

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held on **Thursday 29th May 2008** in Fairway Hall, Brook Close, Borehamwood at 7.30pm

PRESENT:

Cllr J. Heywood - Chairman
Cllr M. Bright
Cllr R. Butler

Cllr P. Hedges
Cllr M. Heywood

Also present: Cllr F. Turner (Mayor)

OFFICERS:

Ms. C.A. Lloyd – Clerk Designate

1. APOLOGIES AND SUBSTITUTIONS

Cllr M. Heywood had substituted for Cllr P. Swallow and Councillor Cllr R. Butler had substituted for Cllr G. Franklin.

2. MINUTES OF THE MEETING HELD ON 10th APRIL 2008

The minutes of the meeting held on 10th April 2008 were confirmed and signed as a correct record.

3. DECLARATIONS OF INTERESTS

Councillor J. Heywood declared a personal interest in her capacity as a Borough & County Councillor & Portfolio Holder in agenda items that affected the relationship between the Town Council and the Borough Council or the County Council.

Councillor M. Bright declared a personal interest in his capacity as a Borough Councillor & Leader of the Borough Council in agenda items that affected the relationship between the Town Council and the Borough Council.

Councillor M. Heywood declared a personal interest in his capacity as a Borough Councillor in agenda items that affected the relationship between the Town Council and the Borough Council.

4. HEALTH & SAFETY REPORT

Members noted the Council's Health and Safety Audit & Fire Risk Assessment for 2008 and that the Audit was satisfactory. The Fire Risk Assessment had highlighted the need to mark the fire escape stair edges and this had been carried out.

A Display Screen Equipment Assessment was outstanding. Many of the desks at the Town Council were purchased before computers were used and were therefore likely to fail.

Members **RESOLVED** that the reports be noted and the new Clerk be requested to carry out a D.S.E. Risk Assessment for all office staff and report back to the Committee with full costing on replacement furniture if required.

Action: Clerk

5. WEBSITE

The Council's web host had advised that it would cost £100 to create an additional page for the Youth Council on the Council's website. The Youth Council had decided to create pages on MySpace & Facebook (with strict controls) but it raised the issue that whilst the Clerk could add content to the current site (i.e. minutes, agenda & photographs) no further work could be done to the look of the site without expenditure.

Members **RESOLVED** that the new Clerk be requested to get a new, more flexible site created preferably with the .gov.uk domain.

6. STAFF ABSENCE POLICY

Members were updated on implementation of the Policy.

It was noted that from the beginning of April to mid-May 22.5 additional hours had been worked for the Town Council. Three occasions of self-certified sickness had been taken.

7. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the following item as their presence would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- (i) Clerk's Report on staffing matters

8. REQUEST FOR PAYMENT OF PROFESSIONAL FEES

Members considered the Clerk's Report and **RESOLVED** that professional fees be paid to the Finance officer as part of her contract at 20/36 of the full fee rounded up to the nearest pound.

Action: Clerk

9. APPOINTMENT OF CLERK

Members considered the Clerk's report and **RESOLVED** that

- (i) Clive Payne Associated be engaged to handle the recruitment process;
- (ii) The Clerk's post be advertised at 25 hours per week plus negotiated study/training time ay Sp. 43 – 47 pro rata plus Inner London Fringe Allowance and £160 car mileage allowance for travel within the town and 40p per mile on all other trips.
- (iii) The post be advertised in Hertsmere News, Borehamwood Times, at the Borough & County Councils through Herts. Association of Parish & Town Councils and the Society of Local Council Clerk's website.
- (iv) Clive Payne be requested to attend the General Management Committee on 3rd July to update Members and the interviews on 22 July starting at 6.30pm to advise Members during the selection process.

MINUTES of the General Management Committee – 29th May 2008 (continued)

- (v) The Deputy Clerk be requested to act as Proper Officer of the Council until an interim Clerk was appointed.

9. CLOSURE AND DATE OF NEXT MEETING

The meeting closed at 8.17 pm. The next meeting was scheduled to take place on Thursday 3 July 2008 at 7.30pm.

CHAIRMAN

Date: