

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

MINUTES of the Meeting held on Tuesday **20<sup>th</sup> July 2010** at Fairway Hall, Brook Close, Borehamwood, starting at 19:30 hours.

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

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

There were no apologies received.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interests.

**3 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meeting held on 15<sup>th</sup> June 2010 were signed as a true record.

**4 TOWN CRIER COMMITTEE**

It was agreed to recommend to Council that the Entertainments Committee be given full control over the Town Crier newsletter and that the Terms of References for the General Management Committee and Entertainments Committee be amended accordingly. It is anticipated that the Entertainments Committee will establish a sub-committee or advisory committee to oversee the Town Crier and that the Events Co-ordinator be its editor.

**5 OVERTIME PAYMENT POLICY**

After some discussion, the Clerk was asked to investigate the practice of other town and parish councils and report back to this Committee.

**6 REVIEW UPDATE**

Cllr. H David thanked all those involved for their co-operation and stated that she had just received the draft report but had not yet had time to read it and so could not comment further at this stage.

**7 REPORT OF CLERK**

There was no report from the Clerk.

**8 OFFICE OPEN HOURS**

The hours when the office is open to the public were discussed and it was agreed to suggest to Council that the hours be 09:00 to 14:00 hours, Monday to Friday, with an answer machine stating that calls received outside these hours would be returned within twenty four hours, except over weekends/public holidays.

**Exclusion of Press and Public**

The Chairman moved the following resolution:

That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public is excluded from the meeting whilst matters pertaining to employees of the Council are discussed.

**CLOSURE**

Meeting closed at 20:55 hours.

Signed:

Date: