

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held on Tuesday 8 July **2008** at Fairway Hall, Brook Close, Borehamwood at 7pm

PRESENT: Councillors: J Heywood (Chair), M Bright, G Franklin, P Hedges,
P Swallow
In Attendance: Paul Welsh, Deputy Clerk

1. APOLOGIES FOR NON-ATTENDANCE

Apologies for late arrival were received from Councillor P Hedges

2 MINUTES OF MEETING HELD ON 29 MAY 2008

The Minutes of the Meeting were Confirmed and Signed as a true record

3. DECLARATIONS OF INTERESTS

Members agreed to declare any interests at the appropriate time.

4. REPORT OF THE DEPUTY CLERK

A Appointment to Outside Body

It was Noted that the Mayor, Chair and Leader of the Labour Group had agreed to appoint Cllr Farida Turner to serve on the Standards Committee instead of Cllr M Heywood, who was ineligible due to dual membership. The action was Confirmed.

B Town Audit

It was suggested the perhaps once or twice a year Officers and Members do an 'audit' of the Parish to identify and pursue issues relating to the appearance of the Town. This might include noting graffiti, dumped rubbish, non-working street lights, uneven pavements, over-hanging foliage, road pot holes etc.

The aim would be to improve the appearance and improve the quality of life for local residents.

Members felt in principle it was a worthwhile idea and should be considered again once the new Clerk is in post.

C Youth Council

It was Noted that the Youth Council is currently suspended due to staff shortages. It was considered vital that any Council staff and Members, including the new Clerk, are correctly CRB checked if they are working with Youth Councillors. One parent had raised an issue of Youth Councillors attending outside bodies unescorted. Cllr P Swallow agreed to investigate the correct procedures that should be implemented..

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D. Internal Audit

Members will wish to know that the Council's accounts were subject to an internal audit on 10 June 2008.

The following findings were reported to the Committee:

1. Our Council operates a system of internal controls which is adequate and effective, given the resources available to it, and adheres to the Guide and other accounting and control principles for the financial year 2007/8.
2. Standing Orders were agreed by the Council at their meeting on 25 October 2007 to incorporate revisions resulting from the revised Mode of Conduct.
3. A new server has been installed during the year and although there may be a couple of minor issues from this it has not had a detrimental impact on the core activities of the Council.
4. Although a new Clerk was appointed in the year unfortunately she has since resigned after the year end in order to take up another position. It is understood that the Council has reconsidered the role and responsibility of the Clerk and is currently in the process of looking for a new Clerk to meet these criteria.

Given there may still be several months before a new appointee takes up post, careful consideration is needed of the additional workload being borne by the existing workforce.

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5. PART TWO

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

6. CLERK OF THE COUNCIL

Members Received a Report on the applications for the post of Clerk to the Council from Clive Payne Associates and considered 20 applications. After discussion it was Resolved to shortlist three applicants and invite them for interview on 22 July 2008.

7. STAFFING MATTERS

A PCSO Review

The Council entered into a two-year agreement with the Police to co-fund a PCSO for Borehamwood. The post was due for a one year review in May 2008, with the existing agreement expiring in May 2009.

Members agreed that the Police be invited to attend the next meeting to review the post.

B Staffing Update

A report was presented on staff holidays and sick leave from January to June. Members expressed concern about levels of sickness and other staffing issues.

It was Resolved that the Chair, in liaison with Cllr P Swallow, seek advice from the Human Resources Department at Hertsmere Borough Council or other professional advisors.

C Time Off In Lieu

The Chairman raised the issue of staff who are currently working excess hours due to staff shortages, in particular the Deputy Clerk. It was RESOLVED to consider the matter again at the next meeting.

8. CLOSURE

The meeting closed at 9.30pm