

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
GENERAL MANAGEMENT COMMITTEE

MINUTES of the Meeting held on **Monday 11th January 2010** at Fairway Hall, Brook Close, Borehamwood, starting at 19:30 hours.

PRESENT: Councillors: H David (Chairman)
 E Butler, G Franklin, A Mitchell
 in attendance: J Charin, Town Clerk

1 APOLOGIES FOR NON-ATTENDANCE & SUBSTITUTIONS

There were no Apologies received.

2 MINUTES OF THE PREVIOUS MEETING

Some amendments to the wording of the Minutes of the Meeting held on 19th November 2009 were agreed.

3 DECLARATIONS OF INTEREST

There were no declarations of interests.

4 COMMITTEE CHAIRMANSHIP

Cllr. H David was **confirmed** as Chairman of the General Management Committee and Cllr. C Kelly was **confirmed** as Vice Chairman.

5 REPORT OF THE CLERK

There was no report from the Clerk.

6 GENERAL MANAGEMENT COMMITTEE BUDGET, 2009-10

It was **resolved** that the Council in accordance with its powers under Section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:

<u>GENERAL MANAGEMENT COMMITTEE</u>	Cost Centre	Original Budget 2009/10	Suggested Budget 2010/11
<u>GRANTS</u>	401		
Grants Awarded to Local Organisations	4161	-6000	-10,000
Contribution to Hertsmere Community Partnership	4162	-10000	-10,000
Grants Awarded to Village Hall	New		-25,000
Grant to Elstree & Borehamwood History Society	4186	-10000	-10,000
Grant to First Impressions project	New	0	-10,000
		<u>-26,000</u>	<u>-65,000</u>
<u>SCHOOL SWIMMING</u>	403		
Transport & Admittance	4363	-26,250	-27,562
<u>TOWN TWINNING</u>	404		
Activities	4464	-1,000	-1,500
<u>YOUTH COUNCIL</u>	406		
Activities	4666	-1,000	-2,000
General Management Committee - Sub Total		<u>-54,250</u>	<u>-96,062</u>

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The draft budget presented to the committee was adopted as follows:

GENERAL MANAGEMENT COMMITTEE

Budget Report 2010/2011

**Suggested
 Budget 2010/11**

	Cost Centre	Original Budget 2009/10	Revenue Cost
SALARIES - Inc On-Costs - Overall Totals	1301	-190,000	<u>-195,000</u>
<u>INTEREST</u>	102		
Interest Received	1296	0	4,000
<u>OFFICE & ADMINISTRATION</u>	104		
<u>Expenditure</u>			
Members' Allowances	1402	-3,600	-3,600
Members Attendance - Travelling Allowances	1403	0	0
Cost of Independent Remuneration Panel	1404	0	0
Officers - Training	1407	-1,000	-1,000
Clerk Training	NEW	-500	-500
Officers - Travelling Expenses	1408	-200	-200
Recruitment Fee	NEW	-2,500	-6,000
HR Consultancy Fee 10/11	NEW	-5,000	-2,500
Staff - Welfare	1410	-120	-150
Water Rates	1412	-380	-380
Electricity	1413	-600	-700
Gas	1414	-700	-700
Health & Safety Consultant/Contractor	1415	-1,500	-1,500
Telephones	1420	-1,500	-1,800
Postage (Units in Franking M/C)	1421	-1,300	-1,300
Supplies - Stationery	1422	-1,600	-1,600
Subscriptions/Donations/Publications	1423	-3,800	-3,000
Insurance	1424	-6,000	-6,000
Hospitality	1426	-100	-100
Flowers etc - Condolence or Sickness	1427	-100	-150
Staff Retirement - Appreciation Gifts	1428	-100	-100
Mayoral & members hospitality	1429	-100	-100
Wreaths for Remembrance Sunday	1430	-70	-120
Mayoral Allowance	1434	-950	-950
Members - Training Courses	1435	-100	-100
Heating Maintenance	1437	-350	-300
Capital - Gas Boiler Replacement		-3,500	0
Maintenance of Office Equipment	1438	-1,000	-1,000
I.T. Services	1439	-1,500	-1,600
Software Support	1440	-700	-700
Maintenance of Website	1441	-1,500	-400
Equipment Purchases	1446	-9,000	0
Office Refurbishment	New	-18,000	0

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	HBC-Payroll Service	New	-400	-400
	Bank Charges	1451	-300	-300
	Representation/Legal Fees	1456	-300	-1,500
	Audit Charges	1457	-3,000	-3,500
	Sub-total		-71,370	-42,250
Income			-	-
	PAYE Online Filing for 2009/10	NEW	75	50
	Sub-total		75	50
	Net Expenditure over Income		-71,445	-42,200
			-	-
<u>COMMUNITY HALL</u>		106		
<u>Expenditure</u>				
	Com-Temp Staff contractor	1601	0	-500
	Business Rates (Hall)	1611	-2,000	-3,500
	Water Rates	1612	-500	-500
	Electricity	1613	-900	-930
	Gas	1614	-800	-1,200
	Cleaning Materials/Consumables/Replacements etc	1616	-800	-800
	Refuse Collection	1617	-1,200	-1,200
	Payphone	1620	-400	-400
	PRS Licenses	1628	-320	-380
	General Maintenance	1637	-6,000	-4,000
	Equip Maintenance	1638	-500	-500
	Facility booking software	NEW	-1,230	0
	Car Park Improvements		-100	0
	Equipment Purchases	1646	-350	-200
	Miscellaneous	1650	0	0
	Sub-total		-15,100	-14,110
<u>Income</u>				
	Hall Bookings	1681	26,000	27,000
	Car Park Rent from Harley House Dentists	1683	1,500	1,500
	Payphone	1684	10	10
	Sub-total		27,510	27,510
	Net Expenditure over Income		12,410	13,400
<u>ELECTIONS</u>		108		
	Elections Fund	1800	-1,000	-5,000
<u>GENERAL CONTINGENCY</u>		109		
	General Contingency	1900	-2,500	-2,500
	Police Community Support Officer	New	-17,000	-17,000
NET TOTAL-GENERAL MANAGEMENT COMMITTEE			-79,535	-53,300

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7 DRAFT EMPLOYEE HANDBOOK

The revised draft employee handbook was **adopted**.

8 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.

9 CLOSURE

Meeting closed at 21:15 hours.

Signed:

Date: