

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on Thursday 13th February 2013 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

45. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

46. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

47. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 8th November 2012 were approved and duly signed as a true record by the Chairman.

48. GRANT APPLICATION PROCESS

It was noted that the organisations that the Council provided Grants to in 2012/13 had been asked again to submit evidence of use of the grants in accordance with the application criteria and that any reports on this would be presented to a future Committee meeting. It was further noted that details of Grant Awards made in 2012/13 had been published in the Town Crier and Council Website (www.elstreeborehamwood-tc.gov.uk) together with deadlines for the 2013/14 applications.

It was RESOLVED that:

the Grants Procedure and Application form for 2013/14 before Members be approved and adopted.

49. FINANCIAL REPORT

It was RESOLVED that:

- (i) the In House Audit Sub-Committee (Final 2012/13) (Cllrs C Butchins and G Franklin) be convened on 27 February 2013 at 3.30 pm in the Clerk's Office;**
- (ii) in order to inform the Special Council, details be presented at the meeting on 18 February 2013 outlining the Council's current financial situation (including Assets, Reserves and Savings) together with a forecast of net expenditure over a 5 year period (to be presented at the meeting by the Town Clerk); and**
- (iii) the Finance Report of income and expenditure up to 4 February 2013 before Members be received.**

50. DATA PROTECTION

The registration of the Town Council's details with the Information Commissioner's Office (ico.) was noted.

It was RESOLVED that:

the annual renewal (from March 2013) of Town Council details with the ico. be approved.

51. BETTA FUNDING

It was noted that an exceptional 'grant' had been made to Borehamwood Brass Band in 2011/12 as a contribution towards the cost of a trip to Offenburg of £1,000. This did not set a precedent for future support and it was recognised that the above award was not made directly to BETTA but to the Band.

It was RESOLVED that:

- (i) the request for use of the 2012/13 Twin Town Budget by BETTA for the 24 May 2013 weekend Trip to Versailles/Paris be declined on the basis of insufficient information and that, in future, this fund be specified for trips to Twin Town destinations only (Offenburg and Fontenay) and ideally for student/young person travel/accommodation and/or with a civic function and**

that a mechanism was required for the Council to consider such expenditure with all relevant information being presented; and

- (ii) any future requests for financial assistance for the type of activity proposed at the end of May 2013 by BETTA be made through the Town Council's approved Grants Application procedure (within the specified deadlines and application criteria being applicable, including the presentation of accounts, constitution and a breakdown of details demonstrating how the money was to be spent).

52. 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.

53. STAFFING MATTERS

It was **RESOLVED** that:

- (i) the Staff and Member training schedule as set out by the Town Clerk for the remainder of 2012/13 and for 2013/14 be approved (provided that this was within the scope of the agreed Budget for Staff and Member Training or within the Health and Safety Budget, where relevant). This included:
 - Finance (Year End Close Down 12/13 and beyond) (Finance Staff)
 - Chainsaw (Groundwork) (Handyman)
 - Basic Plumbing (Caretaker/Handyman)
 - Conflict Management (All Staff); and
 - Follow Up Session – Outlook Excel (Office Staff);
- (ii) following on from the success of 2012/13, the work experience placements (HCS Careers Ltd) for 2013/14 offered by the Town Council be approved together with the arrangements and timings available as follows:
 - up to x4 Grounds Maintenance Assistant(s) (throughout year with option of concurrent placements) (week long sessions 8.00 am – 4.00 pm subject to interview – schedule of work to be approved by Town Clerk in conjunction with Caretaker/Handyman); and

- **x1 Clerical Officer (May/June) (week long session 9.00 am – 4.30 pm subject to interview – schedule of work to be approved by Town Clerk in conjunction with Events Coordinator);**
- (iii) Hertswood Academy be asked to notify the Council of its arrangements for Work Placements with the possibility being investigated for possible future placements at the Town Council;**
- (iv) the report by the Clerk on Staff Meetings and Staff Appraisals be noted; and**
- (v) a Staff protocol for 2013/14 for Office Cover, time keeping, use and accumulation of additional hours worked, absenteeism and outside meetings be put into effect from 1 April 2013 at the direction of the Town Clerk based on the agreed objectives confirmed by the Committee.**

54. CLOSURE

The Meeting closed at 9.35 pm.

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