

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on Thursday **8<sup>th</sup> November 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  
Chief Inspector D Patient (Hertfordshire Constabulary)  
Inspector N Ablett (Hertfordshire Constabulary)  
H Jones – Town Clerk

**35. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**36. 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 E Butler	39 (i) Grant: Shizentai Judo	Personal and Prejudicial
Cllr E Butler	39 (ii) Grant: EBR MENCAP	Personal and Prejudicial
Cllr E Butler	39 (iii) Grant: Box Cleva	Personal and Prejudicial
Cllr Mrs S Parnell	39 (vi) Grant: Borehamwood Seniors	Personal and Prejudicial
Cllr Mrs P Strack	39 (iii) Grant: Box Cleva	Personal and Prejudicial
Cllr Mrs P Strack	39 (vi) Grant: Borehamwood Seniors	Personal and Prejudicial

Members declaring prejudicial interests refrained from taking part in any discussion or decision making processes relating to those items.

**37. MINUTES OF THE MEETING HELD ON 19<sup>th</sup> SEPTEMBER 2012**

The Minutes of the meeting of the Committee held on 19<sup>th</sup> September 2012 were approved and duly signed as a true record by the Chairman.

### **38. PCSO FUNDING**

Members received a presentation from Chief Inspector Patient and Inspector Ablett (Hertfordshire Constabulary) as part of the Committee's review of the Council's contribution to PCSO funding arrangements and in consideration of options for 2013/14 and beyond.

**It was RESOLVED that:**

- (i) the Service Level Agreement for the Provision of Police Community Support Officers (between the Chief Constable of Hertfordshire and the Town Council) be approved up to 31 March 2014 (with a review by the Committee prior to that time) based on the terms presented and at a cost to the Council of £14,250 (per annum); and**
- (ii) Inspector N Ablett (Hertfordshire Constabulary) be provided with a list of relevant Council meeting dates (including Transport and Road Safety Forum) in order that PCSO representation can be arranged with further meetings to be arranged prior to Council Events with the Events Coordinator.**

### **39. 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 21 November 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:**

**at its meeting on 21 November 2012 Council be recommended to approve the following Community Grant:**

**Community Grants**

(i)	<p><b>Organisation:</b>  <b>Amount Sought:</b>  <b>Purpose of Grant:</b>  <b>Amount Recommended by GMC:</b></p> <p><b>Power of Expenditure:</b></p>	<p><b>Shizentai Judo Club</b>  <b>£3,000</b>  <b>Rental costs &amp; Equipment</b>  <b>None (with the organisation recommended to put forward an application in 2013/14 providing more detail)</b>  <b>Not Applicable</b></p>
(ii)	<p><b>Organisation:</b>  <b>Amount Sought:</b>  <b>Purpose of Grant:</b>  <b>Amount Recommended by GMC:</b>  <b>Power of Expenditure:</b></p>	<p><b>Noah's Ark Playscheme (EBR MENCAP)</b>  <b>£500</b>  <b>Children's Trip Costs</b>  <b>£500</b>  <b>Local Government (Miscellaneous Provisions) Act 1976 s.19</b></p>
(iii)	<p><b>Organisation:</b>  <b>Amount Sought:</b>  <b>Purpose of Grant:</b>  <b>Amount Recommended by GMC:</b>  <b>Power of Expenditure:</b></p>	<p><b>Box Cleva</b>  <b>£2,000</b>  <b>Trainers/Workshops</b>  <b>£500</b>  <b>Local Government (Miscellaneous Provisions) Act 1976 s.19</b></p>
(iv)	<p><b>Organisation:</b>  <b>Amount Sought:</b>  <b>Purpose of Grant:</b></p> <p><b>Amount Recommended by GMC:</b>  <b>Power of Expenditure:</b></p>	<p><b>The Vibe</b>  <b>£2,000</b>  <b>Days Out for Single Parent/Low Income Families</b></p> <p><b>£1,000</b>  <b>Local Government (Miscellaneous Provisions) Act 1976 s.19</b></p>
(v)	<p><b>Organisation:</b>  <b>Amount Sought:</b>  <b>Purpose of Grant:</b></p> <p><b>Amount Recommended by GMC:</b>  <b>Power of Expenditure:</b></p>	<p><b>Elstree Productions</b>  <b>£1,000</b>  <b>Contribution to Pantomime production costs (Feb 2013)</b></p> <p><b>£500</b>  <b>Local Government Act 1972 s.145</b></p>

(vi)	<b>Organisation:</b> <b>Amount Sought:</b> <b>Purpose of Grant:</b>	<b>Borehamwood Seniors</b> <b>£1,000</b> <b>Christmas Lunch and</b> <b>Entertainments (48 Senior</b> <b>Citizens)</b>
	<b>Amount Recommended by GMC:</b>	<b>£1,000 (with the understanding that the grant would be used also to contribute towards travel costs)</b>
	<b>Power of Expenditure:</b>	<b>Local Government (Miscellaneous Provisions) Act 1976 s.19</b>

#### 40. FINANCIAL REPORT

An update report was received on:

- Financial Report of income and expenditure up to 29 October 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).
- The Interim Internal Audit 2012/13 had been completed. It was noted that the Clerk would prepare a draft response to the recommendations made and submit for approval to Council on 21 November 2012
- The Draft Notional 2013/14 Budget Report was considered in detail with the following amendments proposed:

#### Income

Code	Vote	2013/14
1176/101	Precept	£340,930

## **Expenditure**

<b>Code</b>	<b>Vote</b>	<b>2013/14</b>	<b>Rationale</b>
1441/104	Website	£3,000	As £2,000 budgeted for 2012/13 would be unspent within the year and £3,000 reflected a more accurate cost for the work as indicated by comparable quotes received (the net result was no change to costs as £1,000 was originally budgeted for 2013/14)

The revised figures took into account those items that had been previously suggested as headline variances or exceptional items for the forthcoming year together with other suggested increases/decreases.

Members felt that the Budget analysis was sufficiently detailed and user friendly for the purposes of the decision making process.

It was recognised that the Council took every precaution to ensure that it provided value for money services and purchased good and services at the best possible price (with comparable quotes for work being obtained in procurement matters).

### **It was RESOLVED that:**

- (i) the In House Audit Sub-Committee (Cllrs C Butchins and G Franklin) be convened on 21 November 2012 at 3.00 pm in the Clerk's Office; and**
- (ii) in view of there being no alterations to the draft Budgets for 2013/14 proposed by the Environment and Planning and Entertainments Committees, the draft Budget for 2013/14 be submitted (with the above amendments) for consideration and approval by Full Council on 23 January 2013.**

## **41. REVIEW OF DELEGATED AUTHORITY**

### **It was RESOLVED that:**

**so as to complete the review and revision of Standing Orders and Terms of Reference, the schedule of Delegated Authority before Members be recommended for adoption by Council on 21 November 2012, subject to the following amendment:**

- Delegated Authority (d) (vii) – deletion of wording: “...if they so decide.”**

**42. 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.**

**43. STAFFING MATTERS**

**It was RESOLVED that:**

- (i) Finance Training provided by the Hertfordshire Association of Parish and Town Councils (HAPTC) for GMC Members and the Finance Assistant be approved to take place at the time of the scheduled 10 April 2013 Committee meeting (with the scheduled meeting being deferred or rearranged by agreement between the Committee Chairman and Town Clerk);**
- (ii) the Clerk be asked to obtain advice on Staffing Interests; and**
- (iii) the Clerk be asked to submit notional Staffing costs for 2013/14 to the Committee Members based on the factors raised during the course of the meeting for consideration and then submission to Full Council for ratification once agreed in principle.**

**44. CLOSURE**

The Meeting closed at 9.50 pm.

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