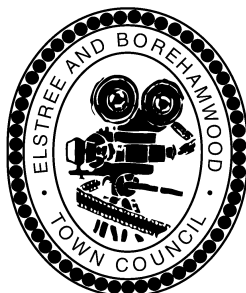


ELSTREE AND BOREHAMWOOD TOWN COUNCIL

FULL COUNCIL AGENDA



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

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

Date/Time: Wednesday 14 June 2023 at 7.30 pm.

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

All Town Councillors are hereby summoned to attend.

Signed *K A Crowhurst*

Karen Crowhurst
Loc Town Clerk
15 March 2023

(email) tmalton@elstreeborehamwood-tc.gov.uk

(telephone) 0208 207 1382

(postal address) Fairway Hall, Brook Close, Borehamwood, Herts, WD6 5BT

Equality Act 2010: The public sector equality duty places an obligation on a wide range of public bodies (including Town and Parish Councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Religion or Belief	Disability
Sex	Gender Reassignment
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings: The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). This permission does not extend to private meetings or parts of meetings which are not open to the public.

Distribution List:

Town Council Members:

Cllr G Alexander – Brookmeadow
Cllr Richard Butler - Cowley Hill
Cllr Rebecca Challice - Shenley Road - Mayor
Cllr A Collins - Cowley Hill – Deputy Mayor
Cllr P Kaza - Kenilworth North
Cllr T Kumar – Hillside
Cllr J Newmark – Cowley Hill
Cllr P Nirmalakumaram – Hillside
Cllr D Ozarow - Kenilworth South
Cllr S Parnell – Hillside
Cllr Alan Plancey – Brookmeadow
Cllr L D Smith -Cowley Hill
Cllr F Turner - Elstree

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

AGENDA

1. **Apologies:** To receive any apologies for absence. At the time of agenda despatch, no apologies have been received.
2. **Declarations of Interest:** To:
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.
3. **Minutes:** To approve and adopt the Annual Statutory Full Council held on 15 May 2023.

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

Leeming/Aycliffe Big Local Panel
Elstree & Borehamwood Museum Group
Borehamwood & Elstree Twin Town Association
Elstree, Borehamwood and District Community Association
Hertsmere MENCAP
Aldenham Country Park
Maxwell Park Management Group
First Impressions Group
5. **Policies for adoption**
 - (i) Markets Policy

- attached
 - (ii) Financial Risk Assessment and Policy Documentation: (Previously deferred.)

- attached
 - (i) Financial Risk Assessment 2022/23 (Previously deferred.)

- attached
 - (v) Youth Council Constitution 2022

- attached
 - (vi) Fundraising and Sponsorship Strategy and Procedure; and

- attached

6. Community Grants:

No Community Grants recommended.

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

No applications received.

- attached

9. Signed Minutes: To note the signed Minutes of the Committee meetings to form part of the official Council Minute Book (as agreed by Full Council to be viewed by Members on Town Council website in place of hard copies).

Environment and Planning Committee – 18 April 2023 and 22 May 2023

General Management Committee – 20 April 2023 and 31 May 2023

Entertainments Committee – 27 February 2023 and 4th April 2023

Youth Council – 22 March 2023 and 19 April 2023

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

		2023/24	
Page	Voucher No	Date	Amount
1	367-648	07/03/2023	£4767.29
2	649-678	14/03/2023	£35,791.67
3	679-701	23/03/2023	£13,721.80
4	702-712	29/03/2023	£12,78.44

GRAND TOTAL £66,999.29

11. Internal Audit: To resolve to receive and accept Internal Audit Report 2021/22 (Final).

**12. Annual Return & Final Accounts 2022-2023 – FINAL ACCOUNTS
DOCUMENT AND COPY OF AUDIT FORM PREVIOUSLY CIRCULATED**

- (i) To approve the end of year accounts 2022-23 –
- (ii) End of year bank reconciliation(s) Page 3 of 3
- (iii) Approve section 1 – Annual Governance Statement
- (iv) Approve section 2 – Accounting Statements
- (v) To sign the Audit form (AGAR) for submission to the External Auditors
- (vi) To consider whether Elstree and Borehamwood Town Council has effective control measures in place for finance and audit.

- attached

12. Public Participation – Question Time: Fifteen minutes of the Meeting will be given over to questions from Members of the Public relating to Town Council Business.

A note on Public Questions: Where no clear and concise answer can be provided on the evening to any particular question raised, the Member of Public will be notified that he/she will be provided with a written response within five working days of the meeting answering the query in full or clearly stating what, if any, action the Council is undertaking. In some instances, it may be necessary to obtain advice before answering questions or to refer matters to the Committee of the Council with the pertinent Terms of Reference.

13. Close of Meeting:

The next meeting of Full Council meeting is scheduled for Wednesday 6 September 2023 at 7.30 pm at Fairway Hall.

[End of Agenda]