

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>101 Precept</u>							
1176 PRECEPT	549,767	332,141	664,282	332,141			
1178 MATURED INVESTMENTS	100,000	0	0	0			
Precept :- Income	649,767	332,141	664,282	332,141			0
Net Income	649,767	332,141	664,282	332,141			
<u>102 Interest</u>							
1296 INTEREST	4,041	2,695	1,400	(1,295)			
Interest :- Income	4,041	2,695	1,400	(1,295)			0
Net Income	4,041	2,695	1,400	(1,295)			
<u>103 Salaries</u>							
1301 SAL-STAFF SALARIES	283,935	110,717	310,000	199,283		199,283	
1302 SAL-EMP'RS NI	29,764	11,970	30,000	18,030		18,030	
1303 SAL-EMP'R SUPERANN	60,178	21,875	68,000	46,125		46,125	
1304 SAL- LOCUM STAFF	2,790	24,288	0	(24,288)		(24,288)	
Salaries :- Indirect Expenditure	376,667	168,850	408,000	239,150	0	239,150	0
Net Expenditure	(376,667)	(168,850)	(408,000)	(239,150)			
<u>104 Administration</u>							
1498 Localities GRANT - Shoham	0	2,500	0	(2,500)			
Administration :- Income	0	2,500	0	(2,500)			0
1402 MEMBERS' ALLOWANCES	3,600	4,400	5,016	616		616	
1405 CLERK TRAINING	787	0	1,000	1,000		1,000	
1407 ADM-OFFICERS TRAININ	1,345	(795)	3,000	3,795		3,795	
1408 ADM-OFFICERS TRAVEL	250	78	300	222		222	
1410 ADM-Kitchen Supplies	639	444	600	156		156	
1411 ADM-RECRUITMENT FEE	200	347	1,000	653		653	
1415 HEALTH & SAFETY	2,803	880	3,500	2,620		2,620	
1420 ADM-TELEPHONES	3,438	891	3,000	2,109		2,109	
1421 ADM-POSTAGE	2,188	416	2,000	1,584		1,584	
1422 ADM-STATIONERY	1,557	509	1,500	991		991	
1423 ADM-SUBS & PUBS	4,203	3,432	5,000	1,568		1,568	
1424 ADM-INSURANCE	3,861	4,537	4,000	(537)		(537)	
1426 ADM-HOSPITALITY	1,300	257	2,000	1,743		1,743	
1427 FLOWERS ETC-	168	57	150	93		93	
1429 MEETING COSTS	0	33	500	467		467	

12:01

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1430 REMEMRANCE SUNDAY	115	0	1,200	1,200		1,200	
1434 ADM-MAYORAL/ DEPUTY ALLOW	950	2,226	2,267	41		41	
1435 ADM-MEMBERS TRAINING	30	112	1,500	1,388		1,388	
1436 ADM-MEMBERS EXPENSES	63	0	0	0		0	
1438 PHOTOCOPIER & PRINTING	1,551	588	2,500	1,912		1,912	
1439 I.T.SERVICES	3,867	3,081	12,000	8,919		8,919	
1440 SOFTWARE SUPPORT	2,699	2,976	3,000	24		24	
1441 IT Consultants	2,703	0	0	0		0	
1448 HBC-PAYROLL SERVICES	400	753	1,400	647		647	
1451 ADM-BANK CHARGES	1,636	809	2,000	1,191		1,191	
1456 ADM-REP & LEGAL FEES	1,026	0	5,000	5,000		5,000	
1457 ADM-AUDIT	3,243	755	3,500	2,745		2,745	
1459 ADVERTISING-PUBLICITY	733	101	500	399		399	
1483 CIVIC REGALIA	198	292	500	208		208	
1484 PARTNERSHIP WORKING	1,067	3,824	9,500	5,676		5,676	
1485 Neighbourhood Planning	(3,407)	6,070	0	(6,070)		(6,070)	
1486 Site Development Consultants	943	0	0	0		0	
1487 MERCHANDISING	0	0	300	300		300	
1488 Marketing	1,244	0	1,600	1,600		1,600	
1489 Football Tournament	0	9,777	10,000	223		223	
1490 CORONATION	0	2,073	1,500	(573)		(573)	
Administration :- Indirect Expenditure	45,401	48,925	90,833	41,908	0	41,908	0
Net Income over Expenditure	(45,401)	(46,425)	(90,833)	(44,408)			
<b>106 Community Hall</b>							
1681 COM-LETTINGS	32,082	13,548	25,000	11,452			
1687 VEH-CHARGING RECEIPTS	0	238	1,000	762			
Community Hall :- Income	32,082	13,786	26,000	12,214			0
1612 COM-WATER RATES	730	(324)	850	1,174		1,174	
1613 COM-ELECTRICITY	2,748	1,286	3,100	1,814		1,814	
1614 COM-GAS	5,371	1,334	6,000	4,666		4,666	
1616 CONSUMABLE SUPPLIES	1,193	537	1,500	963		963	
1617 COM-REFUSE COLLECTIO	2,999	3,291	3,100	(191)		(191)	
1628 COM-LICENSES	411	863	800	(63)		(63)	
1637 COM-MAINTENANCE	4,474	1,682	4,500	2,818		2,818	
1650 COM-FH CAR PARK LEASE	0	0	6,500	6,500		6,500	
1651 VEH-CHARGING	0	0	700	700		700	
Community Hall :- Indirect Expenditure	17,927	8,669	27,050	18,381	0	18,381	0
Net Income over Expenditure	14,155	5,117	(1,050)	(6,167)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b><u>108 Cost of Elections</u></b>							
1800 TO ELECTION FUND	0	0	10,000	10,000		10,000	
Cost of Elections :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0
Net Expenditure	0	0	(10,000)	(10,000)			
<b><u>109 Contingency</u></b>							
1900 GENERAL CONTINGENCY	4,742	0	2,500	2,500		2,500	
Contingency :- Indirect Expenditure	4,742	0	2,500	2,500	0	2,500	0
Net Expenditure	(4,742)	0	(2,500)	(2,500)			
<b><u>201 Allotments</u></b>							
2185 ALL-RENT RECEIPTS	4,816	1,666	4,700	3,034			
Allotments :- Income	4,816	1,666	4,700	3,034			0
2112 ALL-WATER RATES	2,405	606	2,000	1,394		1,394	
2116 ALL-SUPPLIES	707	491	1,000	509		509	
2117 TROPHIES	200	0	200	200		200	
2140 ALL-SITE IMPROVEMENT	1,000	(311)	500	811		811	
2141 TREE MAINTENANCE	2,800	0	0	0		0	
2142 ALL-SKIP HIRE	628	0	800	800		800	
2143 ALL-MOWER MAINT	320	41	200	159		159	
Allotments :- Indirect Expenditure	8,061	827	4,700	3,873	0	3,873	0
Net Income over Expenditure	(3,245)	839	0	(839)			
<b><u>202 War Memorials</u></b>							
2203 WAR MEM-MAINTENANCE	260	0	510	510		510	
War Memorials :- Indirect Expenditure	260	0	510	510	0	510	0
Net Expenditure	(260)	0	(510)	(510)			
<b><u>203 Churchyards</u></b>							
2377 CHU-BOROUGH GRANT	1,589	0	2,589	2,589			
2378 SECTION 106-AGREEMT	2,810	0	2,300	2,300			
Churchyards :- Income	4,399	0	4,889	4,889			0
2337 TREE WORKS	2,067	0	2,000	2,000		2,000	
2339 CHU-MAINTENANCE	797	0	800	800		800	
Churchyards :- Indirect Expenditure	2,864	0	2,800	2,800	0	2,800	0
Net Income over Expenditure	1,536	0	2,089	2,089			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>205 Clocks</u>							
2538 CLO-MAINTENANCE	737	269	1,000	731		731	
Clocks :- Indirect Expenditure	737	269	1,000	731	0	731	0
Net Expenditure	(737)	(269)	(1,000)	(731)			
<u>206 Street Furniture</u>							
2637 STR-MAINTENANCE	562	16	2,000	1,984		1,984	
Street Furniture :- Indirect Expenditure	562	16	2,000	1,984	0	1,984	0
Net Expenditure	(562)	(16)	(2,000)	(1,984)			
<u>207 Equipment</u>							
2746 EQU-NEW TOOLS/EQUIPM	1,209	(757)	800	1,557		1,557	
Equipment :- Indirect Expenditure	1,209	(757)	800	1,557	0	1,557	0
Net Expenditure	(1,209)	757	(800)	(1,557)			
<u>209 Van</u>							
2943 VAN- SERVICE, MOT & REPAIR	1,940	15	0	(15)		(15)	
2944 VAN-PETROL	1,214	0	0	0		0	
2945 VAN- TAX & INSURANCE	1,650	0	2,000	2,000		2,000	
2948 Electric Van Costs	248	4,809	3,000	(1,809)		(1,809)	
Van :- Indirect Expenditure	5,052	4,824	5,000	176	0	176	0
Net Expenditure	(5,052)	(4,824)	(5,000)	(176)			
<u>301 Entertainments</u>							
3148 Fireworks Sponsorship	0	0	5,750	5,750			
3186 TICKET SALES CHRISTMAS	630	0	700	700			
Entertainments :- Income	630	0	6,450	6,450			0
3110 EVENT STAFF	2,022	0	0	0		0	
3125 ENT-PUBLICITY	454	0	500	500		500	
3126 BAND & HALL CHRISTMAS	1,102	138	1,100	963		963	
3127 EVENTS-HOSPITALITY	734	160	600	440		440	
3130 ENT-FIREWORKS DISPLA	10,000	10,000	10,000	0		0	
3131 FIREWORKS SOUND	1,732	0	1,800	1,800		1,800	
3133 FILM PLAQUE INSTALL	0	0	1,000	1,000		1,000	
3142 EQUIPMENT PURCHASE & HIRE	1,663	1,064	1,600	536		536	
3143 British Red Cross-First Aider	1,015	248	1,500	1,252		1,252	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
3147 New Initiatives	7,123	0	5,000	5,000		5,000	
Entertainments :- Indirect Expenditure	25,846	11,610	23,100	11,490	0	11,490	0
Net Income over Expenditure	(25,215)	(11,610)	(16,650)	(5,040)			
<u>302 Civic Festival</u>							
3287 Ticket Sales-Others	912	779	3,475	2,696			
3291 STALLS HIRE-F/DAY	450	200	500	300			
Civic Festival :- Income	1,362	979	3,975	2,996			0
3210 EVENT STAFF	4,050	3,065	5,000	1,935		1,935	
3225 CIV-PUBLICITY	0	0	300	300		300	
3226 CIV-HOSPITALITY	0	0	500	500		500	
3229 CIV-EVENT/ARTISTE FEES	15,659	17,800	18,000	200		200	
3232 CIV-PRIZES/TROPHYS	282	160	400	240		240	
3235 FLOATS-F/ASSISTANCE	1,192	0	2,000	2,000		2,000	
3241 CIV-PREMISES HIRE	750	300	750	450		450	
3248 ITEM PURCHASE/HIRE	3,071	802	3,000	2,198		2,198	
Civic Festival :- Indirect Expenditure	25,004	22,127	29,950	7,823	0	7,823	0
Net Income over Expenditure	(23,642)	(21,148)	(25,975)	(4,827)			
<u>303 Town Centre - Initiatives</u>							
3305 Teddy's Trails Book Sales	330	120	350	230			
Town Centre - Initiatives :- Income	330	120	350	230			0
Net Income	330	120	350	230			
<u>401 Grants</u>							
4161 Community Grant Awards	7,125	0	10,000	10,000		10,000	
4190 Budgeted Grant - BETTA	0	0	1,500	1,500		1,500	
Grants :- Indirect Expenditure	7,125	0	11,500	11,500	0	11,500	0
Net Expenditure	(7,125)	0	(11,500)	(11,500)			
<u>403 School Swimming</u>							
4363 SWI-TRANS & ADMITANC	32,395	22,826	31,000	8,174		8,174	
School Swimming :- Indirect Expenditure	32,395	22,826	31,000	8,174	0	8,174	0
Net Expenditure	(32,395)	(22,826)	(31,000)	(8,174)			

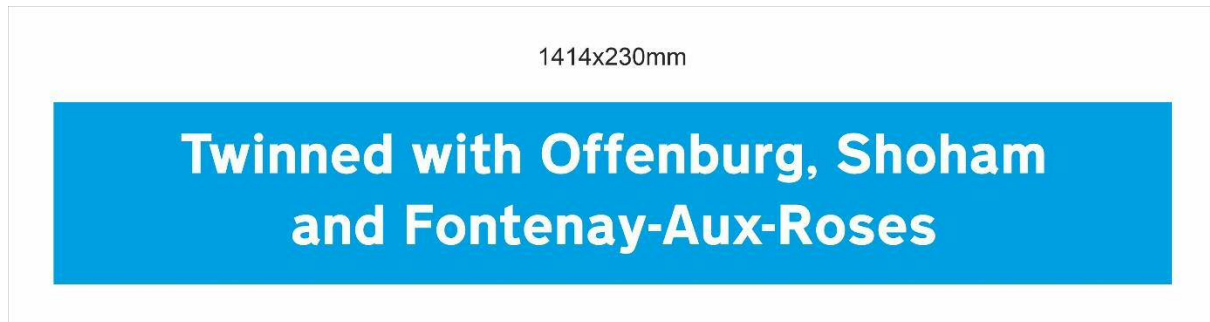
	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>404 Town Twinning</u>							
4464 TWI-ACTIVITIES	5,339	2,461	10,000	7,539		7,539	
Town Twinning :- Indirect Expenditure	5,339	2,461	10,000	7,539	0	7,539	0
Net Expenditure	(5,339)	(2,461)	(10,000)	(7,539)			
<u>405 Town News</u>							
4581 Town Crier Adverts	3,646	(1,244)	8,000	9,244			
Town News :- Income	3,646	(1,244)	8,000	9,244			0
4566 Town Crier Production	40,767	7,401	12,750	5,349		5,349	
4568 Town Crier Distribution	4,875	0	1,000	1,000		1,000	
Town News :- Indirect Expenditure	45,642	7,401	13,750	6,349	0	6,349	0
Net Income over Expenditure	(41,996)	(8,645)	(5,750)	2,895			
<u>406 Youth Council</u>							
4666 YOU-ACTIVITIES	278	4	500	496		496	
Youth Council :- Indirect Expenditure	278	4	500	496	0	496	0
Net Expenditure	(278)	(4)	(500)	(496)			
<u>407 Coach Trips</u>							
4787 COA-TICKET SALES	6,174	6,128	7,717	1,589			
Coach Trips :- Income	6,174	6,128	7,717	1,589			0
4767 COA-COACH HIRE/ADMIN	10,470	10,535	10,470	(65)		(65)	
Coach Trips :- Indirect Expenditure	10,470	10,535	10,470	(65)	0	(65)	0
Net Income over Expenditure	(4,296)	(4,407)	(2,753)	1,654			
<u>408 Christmas Decorations</u>							
4846 CHR-HIRE CHARGE	12,500	0	12,500	12,500		12,500	
4847 SWITCH ON CEREMONY	5,345	4,300	5,500	1,200		1,200	
4868 CHR-CONTRACT	14,760	0	15,000	15,000		15,000	
4869 CHR-MAINT/ELECTICITY	1,000	0	1,300	1,300		1,300	
4870 CHR-REWIRING/TIME C	1,239	0	2,500	2,500		2,500	
4871 Chanukah Lights	0	0	5,500	5,500		5,500	
Christmas Decorations :- Indirect Expenditure	34,844	4,300	42,300	38,000	0	38,000	0
Net Expenditure	(34,844)	(4,300)	(42,300)	(38,000)			

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>901</b>	<b><u>Ear Marked Reserves</u></b>							
9025	EMR - CIL Funds Received	139,886	104,648	0	(104,648)			
	Ear Marked Reserves :- Income	<u>139,886</u>	<u>104,648</u>	<u>0</u>	<u>(104,648)</u>			<u>0</u>
9012	EMR - Van Replacement	0	(2,000)	0	2,000		2,000	
9013	Capital Projects	51,933	1,250	0	(1,250)		(1,250)	1,250
9014	COMMUNITY WELLBEING PROJECTS	6,007	0	0	0		0	
9023	EMR - CIL Funds Spent	186,374	30,000	0	(30,000)		(30,000)	30,000
	Ear Marked Reserves :- Indirect Expenditure	<u>244,313</u>	<u>29,250</u>	<u>0</u>	<u>(29,250)</u>	<u>0</u>	<u>(29,250)</u>	<u>31,250</u>
	Net Income over Expenditure	<u>(104,427)</u>	<u>75,398</u>	<u>0</u>	<u>(75,398)</u>			
6000	plus Transfer from EMR	244,313	31,250					
6001	less Transfer to EMR	139,886	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>106,648</u>					
	Grand Totals:- Income	847,132	463,419	727,763	264,344			
	Expenditure	894,735	342,137	727,763	385,626	0	385,626	
	Net Income over Expenditure	<u>(47,603)</u>	<u>121,282</u>	<u>0</u>	<u>(121,282)</u>			
	plus Transfer from EMR	244,313	31,250					
	less Transfer to EMR	139,886	0					
	Movement to/(from) Gen Reserve	<u>56,824</u>	<u>152,532</u>					

## **Twin Town Signs**

### **Vinyl Strip applied to existing signs**

Supply and fit 10 strips of vinyl 1414x230mm at 10 different locations will be £490+vat



### **Identical Replacement Signs (with wording changed to same as above)**

1470 (w) x 1365 (h)mm aluminium composite signs with prismatic reflective background, c/w sign channels at the back for post mounting will be £255+vat each (supply only)



## Entertainments Working Party

Chair: Cllr L Smith

Interested in becoming members:

- Bob Redman – First Impressions/Elstree Screen Heritage
- Lucy Barrett – Communities 1<sup>st</sup>
- Janice Levine – WD6 Food Support
- Peter Windsor – 96 Shenley Road

Will open the first meeting to the public to see if it attracts any more interest.

Date for first meeting: a Wednesday in November TBC

Time: TBC



**Elstree and Borehamwood Town Council**

**Grants Awarded to Local Organisations (Application)**

**Application for a Grant 2023/24**

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

**ORGANISATION NAME AND POSTAL ADDRESS:**

Elstree and Borehamwood Unity Network.....

9 Cowley Hill Borehamwood

.....  
WD6 5LE  
.....

Activities are normally held at the Town Council Hall, Brook Close. Borehamwood. WD6 5BT  
.....

**IMPORTANT: PLEASE INCLUDE BELOW:**

The Name of The Bank Account \_ Elstree & Borehamwood Unity Network

Sort Code \_230580\_\_\_\_\_

Account Number 28129831\_\_\_\_\_

Name And Address of Bank \_Metro Bank.\_ Shopping Park, 3E,25Theobald Street  
Borehamwood. WD6 4PR. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Constitution/Regulations Included** ✓ **Accounts/Financial Statement Included** ✓

.....

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

**Martine Eni  
9 Cowley Hill  
Borehamwood  
WD6 5LE  
07852967160  
enimartine@yahoo.com**

3. Amount requested: Grant or Loan:

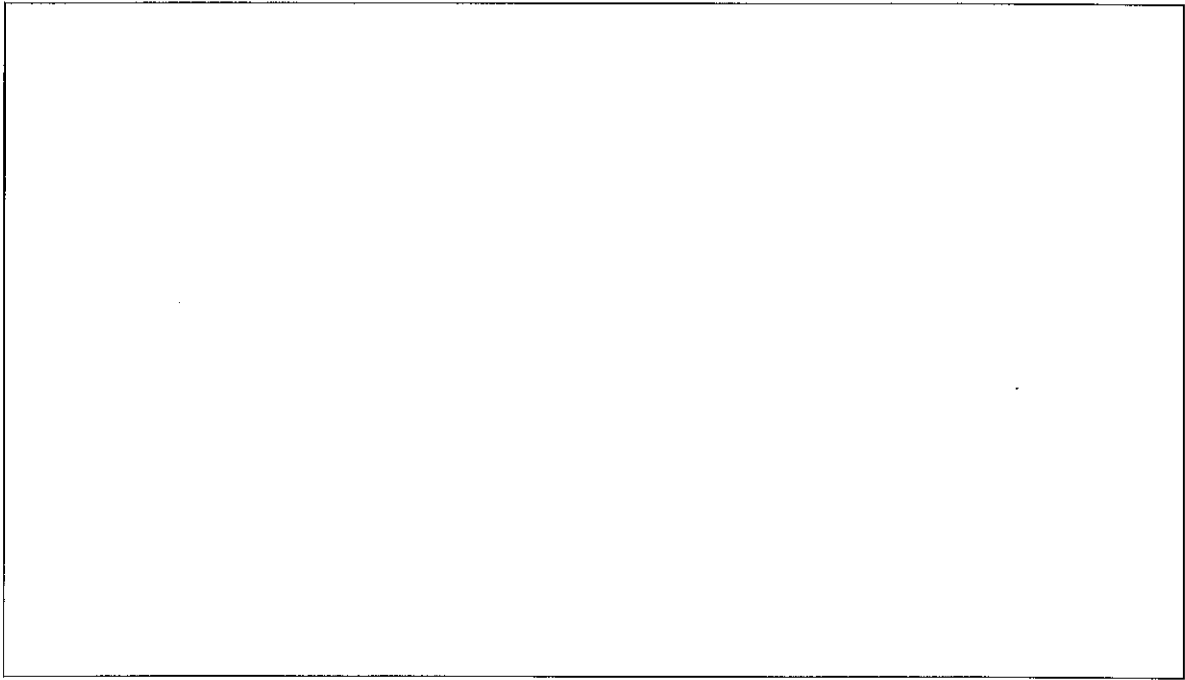
**£1000 Grant**

4. Please explain why financial assistance is requested:

Elstree and Borehamwood Unity Network was established in 2018 to bring together different ethnic groups in Hertsmere to celebrate their diversity and to encourage local small artisan businesses and groups to display their crafts and cultural entertainment for an audience. The event is usually held at the Elstree and Borehamwood Town Council Hall, but due to its success and the volume of attendees, we have decided to trial out a new venue for the safety of our guests.

This two-day diversity event will be held at the Allum Manor this year at a cost of £2000. The event also provides refreshment for guest and visitors. The highlight of the event is a food sharing event (potluck) from different parts of the world and we also raise some funds for local charities through our raffle sales.

The amount being requested is to pay for the second day of the event.



5. Briefly describe the aims of your organisation:

Create, manage, and support any integration activity that will enable our community of Elstree & Borehamwood, Hertsmere to flourish in inter racial and inter ethnical relations. To support any inter community artist and group in the Arts and Cultural domain in the realm of possibilities and provision.

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

The event attendees are on average of 400 and almost all are from Elstree and Borehamwood

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

**The fund from current expenses came from savings from last event and grant from HBC**

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

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

£1500 has been approved by Hertsmere Borough Council for a day venue and security cost

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

**Year ending...2022.....**

**Total reserves at start of year: £3334.66**

**Total income for the year: £7357**

**Sub-Total: £10691.66**

**Expenditure for the year: £6555.11**

**Total reserves at end of year: 4186.55**

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

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

**Signed:** \_\_\_\_\_ **Position in Organisation:** \_\_\_\_\_

**Print name:**

**Date:**

# Elstree & Borehamwood Unity Network

## CONSTITUTION of inception April 2018

### 1. NAME

The name of the Group is the ELSTREE & BOREHAMWOOD UNITY NETWORK

### 2. OFFICE

The office of the Group for usual business and postal deliveries shall be at 9 Cowley Hill Elstree & Borehamwood WD6 5LE Hertfordshire UK.

### 3. OBJECTS

The objects of the Group are :-

- a) Support, create and manage the yearly **Black History and community Festival** event in October of each year. Develop and integrate any ongoing event and organisation to valorise and support the better cohesion in our community.
- b) Create, manage and support any integration activity that will enable our community of Elstree & Borehamwood, Hertsmere to flourish in inter racial and inter ethnical relations.
- c) To support any inter community artist and group in the Arts and Cultural domain in the realm of possibilities and provision.

### 4. POWERS

The Group will use all legal, financial and ethical means to carry out its objects.

### 5. USE OF ASSETS

The income and property of the Group may only be used for the promotion of its objects and no part of its income and property shall be paid or transferred directly or indirectly in any way whatsoever as a profit to members of the Group or to its trustees and/or co-optees to the management committee.

### 6. PAYMENTS AND REMUNERATION

The Group may make payments in good faith for reasonable and proper remuneration to any member, officer or employee of the Group for any services rendered to the Group and of out-of-pocket expenses to the management committee and volunteers based on write justification and agreement by the committee;

### 7. AMENDMENTS TO THE CONSTITUTION

No additions, alterations or amendments shall be made to this Constitution except by Special Resolution passed by two-thirds of the committee members.

### 8. DISSOLUTION

The Group may be dissolved by a resolution passed by a simple majority of those present and voting at a Special General Meeting of which twenty-one clear days' notice shall have been given. Such resolution may give committee directions for the disposal of any assets held by the Group provided that such directions are proper in law and that any property remaining after the satisfaction of all debts and liabilities shall not be paid to the members of the Group but shall be given or transferred to other non for profit and charitable organisation(s) having objects similar to the objects of the Group.

### 9. MEMBERS

Full committee members must be eighteen years old. Younger people may be admitted to membership as Associate Members. The Committee will draw up rules for membership and conduct. Anyone refused membership or having membership withdrawn shall be notified in writing and shall have the right to make representations to the Committee within twenty-eight days of the decision being taken. New members may be accepted into the Group after notice of any Meeting has been issued but shall not be entitled to vote at that Meeting.

# **Elstree & Borehamwood Unity Network**

10 a. A committee member may at any time withdraw from the Group by giving at least seven clear days' written notice to the Group. Members shall not transfer their membership to someone else. Membership will terminate on a member's death.

10 b. A Trustees member may at any time withdraw from the Group by giving at least seven clear days' written notice to the Group. Trustees Members shall not transfer their membership to someone else. Membership will terminate on a member's death. Trustees are supporting the group by giving guidance and support and will receive minutes of meetings and will be able to comment on the said minutes. Their comments will be presented to the Committee members without failure.

## **MEETINGS**

11. The Group shall hold an AGM (AGM) every year, to take place within fifteen months of the previous one. The AGM shall take place on a date and at a time and location decided by the Committee which must specify these details in notices calling it. The first AGM must be held within fifteen months of the date of setting up the Group.

12. All meetings of the members other than AGM shall be called General Meetings except a meeting to dissolve the Group which shall be called a Special General Meeting.

13. The Committee may call a General Meeting whenever they think fit and also if the case of an emergency is established in writing by  $\frac{3}{4}$  of the committee. If the Committee cannot form a quorum at Committee meetings, the remaining Committee members must call a General Meeting.

## **14. NOTICE OF MEETINGS**

At least twenty one clear days' notice in writing of every AGM and at least fourteen clear days' notice in writing of every other Meeting, specifying the place, the day and the hour of the meeting and the reason for calling it. A meeting may be convened by such notice as those members may think fit with the consent of a majority of the members having the right to attend and vote at the meeting. The chair will be allowed the acceptance of proxy votes only.

15. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice shall not invalidate any resolution passed at any meeting.

## **16. AGM BUSINESS**

The AGM shall consider the income and expenditure account and the balance sheet, the Annual Report of the Group, the Committee's Report, the Audit Report, the appointment of Auditors and the election of Committee Members.

## **17. QUORUM AT GENERAL MEETINGS**

No business shall be transacted at a Meeting called by the Committee unless a quorum is present when the meeting proceeds to business. Until otherwise decided at a Meeting called by the Committee a quorum shall be one third of the members or three members, whichever is the greater.

18. If within half an hour from the time appointed for the holding of a Meeting called by the Committee a quorum is not present, it shall be adjourned to such other time and place as the Committee shall determine. Whenever a meeting is adjourned for fifteen days or more all persons entitled to it shall be given notice of the new date, time and location of the meeting. If the meeting is adjourned for thirty days or more, notice must be given as if a new meeting were being called.

19. If within half an hour from the time appointed for the holding of the reconvened General Meeting called by the Committee no quorum as specified in Article 11 is present, such persons as are present shall form the quorum, provided that at least three members entitled to vote are present.

20. If within half an hour from the time appointed for the holding of a General Meeting called by the members a quorum is not present, the meeting shall be dissolved. The quorum for such a meeting shall be ten per cent of the members entitled to vote.

## **21. ADJOURNMENTS**

# Elstree & Borehamwood Unity Network

The Chairperson may adjourn the meeting to another time, date or location with the consent of any meeting at which a quorum is present, and will have to do so if those present want it to happen. If the adjournment is for more than thirty days, new notices must be sent to every person entitled to receive one. When the meeting resumes, only the outstanding business from the original meeting shall be dealt with.

## 22. CHAIRPERSON.

The Chairperson of a General Meeting shall normally be the chairperson of the Group but may be any other person who those present at the meeting deem appropriate by the Chair.

23. At any Meeting a resolution put to a vote shall be decided on a show of hands unless the Chairperson or at least three persons present demand that there is a secret ballot. Any special resolution except a resolution for dissolution must be carried by the votes of two thirds of those members entitled to vote, including proxy votes. A declaration by the Chairperson of the meeting that a resolution has been carried, or carried by a particular majority, or unanimously, or lost shall be final and an entry to that effect shall be made in the minute book as conclusive evidence of the fact.

24. There shall not be a secret ballot to decide who chairs the meeting or to decide if the meeting should be adjourned, and such decisions shall be taken by a simple majority on a show of hands.

25. If a secret ballot is called, the Chairperson shall decide how it is to be conducted; it shall be conducted at the meeting, but may be held at the end of the meeting.

26. Every person entitled to vote shall have one vote. In the event of there being a tie, the Chairperson has a second or casting vote.

27. If a special resolution is being put to a Meeting and all the persons entitled to vote vote by proxy their votes shall be counted as if they attended and voted at that Meeting. There is no need for the Meeting to take place physically.

28. No person shall be entitled to vote on any question either in person or by proxy at any Meeting who has not been accepted into membership.

29. It shall be assumed that every person voting is entitled to vote at the Meeting unless an objection is raised at the meeting or before the meeting in the case of proxy or postal voting. Any objection shall be dealt with by the Chairperson whose decision shall be final.

30. Votes may be cast either personally, by post or by proxy. An organisation may vote by proxy or otherwise only by its authorised representative whose name has been given to the Secretary at least seven days before the meeting takes place. A proxy must be appointed by a written document (which need not be in English) but which must be in this form, or as near to it as possible:

Trustee or Committee Member \*\*

I, ..... {name of Committee Member}  
of ..... {address of Member}  
a committee member entitled to vote in Meetings of the ELSTREE & BOREHAMWOOD UNITY

NETWORK Group

hereby appoint ..... (name of appointee)  
of ..... (address of appointee)  
as my proxy to vote for me on my behalf at the AGM / Special General Meeting / General Meeting \*\*  
of the Group to be held on \_\_ and at any resumed meeting after an adjournment.

Signed .....  
on ( day ) ( month ) 20 ( \_\_ )

\*\*delete as appropriate



# **Elstree & Borehamwood Unity Network**

Proxy forms must be given to the Secretary at least forty-eight hours before the meeting or resumed meeting is to take place. The proxy form is only valid for the meeting in respect of which it is given including any resumed meeting after an adjournment.

## **THE COMMITTEE**

### **31. NUMBER OF COMMITTEE MEMBERS**

Until otherwise determined by a General Meeting, the Committee shall have at least three and not more than eleven members. Until the first AGM, the first Committee members shall be as named on the original signed Constitution.

### **32. FILLING COMMITTEE VACANCIES**

The remaining Committee Members may appoint a member of the Group to fill a vacancy within fourteen days of the vacancy arising on a temporary or permanent basis. Anyone so appointed shall remain in office only until the return of the person being replaced or until the next AGM, whichever is sooner, when she/he must resign. She/he shall be eligible for election subject to the rules set out below. If it is not possible to form a quorum of the Committee, a General Meeting must be called to elect new Committee and no business shall be lawfully transacted whilst such a meeting is pending except the acceptance of new members of the Group.

33. No person who is not a member of the Group shall be a Committee member. Persons with a particular skill to contribute to the Group may be co-opted to attend and contribute to committee meetings but shall not be entitled to vote.

34. The business of the Group shall be managed by the Committee who may do all such acts and exercise all such powers as are not required to be done by a General Meeting.

## **DISQUALIFICATION OF COMMITTEE MEMBERS**

### **35. A COMMITTEE MEMBER MUST VACATE HER/HIS OFFICE IF:**

- she/he becomes of unsound mind
- she/he ceases to be a member of the Group .
- she/he gives written notice of resignation
- she/he fails without giving a reason to attend three consecutive Committee' meetings
- two thirds of the Committee vote to remove her/him from office on the grounds that she/he has brought the Group into disrepute PROVIDED THAT she/he has been given an opportunity to be heard at a Committee meeting.
- a simple majority of the Committee vote to remove her/him from office on the grounds of gross misconduct and/or fraud in dealing with Group business.
- Members of the Group vote by a majority to remove or replace her/him at a General Meeting, the replacement serving until the next AGM.

### **36. QUORUM AND VOTING**

The Committee shall regulate their meetings as they think fit and shall determine the quorum necessary for the transaction of business. Unless otherwise determined, three shall be a quorum. Questions shall be decided by a majority, but every effort shall be made to decide questions unanimously. In the case of a tie, the Chairperson of the meeting shall have a second or casting vote.

### **37. ARRANGING COMMITTEE MEETINGS**

The Committee shall meet as often as they so decide but at least once in every calendar quarter. The Committee shall decide when their next meeting is to take place. Meetings may be physical or virtual. Any one of the Committee may instruct the Secretary at any time to call a meeting of the Committee giving seven clear days' notice in writing. A member who is outside the United Kingdom is not entitled to receive notice of the meeting or cast a vote unless the contrary has been agreed by the Committee before she/he leaves the United Kingdom.

### **38. OFFICERS OF THE COMMITTEE**

# **Elstree & Borehamwood Unity Network**

If required The AGM shall elect a member as Chairperson to preside at all Committee meetings at which she/he is present. Other officers than the Secretary may also be elected at the AGM or if not, they may be appointed by the Committee at the next Management Committee meeting following the AGM. Other officers may include a Vice-Chairperson, Secretary, Treasurer and others as required. Should an officer resign or be removed during her or his term of office, the Committee shall elect a replacement, who may remain in post until the next AGM. Other officers may be appointed by the Committee as the occasion may require during the year.

39. A meeting of the Committee at which a quorum is present shall be competent to exercise all the authorities and powers by or under the regulations of the Group for the time being vested in the Committee.

40. Any acts done in good faith by any meeting of the Committee shall be valid even if it is afterwards discovered that there was some defect in the appointment or continuance in office of any person or that the person is a disqualified person PROVIDED THAT the Committee were unaware of the problem and acted immediately they became aware of it.

41. The Committee shall keep proper written records of all their decisions and a proper written record of who was present at each meeting. The Committee shall cause proper minutes to be kept of all appointments of officers made by them and of the proceedings of all their meetings and all business transacted at such meetings. All such records including details of who was present at each meeting and minutes shall be entered in books provided for the purpose. Any record signed by the Chairperson of the meeting shall be evidence of what happened at the meeting without the need for any further proof of the facts stated in it.

42. A decision in writing signed by a quorum of the Committee shall be as valid as if it had been passed at a meeting. This provision allows for decisions to be taken by electronic means -- by telephone or by email -- and recorded later in writing.

## **ROTATION OF COMMITTEE**

43. At the first AGM some Committee can retire from office.

44. The retiring Committee shall be eligible for re-election.

45. Retiring Members shall be eligible for re-election.

47. No person shall be eligible for election to the Committee unless at least seven days before the date of the meeting the Secretary has been given notice in writing in the prescribed form of her/his intention to stand for election. The nomination paper must have a proposer and a seconder. The Committee shall decide conditions of eligibility for the election and/or appointment of Committee. The Committee shall decide what the nomination paper will look like and in which languages it will be distributed.

49. A General Meeting may at any time increase or reduce (but not below three) the number of Committee Members and alter the rules for their rotation.

## **ACCOUNTS**

50. The Committee shall keep accounts for the Group

51. The accounting records shall be kept at the Office or at another suitable location agreed by the Committee and may not be removed except by Auditors as necessary.

52. The accounting records shall always be open to inspection by Committee Members. The Committee shall decide upon what conditions inspection of the accounting records shall be available to other members of the Group.

53. The Committee shall prepare income and expenditure accounts, balance sheets and reports as are required by this Constitution. It shall send a copy of the Annual Accounts and Annual Report for that financial year and

# Elstree & Borehamwood Unity Network

a copy of the Auditors' report on those accounts to the Auditors and to every person entitled to receive them not less than twenty-one clear days before the date of the meeting at which those documents are to be considered. Members may vote at the meeting to vary or to dispense with the requirement for notice.

## AUDIT

54. If required, the Group's accounts shall be examined and the correctness of the income and expenditure account and balance sheet shall be ascertained by a properly qualified auditor.

55. Auditors shall be appointed by the AGM.

## NOTICES

56. A notice may be served by the Group upon any member either personally or by sending it through the post in a prepaid envelope by first class post or by electronic mail to the address appearing in the register of members.

57. Unless otherwise agreed at a General Meeting, notices will only be sent to members with an address in the United Kingdom.

58. Any notice which is posted will be deemed to arrive within three days of being posted. A record of posting must be kept because evidence of posting is deemed to be evidence of the notice arriving at its destination.

## RULES

59. The Committee shall make any rules and regulations to make the running of the Group easier or more efficient or which may be necessary to give effect to this Constitution and any such rules and regulations must complement, not conflict, with it. The Group in a General Meeting has the power to change any such rules and regulations.

## GLOSSARY

1. The words in the first column have the meaning set out in the second column, if not inconsistent with the subject or context-

The Constitution	This Constitution of the Group for the time being in force
The Group	This Group (Committee members and Trustees)
The Committee	The Management Committee for the time being of the Group
Month	Calendar month
In writing	Written, printed or lithographed, or partly one and partly another, and other modes of representing or producing words in a visible form
Clear days	In relation to a period of notice means that period excluding the day on which the notice is given or deemed to be given and the day for which it is given or on which it is to take effect
Post	Includes electronic mail

# **Elstree & Borehamwood Unity Network**

Words importing the singular number only shall include the plural number and vice versa  
Words importing the feminine gender only shall include the masculine gender  
Words importing persons shall include registered companies

## **SIGNATURES**

Committee members:

Chair  
Martine Eni  
Date:  
Signature

Treasurer  
Martyn Niman  
Date:  
Signature

Secretary  
Marianne Mercer  
Date:  
Signature

Board of Trustees

Cllr Victor Eni  
Date:  
Signature

Mr Nick Male  
Date:  
Signature

Rabbi Jeff Berger  
Date:  
Signature

Cllr Farida Turner  
Date:  
Signature

The Group may have a list of Patrons which will be published at every AGM.

Elstree and Borehamwood Unity Network  
Non for-profit Community Group

EQUALITY POLICY

**POLICY STATEMENT**

1. E&B Unity Network recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Community group and its Volunteers to utilise the skills of the total team. It is the aim of the Community group to ensure that no Volunteer or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. Our aim is that our team will be truly representative of all sections of society and each Volunteer feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All Volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All Volunteers will be helped and encouraged to develop their full potential and the talents and resources of the team will be fully utilised to maximise the efficiency of the organisation.
5. Our team will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Community group's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

**OUR COMMITMENT**

- To create an environment in which individual differences and the contributions of all our team are recognised and valued.
- Every Volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all team.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by trustees.
- The policy will be monitored and reviewed regularly.

**RESPONSIBILITIES OF MANAGEMENT**

7. Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chair of the Group. Team leaders will ensure that they and their team operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their team are aware of the policy and the arrangements, and the reasons for the policy;
  - grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
  - proper records are maintained.
8. The chair will be responsible for monitoring the operation of the policy in respect of Volunteers and job applicants, including periodic departmental audits.

## **RESPONSIBILITIES OF TEAM**

9. Responsibility for ensuring that there is no unlawful discrimination rests with all team and the attitudes of team are crucial to the successful operation of fair employment practices. In particular, all members of team should:
- 10.
- comply with the policy and arrangements;
  - not discriminate in their day to day activities or induce others to do so;
  - not victimise, harass or intimidate other team or groups who have, or are perceived to have one of the protected characteristics.
  - ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
  - inform their manager if they become aware of any discriminatory practice.

## **THIRD PARTIES**

11. Third-party harassment occurs where a E&B Unity Network Volunteer is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. E&B Unity Network will not tolerate such actions against it's team, and the Volunteer concerned should inform their manager / supervisor at once that this has occurred. The Community group will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## **RELATED POLICIES AND ARRANGEMENTS**

12. All employment policies and arrangements have a bearing on equality of opportunity. The Community group policies will be reviewed regularly and any identified discriminatory elements removed.

## **RIGHTS OF DISABLED PEOPLE**

13. The Community group attaches particular importance to the needs of disabled people.
14. Under the terms of this policy, team leaders are required to:
- make reasonable adjustment to maintain the services of an Volunteer who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: team leaders are expected to seek advice and guidance from external agencies where appropriate to maintain disabled people in employment);
  - include disabled people in training/development programmes;
  - give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## **EQUALITY TRAINING**

15. A series of regular briefing sessions will be held for team on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.
16. Training will be provided for team leaders on this policy and the associated arrangements. All team leaders who have an involvement in the recruitment and selection process will receive training.

## MONITORING

17. The Community group deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
18. The system will involve the routine collection and analysis of information on Volunteers by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of team who declare themselves as disabled will also be maintained.
19. There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
20. We will maintain information on team who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
21. Where appropriate **equality impact assessments** will be carried out on the results of monitoring to ascertain the effect of the Community group policies and our services / products may have on those who experience them.
22. The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
23. If monitoring shows that the Community group, or areas within it, are not representative, or that sections of our team are not progressing properly within the Community group, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Community group policies and practices as well as consideration of taking legal Positive Action.

## GRIEVANCES/DISCIPLINE

24. Volunteers have a right to pursue a complaint concerning discrimination or victimisation via the Community group Grievance or Harassment Procedures.
25. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Community group Disciplinary Procedure.

## REVIEW

26. The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Chairman.



Elsree &  
Borehamwood Unity  
Network

Elsree & Borehamwood UNITY Network

November 29 & 30, 2022

## Total Expenditure Account

S/N	Description	Item	£	£
1	B/F	2021/2022 Account Balance		£3,334.66
<b>INCOME</b>				
2	Receipt	Hertfordshire County Council	£4,500.00	
3	Receipt	Hertsmere Borough Council	£2,500.00	
4	Receipt	Raffles & Tickets	£357.00	
		<b>Total Receipt</b>		<b>£7,357.00</b>
<b>EXPENSES</b>				
5	Services	Attachment Page 1 - Volunteers	£825.00	
6	Volunteers	Attachment Page 2 - Festival Activities	£3,962.45	
7	Purchases	Attachment Page 3 - Purchases	£529.12	
8	Purchases	Attachment Page 4 - Purchases	£1,188.54	
		<b>Total Expenses</b>		<b>(£6,505.11)</b>
		<b>Balance C/F</b>		<b>£4,186.55</b>



**Diversity Festival 2022**  
**November 29 & 30, 2022**  
**Volunteer's Expenditure Account**

Page 1

S/N	Description	Name	Item	Account	£
1	Volunteers	Christianah Ariyo	Volunteer	Sort Code: 07-04-36 Account Number: 11553116	£50.00
2		Ogechi Eni	Volunteer		£50.00
3		Rewa Adekunle	Volunteer	Nationwide Sort Code: 07-08-06 Account Number: 31473521	£50.00
4		Moji Charles-Ojo	Volunteer	Sort Code: 07-02-46 Account Number: 25717298	£50.00
5		Ayo	Volunteer	Sort Code: 23-05-80 Account Number: 32399556	£50.00
6		Jennifer	Volunteer	Sort Code: 07-04-36 Account Number: 29103134	£50.00
7		Charles Ballentine	Volunteer	Sort Code: 40-12-27 Account Number: 11614762	£50.00
8		Abigail Charles-Ojo	Volunteer	Metro Sort Code: 23-05-80 Account Number: 31324092	£50.00
9		Sarah A Ejaria	Volunteer	Sort Code: 11-10-73 Account Number: 13910966	£25.00
10		A I Shogunle	Volunteer	Sort Code: 11-00-20 Account Number: 00592369	£100.00
11		Daberechi Chizaram Ifegwu	Volunteer	Sort Code: 04-00-04 Account Number: 55059960	£50.00
12		Esther Ogunnubi	Volunteer	Sort Code: 04-00-75 Account Number: 98439812	£200.00
13		Anyou		Cheque # 800082	£50.00
<b>Sub Total</b>					<b>£825.00</b>

**Diversity Festival 2022**  
**November 29 & 30, 2022**  
**Festival Activities Expenditure Account**

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S/N	Description	Name	Item	Account	£
1	Services	VN Oladipupo	Jollof Rice	Halifax Bank Sort Code: 11-00-01 Account Number: 04891075	£45.00
2		Michael Havey	SPAID Singer Jazz	Natwest Sort Code: 60-10-34 Account Number: 12754757	£320.00
3		Principal Security Services	Security Guard	Lloyds Bank Sort Code: 30-97-25 Account Number: 41294260	£550.00
4		Katherine Tinoco Reyes Business Bank Account - ArtPerUK	Dancer Peru	Lloyds Bank Sort Code: 30-97-25 Account Number: 41294260	£345.00
5		Souvenir	Mugs for Mayor		£24.00
6		Create Your Destiny	Mindfulness Session	Sort Code: 60-83-71 Account Number: 77212774	£120.00
7		IHCATEK	2 x Artwork by IHCATEK™		£190.00
8		Dreamhost	Website	Cheque #800062 & 68	£88.45
9		Soul Jump	Concert	Cheque #800063 & 72	£1,200.00
10		Cenotaph - Queens Funeral	Wreath	Cheque #800064	£30.00
11			Steel Band	Cheque #800073	£500.00
12			Laughter Therapy	Cheque #800074	£200.00
13			JooDoo Drums	Cheque #800078	£350.00
<b>Sub Total</b>					<b>£3,962.45</b>

## Diversity Festival 2022

November 29 &amp; 30, 2022

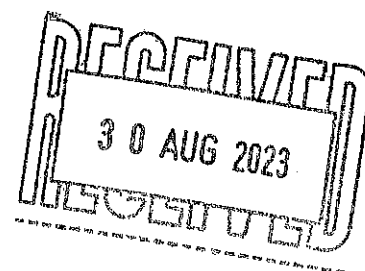
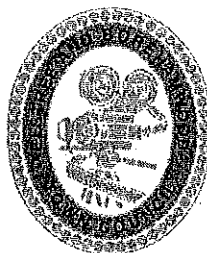
## Purchases Account - Amazon Orders

[illegible]

**Diversity Festival 2022**  
**November 29 & 30, 2022**

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[illegible]



**Elstree and Borehamwood Town Council**

**Grants Awarded to Local Organisations (Application)**

**Application for a Grant 2023/24**

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

**ORGANISATION NAME AND POSTAL ADDRESS:**

Hertsmere Mencap  
27 Hartfield Ave, Elstree. WD6 3JB

Activities take place at Fairway Hall, Brook Close WD6 5BT on Monday, Tuesday evening, Wednesday, Thursday evening and Friday .

Activities take place at Allum Hall, Allum Lane WD6 3PJ on Tuesday and Thursday morning.

**IMPORTANT: PLEASE INCLUDE BELOW:**

**The Name of The Bank Account**

Hertsmere Mencap

**Sort Code**

40 52 40

**Account Number**

00032857

**Name And Address of Bank**

CAF Bank. 25 Kings Hill Ave, Kings Hill, West Malling ME19 4TA

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

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

.....

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

Karen Snyder – Head of Communications  
27 Hartfield Ave, Elstree. WD6 3BJ  
07938 722 619  
hdcomm@hertsmere Mencap.org.uk

3. Amount requested: Grant or Loan: Grant

£8,500 contribution to hall hire for 48 weeks

4. Please explain why financial assistance is requested:

Over 48 weeks we spend £10,787 on hall hire.

We are looking for financial assistance to run our daily activities programme. At present we rely on hall hire as we do not have funds to support the purchase of our own premises. (We are building up our reserves to raise enough to purchase premises in the future). In 2023 we increased our activities due to increased attendance member demand.

Weekly spend at Fairway Hall is:

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

Weekly spend at Allum Hall is:

- a. Move to the Beat (1.5hrs every Thursday) - £26.25
- b. Drama (1.5hrs every Thursday) - £26.25

Total weekly hall hire- **£224.720.**

Total yearly (48 weeks) spend - **£10,787**

We receive grant support to aid in the running of the charity however we have a large shortfall and we are looking for assistance to support the expense of hiring halls daily, sometimes twice a day.

Our sessions are unique to Hertsmere. We are the largest provider of support for learning disabled people and a large percentage of our 200 strong membership rely on us to provide them with a structure to their day and avoid our members feeling isolated and alone.

We are highly regarded with external organisations, NHS and local councillors and often first port of call for external organisations/Hertfordshire social services when providing care plans for people in the community with learning disabilities.

"Hertsmere Mencap give our service users a focus, Derek attends Art & Crafts and spends the rest of the week asking when he can return" Sandra, support worker.

"Hertsmere Mencap builds my confidence and give me opportunities" Neil, member.

"I love volunteering for Hertsmere Mencap as I get to support and befriend some of the best people in the community" Raz, volunteer.

"I have fun and enjoy being together with my friends, the activities stop me from being bored"  
Michael, member.

5. Briefly describe the aims of your organisation:

- Improve quality of life for people in Hertsmere with a learning disability.
- Help members to feel a sense of belonging and reduce the risk of loneliness and isolation.
- Provide daily adult activities focusing on confidence, independence and learning new skills.
- Run a Holiday Club for children (5-16yr) with disabilities and their siblings within Hertfordshire, during the Easter, Summer and Christmas holidays.
- Offer confidential advice and support to our members and their families e.g. welfare, housing, employment and finances.
- Encourage independence and help our members to integrate and become active members of the community.

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

125 members are regular participants at our activities over a weekly period of which 98% are residents of Elstree and Borehamwood

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

We rely on grants and donations towards funding the charity.

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

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

HCF Grant - March 2023 - £17,508 (ends March 2024)  
Postcode Places Trust – June 2023 - £25,000 towards salaries (ends August 2024)  
National Lottery – July 2023 - £10,000 towards the set up and running of our Youth Club (ends July 2024)

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

**Year ending 31 March 2022**

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

**Total income for the year: £179,955** (Income in the year to 31 March 2022 was considerably higher than expected as we able to obtain grants that were only available during the Covid period)

**Sub-Total: £295,303**

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

**Total reserves at end of year: £176,967** (We are building up our reserves to obtain our own premises, for the long-term future of our Charity)

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

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

**Signed:** *Karen Snyder* **Position in Organisation:** Head of Communications

**Print name:** KAREN SNYDER

**Date:** 22<sup>ND</sup> August 2023





## HERTSMERE MENCAP CONSTITUTION, AS OF 08 OCTOBER 2018

### 1. NAME AND AFFILIATION

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

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

### 2. OBJECTS

The objects of the Society are:

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

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

### 3. POWERS

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

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

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

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

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

(e) To raise funds and ask for and receive contributions (including subscriptions, donations, legacies, grants and other gifts) provided that in raising funds the Society shall not undertake any permanent activities of a trading nature except those allowed by charity law.

(f) To invest the money of the Society not immediately required for its purposes in or upon such investments, securities or properties as may be thought fit.

(g) To employ such staff as are necessary for the proper pursuit of the objects upon such terms as to remuneration and otherwise as the Committee shall decide, provided that no paid member of staff shall also be a member of Committee, other than when their attendance is requested.

(h) To appoint and constitute an advisory committee of people with a learning disability and such other advisory committees as the Committee shall think fit.

(i) To borrow or raise money in such manner and upon such terms as the Society shall think fit and, for the purpose of securing any debt or other obligation of the Society, to mortgage or charge all or part of the property of the Society.

(j) To buy, take on lease or in exchange any buildings and/or land and to maintain and equip such buildings and/or land for use and to sell, lease or otherwise dispose of them subject to complying with such conditions and obtaining such consents as may be required by charity law.

(k) To undertake or accept any trusts or obligations.

(l) To do all such other lawful things as shall further the attainment of the above objects.

#### 4. MEMBERSHIP AND SUBSCRIPTIONS

(a) Membership of the Society shall be open to all people (whether with or without a learning disability) who declare their support for and are in sympathy with the objects stated above.

(b) Membership shall be granted to those individuals who submit an application in a form prescribed by the Committee provided that applicants meet the membership criteria contained in sub-clause (a) above and pay any subscriptions or payments required under sub-clause (c) below. Membership lists may, however, be closed at the Committee's discretion if facilities for members would otherwise become inadequate.

(c) The Committee may (but need not) decide an annual subscription or other payment(s) for membership provided that in individual cases of hardship it may waive the requirement to pay the subscription or payment(s). It may also make provision for life, honorary and group memberships at its discretion.

- (d) A list of members shall be kept by a Trustee or Administrator. Entry in that list shall be conclusive evidence that any person is or is not a member.
- (e) Entry shall be made in the membership list once an application in the prescribed form has been made and the first subscription or other membership payment, if any, has been paid
- (f) Every member aged 18 or over shall have one vote at a general meeting or an extraordinary general meeting.
- (g) The Committee may for good reason terminate the membership of any member, provided that the member concerned shall have the right to be heard by the Committee, accompanied by a relative, friend or advocate (if wished), before a final decision is made.
- (h) The Trustee or Administrator Secretary/Administrator shall immediately remove from the membership list the name of any individual whose membership has been terminated by the Committee.
- (i) Family subscriptions may be approved by the Committee and in such circumstances each family member aged 18 or over shall have one vote. The list of members will be marked to show the voting rights of each family member once the first subscription, if any, has been paid. Families shall mean members of a household living at one address. People living in a Registered Care Home or in other supported accommodation will each have their own vote.

## 5. TRUSTEES

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

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

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

## 7. COMMITTEE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 8. DETERMINATION OF MEMBERSHIP OF THE COMMITTEE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **10. MEETINGS AND PROCEEDINGS OF THE COMMITTEE**

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

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

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

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

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

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

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

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

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

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

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

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

## 11. RECEIPTS AND EXPENDITURE

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



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

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

## **12. PROPERTY**

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

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

## **13. COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED**

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

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

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

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

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

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

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

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

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

and

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

#### 15. ANNUAL GENERAL MEETING

- a) There shall be an Annual General Meeting of the Society which shall be held in the month of October in each year or as soon as practicable thereafter.
- b) Every Annual General Meeting shall be called by the Committee. The Trustee shall give at least 21 days notice of the Annual General Meeting to all the members of the Society unless all the members entitled to attend and vote at that meeting agree to shorter notice being given. All the members including any family members of the Society shall be entitled to attend the meeting and to vote in accordance with Clause 4 of this Constitution
- c) The Committee shall present to each Annual General Meeting the Report and Accounts of the Society for the preceding year.
- d) An independent qualified auditor or independent examiner shall be appointed for the following year.
- e) Nominations for election to the Committee shall be considered and voted upon as required by Clauses 7 and 17 of this Constitution.
- f) The meeting may also transact such other business and may be brought before it.

#### 16. SPECIAL GENERAL MEETINGS

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

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

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

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

## 17. PROCEDURE AT GENERAL MEETINGS

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

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

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

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

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

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

## 18. NOTICES

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

## 19. ALTERATIONS TO THE CONSTITUTION

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

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

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

10

Clause.

## 20. INTERPRETATION OF RULES

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

## 21. DISSOLUTION

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

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



## **Complaints Procedure: Elstree & Borehamwood Town Council**

### **Introduction**

Elstree and Borehamwood Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

1. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
2. This Complaints Procedure does not apply to:
  - 2.1. Complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 2.2. Complaints against Councillors. All Town Councillors must abide by the Code of Conduct adopted by the Council. Complaints against Councillors should be referred directly to the Monitoring Officer of Hertsmere Borough Council. Further information on how to make a complaint and the procedure in this situation is available on the Hertsmere website here:  
  
[https://www5.hertsmere.gov.uk/ufs321/ufsmain?ebz=1\\_1618492083900&ebf=1&ebp=40](https://www5.hertsmere.gov.uk/ufs321/ufsmain?ebz=1_1618492083900&ebf=1&ebp=40)
3. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
4. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

## **Making a Formal Complaint**

5. If a complaint about procedures or administration is notified orally to a Councillor or the Clerk and it is not possible to satisfy the complainant fully forthwith, the complainant or their representative shall be asked to put their complaint in writing to the Clerk and be assured that it will be dealt with promptly after receipt.
6. If the complainant or their representative does not wish to put the complaint to the Clerk or other proper officer, they are advised to put it to the Mayor (as Chairman of the Council).
7. The Clerk shall acknowledge the receipt of the complaint and advise the complainant or their representative when the matter will be considered by the Town Council's General Management Committee.
8. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
9. Seven clear working days prior to the meeting, the complainant or their representative shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant or their representative with copies of any documentation upon which they wish to rely at the meeting.

## **At the Meeting**

10. The General Management Committee shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the next meeting of the Town Council in public.
11. Chairman to introduce everyone.
12. Chairman to explain procedure.
13. Complainant or their representative to outline grounds for complaint.
14. Members to ask any question of the complainant or their representative
15. If relevant, Clerk or other proper officer to explain the Council's position.
16. Members to ask any question of the Clerk or other proper officer.
17. Clerk or other proper officer and complainant or their representative to be offered opportunity of last word (in this order).
18. Clerk or other proper officer and complainant or their representative to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back.)

19. Clerk or other proper officer and complainant or their representative return to hear decision, or to be advised when decision will be made.

### **After the Meeting**

20. Decision confirmed in writing within seven working days together with details of any action to be taken.
21. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to Full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

### **Contacts**

#### Town Clerk

Address: Fairway Hall  
Brook Close  
Borehamwood  
WD6 5BT

Telephone: 0208 207 1382

Email: [clerk@elstreeborehamwood-tc.gov.uk](mailto:clerk@elstreeborehamwood-tc.gov.uk)

#### Mayor of Elstree and Borehamwood

The Mayor can be contacted via the address or telephone number above or via his or her contact details which are available from the Town Council website or notice boards and Town Crier Magazine (the Mayor usually changes each year).

<p><b>Policy Review Meeting:</b> October 2023 <b>Review Body:</b> General Management Committee <b>Review Period:</b> every 1 year <b>Next Review:</b> October 2024</p>
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## Elstree and Borehamwood Town Council

### Publication Scheme (Procedure)

**Produced in accordance with Section 20 of the Freedom of Information Act 2000**

<b>INFORMATION TO BE MADE AVAILABLE</b>	<b>Mandatory or Optional</b>	<b>Duration</b>	<b>Format</b>	<b>Available From</b>	<b>Charge for Copy</b>
Minutes (Part 1) Council, Committees	Mandatory	2 years	On file and in Library	Clerk/General Office	20p/page
Annual Report to Parish Meeting	Mandatory	last year only	On file	Clerk/General Office	20p/page
Members' names, addresses &/or tel. no.s	Mandatory	Latest	On file	Clerk/General Office	No charge
Members' Declarations of acceptance of office	Mandatory	Latest	On file	Clerk/General Office	No copies
Members' Register of Interests	Mandatory	Latest	On file	Clerk (Wallets)	No copies
Periodic Electoral Review } Boundary Review }	Mandatory	Latest	On file	Clerk (Bookshelves)	20p/page
Responses to planning applications	Mandatory	2 years	Public file	Clerk/General Office	20p/page
Notice of Audit	Mandatory	timed to 'go with' Audit	Notice boards & Public file	Clerk/General Office	20p/page
Annual Return & Audit Report	Mandatory	last year only	Public file	Clerk/FO	£1 per page
Accounts – all pertaining documents	Mandatory	last year only	Public file	Clerk/FO	No copies
Letter requesting Precept	Mandatory	last year only	Public file	Clerk/FO	No copies
Assets Register	Mandatory	last year only	Public file	Clerk/General Office	No copies
Standing Orders & Financial Regulations	Mandatory	Latest	Public file	Clerk/General Office	20p/page
Schedule of Council and Committee Meetings	Mandatory	current year	Notice boards & Public file	Clerk/General Office	20p/page

**Elstree and Borehamwood Town Council**  
**Information available under the publication scheme**  
 website: [www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)

<b>Information published</b>	<b>Where it can be obtained</b>
<b>Class 1 - Who we are and what we do</b>	
Who's who on the Council and its Committees	Clerk's Office, notice board
Contact details for Parish Clerk and Council Members	Clerk's Office notice board
Location of main Council office and accessibility details	Clerk's Office
Staffing structure	Clerk's Office
<b>Class 2 - What we spend and how we spend it</b>	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	
Annual return form and report by auditor	Clerk's Office
Finalised budget	Clerk's Office
Precept	Clerk's Office
Financial Standing Orders and Regulations	Clerk's Office
Grants given and received	Clerk's Office
List of current contracts awarded and value of contract	Clerk's Office
Members' allowances and expenses	Clerk's Office
<b>Class 3 - What our priorities are and how we are doing</b>	
Strategies and plans, performance indicators, audits, inspections and reviews	
Parish Plan (current and previous year as a minimum)	Clerk's Office
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk's Office
<b>Class 4 - How we make decisions</b>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	notice board Clerk's Office
Agendas of meetings	Clerk's Office
Minutes of meetings– excluding information that is properly regarded as private to the meeting.	Clerk's Office
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting.	Clerk's Office
Responses to consultation papers	Clerk's Office
Responses to planning applications	Clerk's Office
Bye-laws	Clerk's Office

### **Class 5 - Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities

Policies and procedures for the conduct of council business:

Procedural standing orders	Clerk's Office
Committee and sub-committee terms of reference	Clerk's Office
Delegated authority in respect of officers	Clerk's Office
Code of Conduct	Clerk's Office
Policy statements	Clerk's Office

Policies and procedures for the provision of services and employment of staff:

Internal policies relating to the delivery of services	Clerk's Office
Equality and diversity policy	Clerk's Office
Health and safety policy	Clerk's Office
Recruitment policies (including current vacancies)	Clerk's Office
Policies and procedures for handling requests for information	Clerk's Office
Complaints procedures (including those covering requests for information and operating the publication scheme)	Clerk's Office
Information security policy	Clerk's Office
Records management policies (records retention, destruction and archive)	Clerk's Office
Data protection policies	Clerk's Office
Schedule of charges (for the publication of information)	Clerk's Office

### **Class 6 - Lists and Registers**

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)

Clerk's Office

Assets Register

Deputy Clerk's Office

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)

Clerk's Office

Register of members' interests

Clerk's Office

Register of gifts and hospitality

Clerk's Office

### **Class 7 - The services we offer**

Allotments

Site Wardens Office

Fairway Hall

Hall Supervisors Office

Seating, litter bins, clocks, memorials

Site Wardens Office

A summary of services for which the council is entitled to recover a fee, together with those fees

Clerk's Office

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

### Elstree and Borehamwood Town Council: Publication Scheme Statement

This publication scheme commits the Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Town Council. Additional assistance is provided in the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Town Council

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classification below
- To specify the information which is held by the authority and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the states contained within this scheme
- To produce and publish methods by which specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the authority makes available under this scheme
- To preclude a schedule of fees charged for access to information which is made proactively available
- To make this publication scheme available to the public

## **Classes of information**

### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance

### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

### **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews

### **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority

### **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

### **The classes of information will not generally include:**

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information is draft form
- Information is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

### **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Materials which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

For further information please contact the Clerk of the Council.

## **CONTACT DETAILS**

### **Address**

**The Town Clerk  
Elstree and Borehamwood Town Council  
Council Offices  
Fairway Hall  
Brook Close  
Borehamwood  
Herts.  
WD6 5BT**

**Tel: 0208 207 1382**

**E:mail:       admin@elstreeborehamwood-tc.gov.uk**

**Website:     www.elstreeborehamwood-tc.gov.uk**

<p><b>Date Policy brought into Force:</b> October 2023 <b>Review Body:</b> General Management Committee <b>Review Period:</b> every 2 years <b>Next Review:</b> February 2025</p>
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## **Elstree and Borehamwood Town Council**

### **Data Protection Policy**

#### **Introduction**

Elstree and Borehamwood Town Council is fully committed to compliance with the requirements of the Data Protection Act 1998 ("the Act"), which came into force on the 1<sup>st</sup> March 2000. The Council will therefore follow procedures that aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the council who have access to any personal data held by or on behalf of the council, are fully aware of and abide by their duties and responsibilities under the Act.

#### **Statement of Policy**

In order to operate efficiently, Elstree and Borehamwood Town Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with the requirements of central government. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.

Elstree and Borehamwood Town Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business. The Council will ensure that it treats personal information lawfully and correctly.

To this end the Council fully endorses and adheres to the Principles of Data Protection as set out in the Data Protection Act 1998.

#### **The Principles of Data Protection**

The Act stipulates that anyone processing personal data must comply with **Eight Principles** of good practice. These Principles are legally enforceable.

The Principles require that personal information:

1. Shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met;



2. Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
4. Shall be accurate and where necessary, kept up to date;
5. Shall not be kept for longer than is necessary for that purpose or those purposes;
6. Shall be processed in accordance with the rights of data subjects under the Act;
7. Shall be kept secure i.e. protected by an appropriate degree of security;
8. Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

The Act provides conditions for the processing of any personal data. It also makes a distinction between **personal data** and **“sensitive” personal data**.

Personal data is defined as, data relating to a living individual who can be identified from:

- That data;
- That data and other information which is in the possession of, or is likely to come into the possession of the data controller and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

- Racial or ethnic origin;
- Political opinion;
- Religious or other beliefs;
- Trade union membership;
- Physical or mental health or condition;
- Sexual life;
- Criminal proceedings or convictions.

### **Handling of personal/sensitive information**

Elstree and Borehamwood Town Council will, through appropriate management and the use of strict criteria and controls:-

- Observe fully conditions regarding the fair collection and use of personal information;
- Meet its legal obligations to specify the purpose for which information is used;
- Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality of information used;
- Apply strict checks to determine the length of time information is held;

- Take appropriate technical and organisational security measures to safeguard personal information;
- Ensure that personal information is not transferred abroad without suitable safeguards;
- Ensure that the rights of people about whom the information is held can be fully exercised under the Act.

These include:

- The right to be informed that processing is being undertaken;
- The right of access to one's personal information within the statutory 40 days;
- The right to prevent processing in certain circumstances;
- The right to correct, rectify, block or erase information regarded as wrong information.

In addition, Elstree and Borehamwood Town Council will ensure that:

- There is someone with specific responsibility for data protection in the organisation;
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- Everyone managing and handling personal information is appropriately trained to do so;
- Everyone managing and handling personal information is appropriately supervised;
- Anyone wanting to make enquiries about handling personal information, whether a member of staff or a member of the public, knows what to do;
- Queries about handling personal information are promptly and courteously dealt with;
- Methods of handling personal information are regularly assessed and evaluated;
- Performance with handling personal information is regularly assessed and evaluated;
- Data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of personal data will be in compliance with approved procedures.

All elected members are to be made fully aware of this policy and of their duties and responsibilities under the Act.

All managers and staff within the Council will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that:

- Paper files and other records or documents containing personal/sensitive data are kept in a secure environment;
- Personal data held on computers and computer systems is protected by the use of secure passwords, which where possible have forced changes periodically;
- Individual passwords should be such that they are not easily compromised.

All contractors, consultants, partners or other servants or agents of the Council must:

- Ensure that they and all of their staff who have access to personal data held or processed for or on behalf of the council, are aware of this policy and are fully trained in and are aware of their duties and responsibilities under the Act. Any breach of any provision of the Act will be deemed as being a breach of any contract between the council and that individual, company, partner or firm;
- Allow data protection audits by the Council of data held on its behalf (if requested);
- Indemnify the council against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation.

All contractors who are users of personal information supplied by the Council will be required to confirm that they will abide by the requirements of the Act with regard to information supplied by the council.

### **Implementation**

The Town Clerk is responsible for ensuring that the Policy is implemented.

- The provision of cascade data protection training, for staff within the Council.
- For the development of best practice guidelines.
- For carrying out compliance checks to ensure adherence, throughout the authority, with the Data Protection Act.

### **Notification to the Information Commissioner**

The Information Commissioner maintains a public register of data controllers. Elstree and Borehamwood Town Council is registered as such.

The Data Protection Act 1998 requires every data controller who is processing personal data, to notify and renew their notification, on an annual basis. Failure to do so is a criminal offence.

To this end the Clerk will be responsible for notifying and updating the Information Officer of the processing of personal data, within their directorate.

The Clerk will review the Data Protection Register with staff annually, prior to notification to the Information Commissioner.

Any changes to the register must be notified to the Information Commissioner, within 28 days.

To this end, any changes made between reviews will be brought to the attention of the Clerk immediately.

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**I have read the above policy and agree to abide by these instructions.  
I will discuss any concerns with the Town Clerk.**

Signed ..... Print Name .....Position:.....

Date ...../...../.....

<p><b>Date Policy Reviewed:</b> October 2023 <b>Review Body:</b> General Management Committee <b>Review Period:</b> every 2 years <b>Next Review:</b> October 2025</p>
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## **Elstree and Borehamwood Town Council**

### **Procedure for determining and amending Council and Committee Meeting dates**

#### **The Schedule of Meetings**

In an ordinary year, Council meeting dates (including Committees, Sub-Committees, the Youth Council and Working Parties) are agreed at the January meeting of Full Council for the period between Annual Council Meetings (May to May), "The Schedule of Meetings". In a Parish election year, the dates are notionally proposed at the January meeting and then agreed at the first meeting of Full Council after the election.

Changes to the Schedule of Meetings will be notified to all Members and Officers, on the Town Council main noticeboard and on the Town Council official website.

#### **Full Council**

Meetings of Full Council should not conflict with:

- Meetings of Full Council at Hertsmere Borough Council (as published in January, if available)
- Party Group meetings at Hertsmere Borough Council (on information available)
- Jewish Holidays (including the days immediately before or after these days where religious observances are required) [Note: accommodation to be made for all religious groups as appropriate subject to Council membership]
- Hindu Holidays
- The date of a General or Local election or National Referendum or the day immediately before any of these
- Bank Holidays and the date of a national celebration/special holiday (e.g. Royal Wedding)

There are ordinarily 5 meetings of Full Council in a Municipal Year. The Annual Meeting of the Council constitutes 1 of the 5 meetings (but not the Annual Parish meeting).

## **Annual Meeting of the Council**

The Annual Meeting of the Council must take place every year (Local Government Act 1972 Schedule 12, Part II Parish Councils 7(1)).

In a year of Parish Council Elections, the Annual Meeting of the Council must take place on or within 14 days after the day on which Councillors took Office. In other years, it may be held on a day in May determined by the Council (Local Government Act 1972 Schedule 12, Part II Parish Councils 7(2)).

## **Annual Parish Meeting**

The Annual Parish meeting must take place between 1 March and 1 June (Local Government Act 1972 Schedule 12, Part III Parish Meetings 14(1)) and not earlier than 6 o'clock in the evening (14(4)).

## **Cancelling and Amending Full Council Meeting Dates**

Council meeting dates should not be cancelled or altered without good cause to do so. Grounds for good cause could include:

- Anticipated lack of quorum
- A National or Local Emergency (e.g. severe weather conditions)
- National Guidelines (e.g. relating to the Covid-19 pandemic)

The Mayor (or in his/her absence the Deputy Mayor) should take the decision to cancel or amend a meeting in consultation with the Town Clerk and with the agreement of the Group Leaders where possible.

Reasonable notice should be given to Officers, Members and the public. Any amended date should comply with the criteria for choosing meeting dates as set out above, the statutory obligations of the Council (together with internal requirements e.g. deadlines for submitting the Annual Return to External Auditors) and availability of the relevant venue.

## **Special Meetings**

Special Council meetings should not be called without good cause to do so. Grounds for good cause could include:

- A Council matter requiring an urgent decision
- A National or Local Emergency affecting the Authority and/or its services

The Mayor (or in his/her absence the Deputy Mayor) should take the decision to call a special meeting in consultation with the Town Clerk and with the agreement of the Group Leaders where possible.

## **Committees**

The standing Committees of the Council and their frequency of meetings are as follows:

<b>Meeting</b>	<b>Number of Meetings per Year</b>
General Management Committee	6 (with up to 1 additional special meeting)
Environment and Planning Committee	9 (with up to 1 additional special meeting)
Entertainments Committee	8 (with up to 1 additional special meeting)

When setting the meeting schedule, regard is taken to the timing of decision making in respect of each Committee's responsibilities (e.g. the Civic Festival for the Entertainments Committee).

Meetings of Standing Committees should not conflict with:

- Jewish Holidays (including the days immediately before or after these days where religious observances are required) [Note: accommodation to be made for all religious groups as appropriate subject to Council membership]
- Hindu Holidays
- The date of a General or Local election or National Referendum or the day immediately before any of these
- Bank Holidays and the date of a national celebration/special holiday

A Committee meeting may only be cancelled or the date amended after publication of the agreed Schedule of Meetings as follows:

- With the authorisation of the Committee Chair (or in his/her absence the Vice Chair) in consultation with the Officer ordinarily clerking the meeting and with the approval of at least two other Committee Members; and
- For one or more of the following reasons: Lack of quorum, the attendance availability of an invited speaker at the meeting or a national or local emergency and with statutory notice being provided to Members and public.

Special Committee meetings should be limited to no more than one per municipal year for the consideration of a matter of significant importance covered by the terms of reference of the Committee.

Special Meetings should be called by the Chair (or in his/her absence the Vice Chair) in consultation with the relevant clerking Officer and providing as much notice as practicable to potential attendees together with the reason for the meeting being called (e.g. to consider a contentious planning application).

## **Transport and Community Safety**

The Transport and Community Safety meeting is attended by officers and staff from other Authorities and local transport providers and, therefore, has a unique set of meeting requirements. It was formed by amalgamation of two forums at Annual Council in May 2021.

Meetings should not conflict with:

- Meetings of Full Council at Hertsmere Borough Council (as published in January, if available)
- Party Group meetings at Hertsmere Borough Council
- Hindu Holidays
- The date of a General or Local election or National Referendum or the day immediately before any of these
- Bank Holidays and the date of a national celebration/special holiday

There are 5 meetings per year.

In view of the large distribution of the agenda and number of agencies involved, meeting dates for the meeting should not be altered having been set in the Schedule of Meetings but may be cancelled with due notice or short notice for reasons of emergency (e.g. flooded venue).

## **Youth Council**

The Youth Council meetings and Working Groups are arranged taking into account the academic pressures of the Youth Councillors and are, therefore, subject to increased flexibility in terms of frequency and amendment.

Meetings should only be cancelled or amended by the Youth Council Chair in consultation with the Youth Council Secretary and with the agreement of at least one of the two designated Town Councillor Members. No special meetings should be required. The frequency of meetings in the municipal year is as follows:

<b>Meeting</b>	<b>Number of Meetings per Year</b>
Youth Council	8

Working Groups	8
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### **Sub-Committees**

Sub-Committee meetings are agreed at the discretion of the parent Committee and are not included in the Schedule of Meetings as they are internal in nature. The frequency of meetings in the municipal year is as follows:

<b>Meeting</b>	<b>Number of Meetings per Year</b>
In House Audit	2
Town Crier (Town Publications)	8
International Affairs	As required
Sustainable Transport	As required

The In House Audit dates are ordinarily agreed at the July General Management Committee and may be amended by the Town Clerk for the reason of availability of Members.

The Entertainments Committee is encouraged to set the Town Crier (Town Publications) Sub-Committee dates at the first meeting of the municipal year or as soon as possible thereafter.

Town Crier (Town Publications) Sub-Committee dates (2 per edition) may be cancelled or amended by the Town Crier (Town Publications) Sub-Committee Chair in consultation with the Town Crier (Town Publications) Editor and with the agreement of the Vice Chair and/or one other Committee Member for a good reason (e.g. change of Town Crier (Town Publications) publication deadline).

Once the dates are agreed, potential attendees of Sub-Committees should be notified of all meetings in the municipal year and, where practicable, notified of authorised changes in good time.

**Policy Reviewed:** October 2023  
**Review Body:** General Management Committee  
**Review Period:** every 1 year  
**Next Review:** July 2024





## **Elstree and Borehamwood Town Council**

### **Elstree and Borehamwood Town Council CCTV Policy**

Elstree and Borehamwood Town Council operates a CCTV surveillance system (“the system”) throughout Fairway Hall car park, surrounding the Council premises at Brook Close and in the lobby of the Council Offices with Images being monitored and recorded centrally.

The system is owned and managed by Elstree and Borehamwood Town Council and operated by the Town Clerk in conjunction with IT support. The responsible manager is Elstree and Borehamwood Town Clerk.

Compliance Images obtained from the system which include recognisable individuals constitute personal data and are covered by the Data Protection Act 1998 and the EU General Data Protection Regulation 2018. This Policy should therefore be read in conjunction with the Town Council’s other policies.

The Town Council is the registered data controllers under the terms of the Act. The Data Protection Officer for the Town Council is the Town Clerk who is responsible for ensuring compliance with the Act. This policy has been drawn up in accordance with the advisory guidance contained within the Information Commissioner’s CCTV Code of Practice and the Home Office Surveillance Camera Code of Practice.

Elstree and Borehamwood Town Council’s registered purpose for processing personal data through use of the CCTV system is public safety, crime prevention and investigating disputes.

This is further defined as: CCTV is used the purposes of maintaining public safety, the security of property and premises and for preventing and investigating crime.

It is not used to routinely monitor staff or councillors but footage may be reviewed where an issue which may be contrary to safe working practices or contravenes the employee or councillor code of conduct is brought to the attention of the Town Clerk.

The information processed may include visual images, personal appearance and behaviours. It does not include sound. This information may be about visitors, customers, contractors, staff or councillors.

Information may only be shared with the Police or other law enforcement agencies if requested with good cause.

The operators of the system recognise the effect of such systems on the individual and the right to privacy. Elstree and Borehamwood Town Council's is registered for CCTV under the data protection registration with the Information Commissioner's Office number Z8485983.

The system is intended to produce images as clear as possible and appropriate for the purposes stated. The system is operated to provide when required, information and images of evidential value.

Cameras are located at strategic points around the outside of Fairway Hall and Council Offices and inside the lobby area of the Offices, principally covering entrance and exit points of buildings.

It also covers the outside side passage of Fairway Hall. Signage is prominently placed at strategic locations to inform Hall users that a CCTV installation is in use and includes contact details for further information.

Operation Images captured by the system are recorded continuously and may be checked by authorised staff. Images displayed on monitors are not visible to visitors. Only the Town Clerk may take recordings of CCTV images and recordings.

Staff authorised to view CCTV are fully briefed and trained in all aspects of the operational and administrative functions of the system.

Images and information shall be stored for no longer than 6 months, unless required for legal reasons. Images will be deleted once their purpose has been discharged.

All access to recorded images is recorded in the daily log. Access to images is restricted to those who need to have access in accordance with this policy (i.e. the Town Clerk, Deputy Clerk, Entertainments Officer, Council Warden, Groundsman, Fairway Hall Supervisor and Caretaker). Disclosure of recorded material will only be made to third parties in accordance with the purposes of the system and in compliance with the Data Protection Act.

Anyone who believes that they have been filmed by the system can request a copy of the recording, subject to any restrictions covered by the Data Protection Act (“Subject access request”). Data subjects also have the right to request that inaccurate data be corrected or erased and to seek redress for any damage caused.

Procedures are in place to ensure all such access requests are dealt with effectively and within the law.

Access requests should be sent by letter to: Elstree and Borehamwood Town Council, Brook Close, Borehamwood, Herts, WD6 5BT.

**Authority:** General Management Committee

**Policy Reviewed Meeting:** October 2023

**Review Body:** General Management Committee

**Review Period:** every 4 years

**Next Review:** May 2027



## **Elstree and Borehamwood Town Council**

### **Elstree and Borehamwood Town Council Media Policy**

#### **Introduction**

1. Elstree and Borehamwood Town Council ("The Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Town Clerk or, in their absence, the Deputy Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

#### **Legal requirements and restrictions**

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme and on its website ([www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)).
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council.

## **Meetings**

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply. Photographing, recording or filming is not permitted before (including immediately before) a meeting is declared open by the Chairman, after the meeting has been formally closed by the Chairman or during adjournments.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given prior written permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting.
12. Public participation, photographing, recording, filming or other reporting is not permitted at a meeting of a sub-committee (i.e. In House Audit Sub-Committee, Town Crier Sub-Committee or at Staffing or Appeals Committee meetings).

## **Other communications with the media**

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Council's Clerk, or in their absence, the Deputy Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.

16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

**Authority:** General Management Committee  
**Policy Review Meeting:** October 2023  
**Review Body:** General Management Committee  
**Review Period:** every 4 years  
**Next Review:** May 2027