ELSTREE AND BOREHAMWOOD TOWN COUNCIL
GENERAL MANAGEMENT COMMITTEE

MINUTES of the Meeting held on Thursday **20 August 2009** at Fairway Hall, Brook Close, Borehamwood, starting at 19:30 hours.

PRESENT:	Councillors:	J Heywood (Chairman) R Butler, G Franklin, A Mitchell, P Swallow
	in attendance:	J Charin, Town Clerk K Ting, Finance Officer
	also present	Cllr.s S Parnell, F Turner

1 APOLOGIES FOR NON-ATTENDANCE & SUBSTITUTIONS
Apologies were received and accepted from Cllr. E Butler.
Cllr. R Butler substituted for Cllr. E Butler.

2 MINUTES OF THE PREVIOUS MEETING
The Minutes of the Meeting held on 21 May 2009 were approved and signed as a true record.

3 DECLARATIONS OF INTEREST
There were no declarations of interests.

4 REPORT OF THE CLERK
The Clerk provided members with an update on the dispute with Sinclair Builders, summarising the legal advice received from NALC. The legal advice outlined options open to the Council and confirmed that the Council has "done all the right things so far."

The Clerk summarised the content of a 'without prejudice' phone conversation between the Clerk and Mr Sinclair of Sinclair Builders.

It was **agreed** that the Clerk write to Sinclair Builders a 'without prejudice' letter offering a further £700 in full and final settlement. This represents 50% of the remaining disputed outstanding amount. Sinclair Builders should be asked to confirm in writing within seven days that this offer is accepted in full and final settlement, at which point a payment of £700 can be sent to Sinclair Builders.

5 FINANCIAL REPORT
Members received the financial statements for month ending 31 July 2009.

6 Exclusion of Press and Public
It was moved that the press and public be excluded from the remainder of the meeting, having regard to the confidential nature of the business to be transacted, publicity of which might be prejudicial to the public interest.

Current staffing issues were discussed. By unanimous vote it was **agreed** to produce a job description for an entertainments officer with view to recruiting as soon as possible.

7 CLOSURE
Meeting closed at 21:15 hours.

Signed:

Date: