

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday **23<sup>rd</sup> May 2012** at 7.30pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)  
Cllr Mrs A Mitchell (Vice-Chairman)  
Cllr C Butchins  
Cllr E Butler  
Cllr G Franklin

In attendance: Cllr Mrs P Strack  
H Jones – Town Clerk

**1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**2. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Member</b>	<b>Minute Number</b>	<b>Nature of Interest</b>
Cllr C Butchins	9. Grant: Elstree District Scouts	Personal
Cllr E Butler	9. Grant: Elstree District Scouts	Personal
Cllr Mrs P Strack	9. Grant: Elstree District Scouts	Personal

**3. MINUTES OF THE MEETING HELD ON 11<sup>th</sup> APRIL 2012**

The Minutes of the Special meeting of the Committee held on 11<sup>th</sup> April 2012 were approved and duly signed as a true record by the Chairman.

**4. FINANCIAL REPORT**

An update report was received on:

- Financial Report of income and expenditure up to 16 May 2012; and
- The Internal Audit report to 31 March 2012 (Final).

It was noted that the Audit Report would be referred to Council on 13 June 2012 together with the Annual Return to 31 March 2012 for signing by the Clerk and Mayor.

It was further noted that the Clerk would ascertain the possibility of separating the Expenditure and Income reporting on the RBS Omega Package in respect of Town News (Town Crier) and, where possible, to do so.

## **5. TERMS OF REFERENCE**

**It was RESOLVED that:**

**the attached Committee Terms of Reference (APPENDIX I) be submitted with a recommendation for adoption by Council at its meeting on 13 June 2012.**

## **6. SUB-COMMITTEES AND WORKING GROUPS**

**It was RESOLVED that:**

**the In House Auditors be appointed for 2012/13 as follows:**

- **Cllr C Butchins; and**
- **Cllr G Franklin.**

## **7. SUB-COMMITTEE TERMS OF REFERENCE**

**It was RESOLVED that:**

**the attached In House Audit Sub-Committee Terms of Reference (APPENDIX II) be approved and be subject a yearly review at the first meeting of the Committee (May/June) each year.**

## **8. GRANT APPLICATIONS**

It was noted that the Grants Procedure agreed by the Committee on 15 February 2012 (Minute 42) was applicable for the 2012/13 year and, therefore, recommendations for awards would be submitted to the next Council meeting on 13 June 2012 as set out below.

In order to conserve paper and to prevent duplication, Members were unanimously content for the background papers supporting grant applications to be presented to the

General Management Committee only, with Committee Members speaking to the applications referred to Council at those meetings. Any non-Committee Members wishing to peruse the background papers were advised to contact the Town Clerk.

**It was RESOLVED that:**

- (i) **at its meeting on 13 June 2012 Council be recommended to approve the following Community Grant:**

**Community Grants**

<b>Organisation:</b>	<b>Elstree District Scouts</b>
<b>Amount Sought:</b>	<b>£1,120</b>
<b>Purpose of Grant:</b>	<b>Summer Holiday Activity Days</b>
<b>Amount Recommended by GMC:</b>	<b>£1,000 (coded to 4161/401)</b>

- (ii) **the application by Child UK for £2,000 be deferred to the Committee meeting on Thursday 8 November 2012 (for recommendation to Council on Wednesday 21 November 2012) in order to obtain clarification on:**

- **A detailed breakdown of wages, salary and motoring costs;**
- **The use of a recent grant award by Hertsmere Borough Council;**
- **Costs incurred by the organisation relating to Borehamwood Football Club (e.g. premises hire); and**
- **Actual costs specifically in relation to the Elstree and Borehamwood area.**

**Budgeted Grants**

- (iii) **at its meeting on 13 June 2012 Council be recommended to approve the following Budgeted Grants:**

<b>Organisation:</b>	<b>Borehamwood Football Club</b>
<b>Amount Sought:</b>	<b>£1,500</b>
<b>Purpose of Grant:</b>	<b>Stadium Board and programme</b>
<b>Amount Recommended by GMC:</b>	<b>£1,500 (coded to 4166/401)</b>

<b>Organisation:</b>	<b>Elstree &amp; Borehamwood Museum</b>
<b>Amount Sought:</b>	<b>£10,000</b>
<b>Purpose of Grant:</b>	<b>Running Costs</b>
<b>Amount Recommended by GMC:</b>	<b>£10,000 (coded to 4186/401)</b>

- (iv) **in view of the non submission of the anticipated Community Action Hertsmere Grant for £10,000 in time for the meeting, this be reconsidered by the Committee at the next tranche of Grant Applications on Thursday 8 November 2012; and**
- (v) **at its meeting on 13 June 2012 Council be recommended to approve that power be delegated to the General Management Committee to approve Budgeted Grants without reference to Council (up to the amounts budgeted in the agreed Annual Budget approved in January of each year).**

It was noted that the power to authorise the grants above was as follows:

<b>Power</b>	<b>Detail</b>	<b>Authority</b>
<b>" Free Resource"</b>	Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	Local Government Act 1972, s.137
<b>Tourism</b>	Power to contribute to the encouragement of tourism	Local Government Act 1972, s.144

## **9. POLICE OPEN DAY**

It was **RESOLVED** that:

**a contribution of £200 (coded to 3225/302 CIV-Publicity) to the cost of funding the Borehamwood Police Station's Open Day on Saturday 23 June 2012 be approved on the basis that this would be for items of literature or otherwise seeking to promote the safety of residents.**

It was noted that the power to authorise the expenditure was as follows:

<b>Power</b>	<b>Detail</b>	<b>Authority</b>
<b>Crime Prevention</b>	Powers to spend money on various crime prevention measures	Local Government and Ratings Act 1997, s.31

## **10. COMMUNITY CENTRE PARTNERSHIP PROJECT**

**It was RESOLVED that:**

**consideration of the contribution from Earmarked Reserves to the Community Centre Partnership Project at 96 Shenley Road towards inclusion of the Museum be deferred pending further information being provided to the Town Council, including plans.**

## **11. PAST MAYORS' BADGES**

It was noted that the cost of procuring Past Mayors' Badges was:

Jewel (Option B) in Metal Gilt:	£285.00
Neck Ribbon with Title Bar:	<u>£25.00</u>
	£310.00 each

No. of Past Mayors currently serving: x 6

Total Cost in 2012/13: £1,860.00

**It was RESOLVED that:**

- (i) at its meeting on 13 June 2012 Council be recommended to approve non-budgeted expenditure of £1,860 (coded to 1436/104 Admin-Member Expenses) in 2012/13 for Past Mayors' Badges (Option B before the Committee in Metal Gilt together with Neck Ribbon and Title Bar) for all currently serving Council Members who were also Past Mayors (six in total);**
- (ii) a past Mayor's Badge be recommended for inclusion in the draft Budget presented to Council on 23 January 2013 of £320 (coded to 1436/104) for the 2013/14 Budget and every subsequent Budget; and**
- (iii) Diamond Jubilee Commemorative Coins be purchased and presented to each Council Member, Member of Staff and a number of contributors, at the discretion of the Entertainments Committee Chairman, assisting with the Jubilee Beacon event.**

## **12. 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.**

**13. 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 the Staff and Members' Training Schedule be noted;**
- (iii) the 6 month probationary period of the Events Co-ordinator be confirmed with a permanent appointment and the Clerk be authorised to sign the Contract of Employment on the Terms and Conditions previously agreed; and**
- (iv) the current Administrative Assistant post be promoted to that of Finance Assistant with the terms and conditions as set out in the Clerk's report and with effect from 1 August 2012 and the Clerk be authorised to sign the appropriate Contract of Employment.**

**14. CLOSURE**

The Meeting closed at 9.42 pm.

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

**GENERAL MANAGEMENT COMMITTEE TERMS OF REFERENCE**

**COMMITTEES' TERMS OF REFERENCE & DELEGATED AUTHORITY**

a) **ALL COMMITTEES:**

All Committees are charged with:

- i) recommending to Council appropriate policies and budget estimates for their services
- ii) providing agreed services and standards of service within policy and budgetary provision
- iii) monitoring the services provided

...c) **GENERAL MANAGEMENT:**

The General Management Committee is responsible for matters relating to the general administration of the Council and its finances and staffing arrangements and for other 'community services' not provided by the Environment and Planning Committee.

Terms of Reference:

- i) To oversee the maintenance, development, Hall Booking procedure and Fee Scale for the use of Fairway Hall
- ii) To determine the level of contributory funding to non-core Council Services (if agreed):
  - Police Community Support Officer (PCSO)
  - Additional Library Hours (Borehamwood Library)
  - Town Twinning
  - School Swimming Programme
- iii) To oversee the IT requirements of the Council (including Web Site development and content)

- v) To oversee the Health and Safety requirements/arrangements of the Council and to be updated on developments/improvements, as appropriate
- vi) To review and determine the Council's Insurance Policy and Schedules and to ratify prior to the relevant renewal period
- vii) To promote the public image of the Town Council through advertising on the Council's notice boards, the publication of The Town Crier (in consultation with the Entertainments Committee) and in all other appropriate ways.
- viii) To oversee the Council's office accommodation, administration and finances
- ix) To consider and determine the Council's staffing structure and all matters relating to the appointment, pay, training, welfare, conditions of service of staff, generally and specifically, in conjunction with any other appropriate Committee and the Town Clerk
- x) To consider all consultations not relating to Planning, Environment or Transport or to refer these to the Environment and Planning Committee and/or Transport and Road Safety Forum
- xi) To consider Community Grant Applications twice yearly and to make recommendations to Council on those referred to it with a recommended quantum of award
- xii) To consider and determine Budgeted Grant Applications, as agreed by Council at the January Budget Setting Process, including (if agreed):
  - Community Action Hertsmere
  - Elstree and Borehamwood History Society
  - Borehamwood Football Club
- xiii) To consider regular Finance Reports (Income/Expenditure) and to make recommendations to Council on Annual Budget Setting (for all services)
- xiv) To determine recommendations from Committees for the use of General Reserve Funds
- xv) To make recommendations to Council on the expenditure of Earmarked Reserve monies



- xvi) To consider new legislation and powers available to Town and Parish Councils and to make recommendations to Council on their use
- xvii) To oversee the management of legal or insurance cases conducted by or against the Council
- xviii) To determine recommendations from other Committees or in its own capacity terms of any new leases or contracts (or amendments to existing leases or contracts) relating to Council land or services
- xvix) To appoint the In House Audit Sub-Committee and Internal Auditors of the Council and to receive reports from the same and to confirm any recommendations made or refer these to Council

<p><b>Date Terms of Reference brought into Force:</b> 13 June 2012 <b>Authority:</b> Council <b>Meeting:</b> 13 June 2012 <b>Review Body:</b> General Management Committee then Council <b>Review Period:</b> every 4 years <b>Next Review:</b> May 2016</p>
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## APPENDIX II

### 'In House' Audit Sub-Committee Terms of Reference

The In-House Audit Sub-Committee is tasked by the General Management Committee:

- to meet twice in the Year with the Clerk (Responsible Finance Officer) to review the Council's Financial Arrangements, Regulations and Procedures (including the Council's Finance Package (Omega), Petty Cash, payment of invoices, banking receipts and any other matters, as necessary, dealing with the Council's finances);
- to report to the General Management Committee on the outcome of the meetings (above) with recommendations for action, if required;
- to consider and recommend for adoption investment opportunities for the Council's assets; and
- to review Membership and Terms of Reference at the first meeting of the Committee after each annual Council meeting with a view to alternate Members so that each served on the Sub-Committee for a two year period.

**Date Terms of Reference brought into Force:** 23 May 2012

**Authority:** General Management Committee

**Meeting:** 25 May 2012 (Minute 7)

**Review Body:** General Management Committee

**Review Period:** every year

**Next Review:** May 2013