



ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
**GENERAL MANAGEMENT COMMITTEE**

**4 REPORT OF THE CLERK**

The Clerk briefed Committee on IT, Health 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.