

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday **25th May 2011** at 7.30pm

Present: Cllr Mrs P Strack (Chairman in the Chair)
Cllr C Butchins (Vice-Chairman)
Cllr E Butler
Cllr G Franklin
Cllr Mrs A Mitchell

In attendance: Cllr Mrs S Parnell (Mayor)
H Jones – Town 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 2nd MARCH 2011

The minutes of the meeting of the Committee held on 2nd March 2011 were signed as a true record.

4. FINANCIAL STATEMENT (INCOME & EXPENDITURE)

The Financial Report of income and expenditure up to May 2011 was received.

5. REPORT OF THE CLERK

The report of the Clerk was received. It was noted that the action to refurbish the Council Offices, previously approved, would be initiated, utilising the Earmarked Reserve monies set aside for this purpose (up to £27,000). This would include the following actions:

- crack filling and complete repainting (neutral colour)
- removal of x3 fire hose reels (with the approval of the Council's Health & Safety Consultants) to be replaced with water based fire extinguishers

- Individual Pigeon Holes for Council Members in the Main Administration Room (for collection/distribution of papers etc)
- the framing of past/current Mayors' photographs and other Council related material to be hung in a suitable location (after scanning)
- the option of FREE old Office furniture (unwanted by Hertsmere Borough Council) to replace current items being investigated (if needed)
- lighting to be updated and improved (with a view to natural and energy efficient light being sought)
- flooring to be assessed and updated as required (Hall flooring dealt separately on ongoing annual basis)
- Burglar alarm/Secure Door Entry (with option of top of stairwell camera) be sourced.

6. SUB-COMMITTEES

'In House' Audit Sub-Committee

It was **RESOLVED** that:

at the recommendation of the Clerk, a Sub-Committee comprising two Members (agreed as Cllr C Butchins (Vice-Chairman) and Cllr G Franklin) be constituted to act as the Council's 'In House' Audit Team for the Municipal Year 2011/12 with the following Terms of Reference:

- to meet twice in the Year with the Clerk (Responsible Finance Officer) to review the Council's Financial Arrangements, Regulations and Procedures (including the Council's Finance Package (Omega), Petty Cash, payment of invoices, banking receipts and any other matters, as necessary, dealing with the Council's finances);
- to report to the General Management Committee on the outcome of the meetings (above) with recommendations for action, if required; and
- to review Membership and Terms of Reference at the first meeting of the Committee after each annual Council meeting.

7. EXCLUSION OF PRESS AND PUBLIC

It was **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.

8. STAFFING/HUMAN RESOURCES CONTRACTS

It was **RESOLVED** that

- (i) a recommendation be made to the 15 June 2011 Council meeting proposing the early termination of contracts with external Staffing/Human Resources companies (with the aim of minimising the cost of the exercise) together with any budget virements necessary to meet the cost; and
- (ii) all issues relating to employment legislation/advice be sought in the first instance from the National Association of Local Councils (NALC) and the County Association (HAPTC) as part of the support provided by these bodies to Town and Parish Councils.

9. REPRESENTATION IN OUTSTANDING CASES

It was **RESOLVED** that

- (i) a recommendation be made to the 15 June 2011 Council based on the Confidential Report submitted to Members; and
- (ii) it be noted that in relation to any urgent business, if required, before the Council meeting, authority to act rested by way of delegated authority as follows:
 - “c) The Town Mayor or, in his absence, the Deputy Town Mayor, in consultation with the Clerk of the Council or his nominee:
 - i) may decide, deal with or act on behalf of the Council –whether at its request or because of the urgency of the matter
 - ii) may, in consultation with the chairman of the relevant Committee – or, in his absence, the Vice-Chairman – decide, deal with or act on behalf of that Committee because of the urgency of the matter, incurring expenditure not provided for within the budget.”

10. REPRESENTATION MADE BY A MEMBER OF STAFF

It was **RESOLVED** that

a recommendation be made to the 15 June 2011 Council based on the Confidential Report submitted to Members.

11. CLOSURE

The Meeting closed at 8.40pm.

Date:..... CHAIRMAN.....