

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held on **Thursday 21st February 2008** in Fairway Hall, Brook Close, Borehamwood at 7.30pm

PRESENT:

Cllr M. Bright – Chairman

Cllr G. Franklin

Cllr J. Heywood

Cllr P. Hedges

Cllr P. Swallow

OFFICERS:

Ms. B. Levy – Clerk

Ms. C.A. Lloyd – Clerk Designate

1. APOLOGIES

All Members were present.

2. MINUTES OF THE MEETING HELD ON 15TH NOVEMBER 2007

The minutes of the meeting held on 15th November 2007 were confirmed and signed as a correct record.

3. URGENT LATE ITEM

The Chairman advised that he had agreed to consider the Financial Report to 31st January 2008. The reason for urgency was to enable Members to scrutinise the expenditure and income levels before year end.

4. DECLARATIONS OF INTERESTS

There were no declarations of interest.

5. DISCIPLINARY AND GRIEVANCE PROCEDURES AND DIGNITY AT WORK POLICY

Members noted the draft policies as circulated. The Clerk advised that the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) had agreed the draft which also conformed to best practice advised by the Advisory, Conciliation and Arbitration Service (ACAS). **RESOLVED** that the policies attached at Appendices A, B and C to these minutes be approved.

6. INTERNET, EMAIL AND TELEPHONE USAGE POLICY

The Clerk advised that best practice suggested that every organisation should have an internet, email and telephone usage policy. The suggested policy had been drafted using guidelines given by the Society of Local Council Clerks (SLCC). **RESOLVED** that the policy attached at Appendix D to these minutes be approved.

7. ABSENCE POLICY

The Clerk advised that the suggested policy had been drafted from the recommended policy produced by the Advisory, Conciliation and Arbitration Service (ACAS). Members requested that as recommended in the policy all staff complete timesheets and a report be made to the Committee on a quarterly basis. **RESOLVED** that the policy attached at Appendix E to these minutes be approved.

(Action: Clerk)

8. BANKING ARRANGEMENTS

NatWest had offered the Council the opportunity to carry out internet banking. In view of the legislative constraints imposed on local councils, it was recommended that the Council enabled the Clerk to view and print off statements and balances. Following written authorisation by two Councillors, the Clerk would also be permitted to transfer funds between accounts and set up monthly payroll payments. The Clerk undertook to investigate other banking services (such as CHAPS) with the auditor prior to suggesting any further tasks being carried out on-line. Members also requested that the Clerk investigate the costs associated with the Council accepting “chip and pin” payments.

RESOLVED that the Clerk be authorised to set up internet banking within the parameters set out in the preamble to this minute and to keep Members updated and appraised of its effectiveness.

In view of the savings achievable by purchasing on-line and other running costs more appropriately paid for by debit card than cash, Members **RECOMMENDED** that the Clerk be authorised to obtain a debit card for her use on Town Council business with a maximum spending limit of £1,000.

(Action: Clerk)

9. REPORT OF THE ENTERTAINMENTS' OFFICER

There was no report for this meeting as the Festival Committee would be meeting on 28th February.

10. FINANCIAL REPORT

The Financial Summary for the period ending 31st January 2008 was received and NOTED.

11. CLOSURE AND DATE OF NEXT MEETING

The meeting closed at 8.09 pm. The next meeting was scheduled to take place at 7.30pm on 10th April 2008.

Date: _____

CHAIRMAN