

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday **18th July 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

15. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

16. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

17. MINUTES OF THE MEETING HELD ON 23rd MAY 2012

The Minutes of the meeting of the Committee held on 23rd May 2012 were approved and duly signed as a true record by the Chairman.

18. FINANCIAL REPORT

An update report was received on:

- Financial Report of income and expenditure up to 10 July 2012; and
- the Annual Return which had been submitted to the External Auditor (BDO) within the requisite time period (on return of receipt an In House Audit Sub-Committee meeting would be arranged).

19. SCHOOL SWIMMING PROGRAMME

It was RESOLVED that:

- (i) no alterations be made to the administration arrangements for 2012/13 or 2013/14 in relation to the School Swimming Programme and that the proposed 2013/14 Budget be set at the same level (subject to changes in coach service costs by the Council's supplier); and**
- (ii) an article including a Head Teacher's comment be included in the next edition of the Town Crier magazine on the Swimming Programme.**

20. DATA PROTECTION POLICY, CODE OF CONDUCT AND DECLARATIONS OF INTEREST FORMS

It was RESOLVED that:

- (i) the Data Protection Policy (July 2012) presented to the Committee as an Appendix be adopted and that all Councillors and Council Staff be asked to sign a copy for retention by the Town Clerk; and**
- (ii) subject to any comments by General Management Committee Members, at its meeting on 5 September 2012, Full Council be recommended to adopt the text of the revised Code of Conduct and Declarations of Interest Registers prepared by Hertsmere Borough Council (as similarly adopted by Aldenham Parish Council).**

21. GRANT APPLICATIONS

It was RESOLVED that:

- (i) by way of delegated power for the reason of urgency, the Mayor, Deputy Mayor and Town Clerk be recommended to approve the following Community Grant (previously considered by Council and the Committee):**

Community Grants

Organisation:	Child UK
Amount Sought:	£2,000
Purpose of Grant:	Anti-Social Behaviour Project

Amount Recommended by GMC: **£1,000 (coded to 4161/401) in August 2012**
£1,000 (coded to 4161/401) in September 2012

Budgeted Grants

(ii) the following Budgeted Grant be approved:

Organisation: **Community Action Hertsmere (CAH)**
Amount Sought: **£10,000**
Purpose of Grant: **Running Costs**
Amount approved by GMC: **£10,000 (coded to 4162/401)**

Free Use of Fairway Hall

(iii) the following free use of Fairway Hall be approved:

<u>Organisation</u>	<u>Date</u>	<u>Activity</u>
CAH	20 July 2012 evening	Youth Community Disco

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

Power	Detail	Authority
" Free Resource"	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

(iv) to better inform the Committee's decision making on grant applications, Hertsmere Borough Council be asked to provide the Town Council with details of all grants awarded to organisations seeking contributory funding in a Community Benefit capacity.

22. 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.

23. 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; and**
- (iii) further advice be sought on the possibility of including Caretaking and Grounds Maintenance activities for Work Experience opportunities at the Town Council**

24. CLOSURE

The Meeting closed at 9.10 pm.

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