

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday **6<sup>th</sup> July 2011** at 7.30pm

Present: Cllr Mrs P Strack (Chairman in the Chair)  
Cllr E Butler  
Cllr G Franklin  
Cllr Mrs A Mitchell  
Cllr Mrs F Turner (Substitution)

In attendance: Cllr Mrs S Parnell (Mayor)  
H Jones – Town Clerk

**12. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr C Butchins (Vice-Chairman) (Other Business).

**13. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**14. MINUTES OF THE MEETING HELD ON 25<sup>th</sup> MAY 2011**

The Minutes of the meeting of the Committee held on 25<sup>th</sup> May 2011 were approved and duly signed as a true record by the Chairman.

**15. FINANCIAL STATEMENT (INCOME & EXPENDITURE)**

The Financial Report of income and expenditure up to 29 June 2011 was received.

It was **RESOLVED** that

- (i) **clarification be sought on the following votes:**
- **3302/303 Town Centre Initiatives (£2,500)**
  - **3147/301 New Initiatives (£1,000); and**
- (ii) **applicants for grants at 4162/401 (CAH) and 4186/401 (History Society) be reminded of the decision making process for awards by the Town Council.**

**16. 25 YEAR FAIRWAY HALL EVENT**

It was **RESOLVED** that

- (i) a recommendation be made to Council on 7 September 2011 to transfer £400 from General Reserve to supplement the £100 vote for Hospitality (1426/104) to fund the 25 Year Fairway Hall Event; and
- (ii) the Entertainments Committee be tasked with confirming the arrangements for the event, as appropriate.

**17. 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.

**18. STAFFING MATTERS**

It was **RESOLVED** that

- (i) the report by the Clerk on outstanding legal cases/insurance claims be noted;
- (ii) the Town Council Staff Structure for 2011 and beyond be approved as set out in the report before Members with the aim of appointing a replacement Caretaker in mid November 2011 and a part time (15 hours per week) Administrator in September 2011; and
- (iii) the current Administrator post be promoted to that of Senior Administrator with the terms and conditions as set out in the Clerk's report.

**19. CLOSURE**

The Meeting closed at 9.00pm.

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