



FULL COUNCIL

MINUTES of the Full Council Meeting meeting held at Fairway Hall, Town Council Offices, Brook Close, Borehamwood, WD6 5BT on Wednesday 14 June 2023 at 7.30pm.

PRESENT:

Cllr Rebecca Challice (Mayor) – Shenley Road
Cllr Alpha Collins (Deputy Mayor) – Hillside
Cllr Richard Butler – (Leader) - Cowley Hill
Cllr Dan Ozarow – (Deputy Leader) - Kenilworth South
Cllr Graeme Alexander - Brookmeadow
Cllr Prabhakar Kaza – Kenilworth North
Cllr Tushar Kumar - Hillside
Cllr Jeremy Newmark – Cowley Hill
Cllr Pooja Nirmalakumaran – Kenilworth South
Cllr Sandra Parnell – Hillside
Cllr Alan Plancey – Brookmeadow
Cllr Linda Smith – Cowley Hill
Cllr Farida Turner – Elstree

IN ATTENDANCE

Karen Crowhurst – Locum Clerk
Dan Salter – Entertainments Officer
Jenny Simon – Mayor's Secretary

ALSO, PRESENT: One member of the public.

- 13. Apologies:** To receive any apologies for absence. At the time of agenda despatch, no apologies have been received.

Apologies were received from Cllr Plancey.

14. Declarations of Interest: To:

- a) receive declarations of interest from Councillor's on items on the agenda.

There were no declarations of Members interests.

- b) receive written requests for dispensations for declarable interests; and

No Dispensation requests were received.

- c) grant any requests for dispensation as appropriate.

There were no dispensation requests to grant.

- 15. Minutes:** To approve and adopt the Annual Statutory Full Council held on 15 May 2023.

RESOLVED that:

The minutes of the Annual Statutory Full Council meeting held on 15 May 2023 be accepted as a true and accurate record of the meeting.

- 16. 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

Members noted the written report received from Cllr Ozarow regarding MENCAP, Aldenham Country Park and First Impressions.

Reports were tabled from:

Cllr Sandra Parnell – Elstree & Borehamwood and District Community Association)

Cllr Dan Ozarow – Hertsmere MENCAP

17. Policies for adoption

- (i) Markets Policy

RESOLVED that: The Markets Policy be accepted and adopted.

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

RESOLVED that: The Financial Risk Assessment and Policy Document be accepted and adopted. All were in favour.

- (iii) Youth Council Constitution 2022

RESOLVED that: The Youth Council Constitution be accepted and adopted.

- (iv) Fundraising and Sponsorship Strategy and Procedure.

RESOLVED that: The Fundraising and Sponsorship Strategy and Procedure. All were in favour.

All were in favour of adopting the above policies and procedures. Cllr Parnell was pleased to see that Youth Council Members will be attending meetings in the future.

18. Community Grants:

No Community Grants were recommended.

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

No applications were received. Members noted the current balance being £224,588.24.

20. 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).

All the minutes below were agreed by all Council Members.

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

21. 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

After receiving an explanation regarding the vouchers listed above, it was.

RESOLVED That: The accounts for payment be approved.

22. Internal Audit: To resolve to receive and accept Internal Audit Report 2022/23 (Final)

RESOLVED That: The Internal Audit Report be received and accepted. All were in favour.

23. Annual Return & Final Accounts 2022-2023 – FINAL ACCOUNTS

DOCUMENT AND COPY OF AUDIT FORM PREVIOUSLY CIRCULATED

A query was raised regarding box 4 in the Annual Governance Statement. The Locum Clerk advised that the notice was not displayed in accordance with the statutory requirements of audit. Members were advised that the No recorded in the box will not have any bearing on the audit itself.

Members noted that the Certificate of Exemption 2022/2023 does not apply to Elstree and Borehamwood Town Council.

- (i) To approve the end of year accounts 2022-2023

RESOLVED That: The end of year accounts 2022-2023 be accepted as presented. All were in favour.

- (ii) End of year bank reconciliation(s) Page 3 of 3

RESOLVED That: The end of year bank reconciliation(s) be approved.

- (iii) Approve section 1 – Annual Governance Statement

- (iv) **RESOLVED That:** The Annual Governance Statement be approved. All were in favour.

- (v) Approve section 2 – Accounting Statements

- (vi) **RESOLVED That:** The Accounting Statement be approved. All were in favour.
- (vii) To sign the Audit form (AGAR) for submission to the External Auditors
- (viii) **RESOLVED That:** That the AGAR be signed. All were in favour.
- (ix) To consider whether Elstree and Borehamwood Town Council has effective control measures in place for finance and audit.

Member considered the current arrangements regarding control measures finance and audit and agreed that effective control measures are in place and adequate.

24. 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.

The member of the public requested to receive updates on the following:

- 1 Update on Sullivan Buses – future of B3 and 306
- 2 Update on the replacement to The Ark Theatre at Hertswood Academy
- 3 Public Noticeboard at 96 Shenley Road (Library)

The following responses were made:

- 1 Update on Sullivan Buses – future of B3 and 306

At present there is no update. However, Cllr Butler (as HCC Member) is attending a Hertsmere County Council Transport Meeting on Thursday and hopefully a written response can be provided. Cllr Butlery advised that he will also, provide dates for future HCC Transport Meetings

- 2 Update on the replacement to The Ark Theatre at Hertswood Academy

Cllr Butler has received information that building works are complete and there is a Theatre club starting soon Cllr Butler advised that there is to be a community programme of small projects and he will give a respond further once the information information is available.

3 Public Noticeboard at 96 Shenley Road (Library)

Cllr Parnell stated efforts have been made for several years to have a public noticeboard, but no response has been obtained from the diocese regarding siting this on Church land.

Cllr Butler advised he will investigate the matter through the HCC and see if a noticeboard. (Not just for Town Council posters but general community information) could be sited on HCC and outside the library.

- 25. Close of Meeting:** - There being no further business, the meeting closed at 8.00pm.

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