

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on Tuesday 15th February 2012 at 7.30pm

Present: Cllr Mrs P Strack (Chairman in the Chair)
Cllr C Butchins (Vice-Chairman)
Cllr G Franklin
Cllr Ms S Maughan (Substitution)
Cllr Mrs A Mitchell

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

36. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr E Butler (Other Business) (Cllr Ms S Maughan substituted).

37. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

38. MINUTES OF THE MEETING HELD ON 15th NOVEMBER 2011

The Minutes of the meeting of the Committee held on 15th November 2011 were approved and duly signed as a true record by the Chairman.

39. FINANCIAL MATTERS AND REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

An update report was received on:

- Financial Report of income and expenditure up to 7th February 2012
- Arrangements for the 2nd Internal Audit (Final 2012) scheduled for 15 May 2012
- Actions from the Council Meeting of 25 January 2012 relating to audit. It was noted that the Council's Complaints Procedure and Financial Risk Register (with assessment to be recorded by Council on 28 March 2012) had been approved.

It was RESOLVED that:

- (i) relating to outstanding cheques (older than 6 months), these items be cancelled with the NatWest Bank and the recipients be provided with a period of seven working days on receipt of notification to request a further cheque to be raised in place of the un-presented item (if no request received, the accounts should be amended to reflect non payment);**
- (ii) the Council's second 'In House Audit' (Cllr C Butchins and Cllr G Franklin) take place with the Town Clerk on a convenient date in March 2012;**
- (iii) the Standing Orders (revised in October 2007) be reaffirmed for adoption subject to the following amendment:**
 - 27: The requirement for the Chairman/Mayor to initial each page of signed Minutes**
- (iv) the Financial Regulations (revised in July 2006) be reaffirmed for adoption subject to the following amendment:**
 - 6.5: The Petty Cash Float limit be altered to £300 to reflect the Council's decision on 25 January 2012; and**
- (v) In order to support the Borehamwood Brass Band's 2012 Visit to Offenburg, a payment be made from the Town Twinning budget (4464/404) of £1,000 towards the costs of the trip.**

40. PUBLICATION SCHEME

It was RESOLVED that:

the Publication Scheme before Members and Information available under the Publication Scheme (previously approved by Council on 5 December 2002) together with additional Publication Scheme Statement be approved and adopted with a review period of every two years by this Committee.

41. DATA PROTECTION

The registration of the Town Council's details with Information Commissioner's Office (ico.) was noted.

It was RESOLVED that:

- (i) the annual renewal (from 17 March 2012) of Town Council details with the ico. be approved; and**

- (ii) a Data Protection Policy based on the suggested model from the comparable authority before Members be drafted for approval by a Committee at a future meeting.

42. GRANTS PROCEDURE 2012/13

It was noted that at its meeting on 23 November 2011, Council had requested that the General Management Committee be asked to review the Council's Grants process for the 2012/13 year and onwards at its meeting on 15 February 2012.

It was RESOLVED that:

- (i) the Grants Procedure and Application form for 2012/13 before Members be approved and adopted;
- (ii) the organisations the Council provided Grants to in 2011/12 be asked to submit evidence of use of the grants in accordance with the application criteria; and
- (iii) details of Grant Awards made by the Council be published in the Town Crier publication.

43. GMC SPECIAL MEETING

It was RESOLVED that:

a Special meeting of the General Management Committee be confirmed in the week commencing 19th March 2012 to consider the Council's proposed application for Quality Status.

[Post Meeting Note: the meeting date was confirmed as 19 March 2012 at 7.30 pm.]

44. 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.

45. STAFFING MATTERS

It was RESOLVED that

- (i) the report by the Clerk on outstanding legal cases/insurance claims be noted;

- (ii) **the report by the Clerk on Staff Meetings and Staff Appraisals be noted;
and**
- (iii) **the Contract of Employment for the Town Clerk and RFO be adopted and
signed by the Clerk and Mayor.**

46. CLOSURE

The Meeting closed at 9.25 pm.

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