

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday **21<sup>st</sup> September 2011** at 7.30pm

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

In attendance: Cllr Mrs S Parnell (Mayor)  
A Bignell (Head of Library Services – Hertfordshire County Council)  
2 Members of the Public (Minute 24 – Library Services in Borehamwood)  
H Jones – Town Clerk

**20. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**21. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**22. MINUTES OF THE MEETING HELD ON 6<sup>th</sup> JULY 2011**

The Minutes of the meeting of the Committee held on 6<sup>th</sup> July 2011 were approved and duly signed as a true record by the Chairman.

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

The Financial Report of income and expenditure up to 15 September 2011 was received and clarification was provided on the following votes:

- 3302/303 Town Centre Initiatives (£2,500) – was an historic contribution to HBC for the maintenance of High Street Planters (report to follow to Environment & Planning Committee); and

- 3147/301 New Initiatives (£1,000) – included Families’ Coach Trips and other events/entertainments not specifically budgeted for at the start of the Council Year.

It was noted that both Community Action Hertsmere (CAH) and the Borehamwood History Society had thanked the Council for the grants of £10,000 to each organisation.

It was further noted that the External Auditor had raised a number of minor questions on the Annual Return which would be resubmitted following consultation with the Internal Auditor.

**It was RESOLVED that:**

**A meeting of the In House Audit Sub-Committee (Cllrs C Butchins and G Franklin) be organised for a date in November or December 2011.**

#### **24. LIBRARY SERVICES IN BOREHAMWOOD**

The Committee Chairman welcomed Mr Bignell and the Members of the Public to the meeting and thanked them for having attended. Members felt that the ‘Words in the Wood’ project led by local schools was of great benefit in helping to raise the levels of literacy in Borehamwood.

It was noted with disappointment that the loss of library services in Borehamwood was at 40% whereas the figure across Hertfordshire generally was 30% ( a budget saving of £2 Million across the County). The reduction in hours in Borehamwood (as a Band 2 Library) was from 61 per week to 37 per week.

It was recognised that the reduction in service adversely affected not only younger people alone but all sectors of the Community. In particular, some Members were concerned that elder residents might be concerned about visiting libraries after daylight hours. It was noted that whilst Members were supportive of the principle of increasing library hours, further discussions were necessary (including with Librarians and Hertsmere Borough Council) before any commitment was made. It was understood that discussions were in place to determine any match funding of the project by the Borough Council.

Mr Bignell advised Members that the approximate annual cost of additional weekly library hours in Borehamwood were:

|                             |                    |         |
|-----------------------------|--------------------|---------|
| Tuesday, Thursday or Friday | +3 hours mornings  | £12,000 |
| Friday                      | +3 hours afternoon | £9,000  |

It was **RESOLVED** that

- (i) **input from local schools be obtained in helping to decide how best additional Borehamwood Library hours could best be achieved; and**
- (ii) **a notional sum of £12,000 be included in the DRAFT 2012/13 budget for Library Services (it was noted that this activity provided no commitment to funding at this stage but was for future agreement by the Committee and Full Council); and**
- (iii) **the matter be reviewed by the Committee at its meeting on 15 November 2011.**

## **25. 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.

## **26. STAFFING MATTERS**

It was **RESOLVED** that

- (i) **the report by the Clerk on outstanding legal cases/insurance claims be noted;**
- (ii) **the 6 month probationary period of the Town Clerk be confirmed with the permanent appointment of H R O Jones and the outcome of the Clerk's appraisal be filed on the Staff Records;**
- (iii) **arrangements be made for the retirement of the existing Caretaker;**
- (iv) **as a Council policy, CRB checks be carried out, as required, on newly appointed/future employees where there was a relevance in light of the job description duties for each role (e.g. the new Caretaker); and**
- (v) **for 2011/12 the Clerk be asked to prepare 3 point measurable objectives for all Council employees for the purposes of future appraisals and the identification of any training needs.**

**19. CLOSURE**

The Meeting closed at 10.10pm.

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