clerk