# ELSTREE AND BOREHAMWOOD TOWN COUNCIL GENERAL MANAGEMENT COMMITTEE

MINUTES of the Meeting held on Thursday **9th October 2008** at Fairway Hall, Brook Close, Borehamwood, starting at 19:00 hours.

PRESENT: Councillors: J Heywood (Chairman)

G Franklin, P Hedges, M Heywood, P Swallow

In attendance: Joel Charin Town Clerk

Paul Welsh Entertainments Officer

Inspector D Rankin (item 5 below only)
Sergeant K Chalmers (item 5 below only)

#### 1 APOLOGIES FOR NON-ATTENDANCE & SUBSTITUTIONS

M Heywood substituted for M Bright, from whom Apologies were received and accepted.

## 2 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting held on 13<sup>th</sup> August 2008 were approved and signed as a true record.

### 3 DECLARATIONS OF INTEREST

There were no declarations of interests.

# 4 CHANGE TO ORDER OF AGENDA ITEMS

The Committee agreed to take item 8 as the first item on the agenda.

### 5 REVIEW OF TOWN CENTRE PCSO

Sgt K Chalmers outlined the role of the PCSO, gave a breakdown of incidents attended, outlined the positive contribution made to the community and recommended the service level agreement and funding of the PCSO be renewed in March 2009. A low increase in costs was predicted.

It was **agreed** to recommend to full Council the extension of the service level agreement until 2012.

Inspector D Rankin proposed the expansion of the Shopwatch scheme, which currently has a low level of participation, particularly as a rise in shoplifting crime could be anticipated, as we enter an economic downturn.

The PCSO needs £5 per week for an appropriate radio for use with the Shopwatch scheme. Currently, he depends on being able to borrow a radio, which is not always available.

It was **agreed** to recommend to the full Council a 5% increase in budget for the PCSO, plus a budget for the PCSO's radio.

If the Council continues support for the PCSO, it was proposed that the Town Council highlight the Shopwatch scheme and publicise its contribution to supporting the PCSO.

Councillor J Heywood recommended that the PCSO be invited to attend the Council AGM and maybe also a full Council meeting. Councillor M Heywood suggested that the Town Council write the PCSO a letter of appreciation to be presented at a Council meeting.

It was **agreed** that the Clerk should contact Inspector Rankin to arrange a visit for interested Councillors to the new Police building in Hatfield.

# ELSTREE AND BOREHAMWOOD TOWN COUNCIL GENERAL MANAGEMENT COMMITTEE

#### 4 REPORT OF THE CLERK

The Clerk briefed Committee on IT, Heath and Safety, internal audit and furniture.

There are serious concerns about IT security, virus protection and backup; and, queries concerning the hardware and its configuration. It was **agreed** to seek technical assistance urgently to address these issues.

It was **agreed** to review the health and safety contract once it is due for renewal early in 2009.

It was **agreed** to investigate alternative providers of internal audit services.

It was **noted** that much of the office furniture is very old, dirty and the desks are very unlikely to be compliant with EU and HSE legislation governing work station usage.

The Committee **agreed** to give its full support to investigating the purchase of suitable furniture, appropriately secure storage, and the cost of office decoration, provide two or three quotes are obtained where appropriate.

There was some discussion concerning the security of the Town Council's funds, the banked element of which is currently held in one institution. It was **agreed** to investigate placing the reserves in more than one bank.

# 5 REPORT OF THE ENTERTAINMENTS OFFICER

The Entertainments Officer's report was received.

Members **recommended** no increase to be applied for hire charges of Fairway Hall for the period 1<sup>st</sup> April 2009 until 31<sup>st</sup> March 2010.

### **6 FINANCIAL STATEMENTS**

Members received the financial statements for month ending September 2008.

## 7 CLOSURE

Meeting closed at 20:20 hours.