

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in the Fairway Hall, Brook Close, Borehamwood on Wednesday 2nd March 2011 at 8.00pm

PRESENT: Councillors: Mrs H David, (Chairman)
E Butler, G Franklin, Mrs A Mitchell, and Ms P Swallow

In attendance: Ms B M Levy, Acting Clerk

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

All Members were present

2. DECLARATIONS OF COUNCILLORS' INTERESTS

There were no declarations of Councillors' interests

3. MINUTES OF THE MEETING HELD ON 8th DECEMBER 2010

The minutes of the meeting of the Committee held on 8th December 2010 were signed as a true record.

4. OFFICE TELEPHONE SYSTEM

BT had indicated that the current Inspiron telephone system which had been installed some years ago was outdated and no longer maintainable. They had recommended a Versatility Voice system which would have a prompt maintenance guarantee and should result in long term savings.

RESOLVED that the telephone system be updated as recommended by BT at a cost of £1,098 excluding VAT

5. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst staffing matters were discussed.

6. STAFFING ISSUES

NOTED that a member of staff who had been on long term sick leave had been granted early retirement on health grounds. Another member of staff had been covering the post and had lost a portion of annual leave as a result.

RESOLVED that an ex gratia payment of £1,000 be made as a gesture of appreciation

7. RECRUITMENT – CLERK AND HANDYMAN

The Committee considered 6 applications for the post of Clerk and agreed to interview 4 who appeared to satisfy the criteria.

MINUTES of General Management Committee – 2nd March 2011 (continued)

It was **RESOLVED** that the interview panel comprise Councillors David, Franklin, and Swallow together with the Acting Clerk and that interviews would be held on the evenings of 14th and 15th March.

With regard to the Handyman post there had been a large number of applications and in view of the need to respond quickly to an emergency it was agreed that only applicants within the area should be considered. The Acting Clerk presented a synopsis of those applicants who appeared to fulfill the criteria but it was agreed that Councillors Butler and Franklin should recommend a shortlist to the Committee.

RESOLVED that the interview panel comprise Councillors Butler, Franklin and Mitchell and that interviews be held at a date to be determined

8. CLOSURE

The Meeting closed at 9.15pm having commenced at 8.00pm.

Date:.....

CHAIRMAN.....