

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on Tuesday 15th November 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)
H Jones – Town Clerk

28. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

29. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

30. MINUTES OF THE MEETING HELD ON 21st SEPTEMBER 2011

The Minutes of the meeting of the Committee held on 21st September 2011 were approved and duly signed as a true record by the Chairman.

31. FINANCIAL STATEMENT (INCOME & EXPENDITURE)

The Financial Report of income and expenditure up to 9th November 2011 was received.

The Draft Notional 2012/13 Budget Report was considered in detail with the following amendments made:

Income

Code	Vote	2011/12	2012/13	Rationale
1681	Hall Lettings	£30,000	£44,000	Realistic Evidenced Forecast

Expenditure

Code	Vote	2011/12	2012/13	Rationale
1435	Member Training	£100	£1,000	Member Training Programme
1441	Website	£450	£2,000	Upgrade Council Website
1800	Elections	£10,000	nil	No Elections Scheduled
3241	Premises Hire	£2,500	£1,000	Realistic Evidenced Forecast
4161	Grants	£6,000	£12,500	Member Proposed Grants
4363	School Swim	£28,000	£30,500	Realistic Evidenced Forecast
4847	Lights Switch On	£4,000	£3,500	Savings by Sponsors
NEW	Library Hours	nil	£12,000	See Minute 32 below

The revised figures took into account those items that had been previously suggested as headline variances or exceptional items for the forthcoming year together with other suggested increases/decreases.

Members felt that the Budget analysis was sufficiently detailed and user friendly for the purposes of the decision making process.

It was noted that the Interim Internal Audit had taken place on 10 November 2011. A Report (prepared by Auditing Solutions Ltd) together with any responses to recommendations made would be submitted to a subsequent Committee meeting.

It was further noted that the External Auditor had raised a number of minor questions on the Annual Return and in relation to the previous year's expenditure vouchers to which detailed responses had been made. It was anticipated that the Return would be received by the Council before the end of November 2011.

It was RESOLVED that:

- (i) the In House Audit Sub-Committee (Cllrs C Butchins and G Franklin) be convened on 14 December 2011 at 2.00 pm in the Clerk's Office; and**
- (ii) each Committee be asked to review the amended Budget heads at forthcoming meetings prior to the Final Budget for 2012/13 being set by Full Council on 25 January 2012.**

32. LIBRARY SERVICES IN BOREHAMWOOD

The Committee reaffirmed its recommendation as made at its meeting on 21 September 2011 to create a new vote for additional Library Hours for 2012/13 as follows:

- £12,000 to fund +3 library hours per week conditional on (a) match HBC funding, and (b) additional opening to be project specific (e.g. school reading programme) but also available to General Public (GMC Minutes of 21 September 2011 refer).

It was RESOLVED that:

at its meeting on 23 November 2011 Council be recommended to authorise funding an additional +3 Borehamwood library hours in this 2011/12 year based on the conditions outlined above being incorporated into the agreement to the cost of £4,000 to be transferred from the General Reserve Fund.

33. 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.

34. STAFFING MATTERS

It was **RESOLVED** that

- (i) the report by the Clerk on outstanding legal cases/insurance claims be noted;
- (ii) recruitment arrangements be made to appoint an Events Coordinator based on the report submitted to Members; and
- (iii) the Clerk be asked to submit notional Staffing costs for 2012/13 to the Committee Members and Mayor based on the factors raised during the course of the meeting for consideration and then submission to Full Council for ratification once agreed in principle.

35. CLOSURE

The Meeting closed at 9.25 pm.

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