

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday **19th September 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
1 Member of the Public
H Jones – Town Clerk

24. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

25. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

26. MINUTES OF THE MEETING HELD ON 18th JULY Y 2012

The Minutes of the meeting of the Committee held on 18th July 2012 were approved and duly signed as a true record by the Chairman.

27. FINANCIAL REPORT

An update report was received on:

- Financial Report of income and expenditure up to 12 September 2012; and
- the Annual Return which had been returned by the External Auditor (BDO) indicating an Unqualified Audit for 2011/12. It was noted that the Clerk would prepare a draft response to the three recommendations made and submit for approval to Council on 21 November 2012 (together with the Return).

- **Headline Items for Draft Budget 2013/14 - the Clerk was asked to investigate and include in the initial Draft Budget provision for:**
 - a colour photocopier
 - a new paper shredder
 - additional security measures for the Council Offices
 - refurbishment of Kitchen area
 - refurbishment of Fairway Hall
 - Staff/Member training and professional development
 - a Partnership Working budget

28. HEALTH AND SAFETY ISSUES

It was RESOLVED that:

- (i) the Health & Safety Policy Statement for 2012/13 be approved for publication (to be reviewed annually); and**
- (ii) subject to minor editorial changes, the Fire Risk Assessment (6 September 2012) carried out by the Caretaker and Town Clerk be approved and all recommendations be adopted.**

29. REVIEW OF CAR PARK RENT

It was RESOLVED that:

the rent increases for use of car parking spaces by Harley House Dental Practice be increased by 3.9% reflecting RPI in January 2012 (next review period due in 2017).

30. REVIEW OF DELEGATED AUTHORITY

It was RESOLVED that:

consideration of the Council's Powers of Delegated Action be deferred to the General Management Committee meeting on 8 November 2012 (with the Clerk to prepare a draft for consideration).

31. QUALITY STATUS

An update report was received on the Council's Quality Status application. It was noted that whilst the Council's 2011/12 Audit had been returned as an Unqualified Audit by the External Auditors (BDO) and that the Town Clerk had obtained the latest 2012 CiLCA

qualification from SLCC (including updated General Power of Competence section) there were further matters to consider and address (including the 2010/11 Audit and Training Strategies).

32. 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.

33. STAFFING MATTERS

It was **RESOLVED** that

(i) **Office Opening Hours be as follows:**

Monday – Thursday 9.00 am – 5.00 pm
Friday 9.00 am – 4.00 pm
Saturday and Sunday Closed; and

(ii) **the Council Offices be closed from 24 December 2012 – 12 January 2013 (inclusive)**

34. CLOSURE

The Meeting closed at 9.15 pm.

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