

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday **11th April 2012** 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

54. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

55. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

56. MINUTES OF THE MEETING HELD ON 19th MARCH 2012

The Minutes of the Special meeting of the Committee held on 19th March 2012 were approved and duly signed as a true record by the Chairman.

57. FINANCIAL REPORT

An update report was received on:

- Financial Report of income and expenditure up to 31 March 2012; and
- The In House Audit of 21 March 2012

It was noted that the Financial Risk assessment for 2011/12 was approved by Council on 28 March 2012 within the designated period set by the Accounts and Audit (England) Regulations 2011.

It was RESOLVED that:

- (i) in 2013, the Committee be asked to review the arrangements for the Town Council partially funding the operating costs of a PCSO (under the terms of a Service Level Agreement); and**
- (ii) together with Administrative Support Staff, the Clerk be asked to ascertain further efficiency savings during 2012/13 by way of changing supplied services (e.g. gas, electricity, water, stationery and telephones in particular).**

58. SCHEDULE OF INSURANCE 2012/13

It was RESOLVED that:

The schedule of insurance for 2012/13 before Members be approved for adoption with the Council's Insurers.

59. FAIRWAY HALL BOOKING PROCEDURE AND FEES FOR 2012/13

It was noted that the determination of the Hall Booking Procedure and Fee scale for 2012/13 was referred to the Committee by Council on 28 March 2012.

It was RESOLVED that:

- (i) with immediate effect (new fee to be applicable at time of booking) the Weekend (Saturday, Sunday and Bank Holiday) fee for hire of Fairway Hall be increased by plus £5.00 per hour and all other fees remain frozen for 2012/13;**
- (ii) the "free" hire of the hall by BETTA and the Drop In continue for the 2012/13 Council Year;**
- (iv) up to five "free" Hall hires be granted to persons demonstrating charitable status with a hire for the purpose of raising funds to support an activity with a benefit to the Residents of Elstree and Borehamwood (or a section of them) and each case to be determined prior to the event by the General Management Committee;**
- (v) regular hirers be notified of the decisions at (i)-(iv) above with notice that the 2013/14 fees would be scheduled for increase upon review;**
- (vi) the arrangements at (i)-(v) above be reviewed by the General Management Committee for 2013/14 at its meeting scheduled for 10 April 2013.**

- (vii) **Officers be authorised to approve any reasonable administrative changes to the bookings procedure in order to modernise the system, increase efficiency, safety and the quality of service to hirers (with an update on progress to be reported to a subsequent Committee meeting); and**
- (viii) **a tamper proof thermostat be installed in Fairway Hall to minimise the risk of gas heating wastage.**

60. CONTRACT FOR HEALTH & SAFETY CONSULTANTS

Members considered carefully, together with the Town Clerk, four alternative quotes for the provision of Health and Safety Consultancy Advisors (together with a range of quotes and options for alternative contracts with the existing provider).

It was RESOLVED that:

- (i) **the Clerk be authorised to agree the Gold Service Contract option (costing £650 + VAT) with Capita Symonds commencing 23 April 2012 (i.e. for 1 year with a review by the Committee before any further renewal); and**
- (ii) **the Clerk be authorised to arrange spending from the Health and Safety Budget 2012/13 (not exceeding the budget limit after costs associated with (i) above) to install the following security measures:**
 - **Trigger lighting in the car park nearest the Office;**
 - **Security for fenced area under fire escape (trellis fencing); and**
 - **Improved rear gate security.**

61. 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.

62. STAFFING MATTERS

Reiterating the comments made at the previous meeting, it was noted that the Clerk would provide an update assessment on administrative support to the Council for the Committee to consider at its first meeting in the New Council Year (2012/13), i.e. on 23 May 2012 with options, if required, for advancing the Finance Support provided.

63. CLOSURE

The Meeting closed at 9.20 pm.

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