

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday **10th April 2013** at 8.30pm

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 Shade (Hertsmere Borough Council) (Minute No 58)
T Malton (Finance Assistant)

55. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

56. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

57. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on Thursday 13th February 2013 were approved and authorised for signing by the Committee Chairman.

58. SHENLEY ROAD FUNDING

The Committee received informative written and verbal reports from the Head of Partnerships and Community Engagement at Hertsmere Borough Council (H Shade) concerning the Town Council (and other authorities') financial supporting arrangements for the 96 Shenley Road Community Centre project.

Whilst some Members expressed disappointment at the lack of Town Council involvement to date in the decision making processes leading up to the request by Hertfordshire County Council for capital funding for build of £50,000, it was nevertheless recognised that the envisaged building would be of a great potential asset to the Community.

It appeared that there was little available evidence of any form of written agreement clearly specifying how and when the Town Council would part fund the scheme. The sole reference to the item was listed in the extract of the Council Minutes of 25 March 2010 (Minute 5) as follows:

“ **COUNCIL BUDGET**

*...The Revised Council budget for 2010/11 was **confirmed**.*

*The transfer of £80k from earmarked reserves to the general reserves was **agreed**.*

*The purposes for which reserves are held was **agreed** as follows:*

- *community projects - such as might arise out of future community developments in Borehamwood and Elstree
£50k Village Hall
£10k First impressions Project...*”

It was noted that the report prepared by H Shade indicated a projected ongoing commitment by the Town Council (match funded by Hertsmere Borough Council) to Borehamwood Museum of £10,000 per annum by way of a grant. Such sums had been awarded in recent years (including 2012/13) by the Town Council towards the running costs of the Museum at its current site on Drayton Road. However, some Members queried whether continuation of the grant was appropriate should the £50,000 capital funding award be made.

Various matters raised by Committee Members at the meeting included:

- the need for the Council to be kept informed of developments. In this regard, H Shade agreed to provide monthly updates to be disseminated to Members via the Town Clerk;
- the suggestion that the Library and Museum should be open for joint use by the public on a Friday;
- the need for the Town Council’s involvement in the event of any monies being contributed to the scheme to be fully recognised in the relevant publicity material and at the site (e.g. by way of a plaque).

H Shade indicated that there would be a much clearer idea as to how the Museum would be managed by end of April 2013. In addition, R Stratton (Museum Officer – Hertsmere Borough Council) would be available to provide further updates on the Business case.

It was AGREED that:

- (i) details be provided to the Town Council on both the business plan for the scheme together with the envisaged operational management of the site (including opening hours) with R Stratton being invited to the Committee meeting scheduled for 29 May 2013;**
- (ii) an architect statement be forwarded (when finalised) to the Town Council;
and**
- (iii) Hertfordshire County Council be notified that the Committee would review the Council's funding of the project at its meeting on 29 May 2013 in light of (i) and (ii) above and revert to it shortly after that time with the decision reached.**

59. INSURANCE RENEWAL

It was RESOLVED that:

- (i) the Council's renewal of insurance from 1 June 2013 be approved with Zurich Municipal (5 Year Long Term Agreement) based on the best value review conducted for premium rates and cover; and**
- (ii) the schedule of insurance for 2013/14 be approved for adoption with Zurich Municipal.**

60. RECOMMENDATION FROM OTHER COMMITTEES

It was RESOLVED that:

the recommendation made by the Environment and Planning Committee (19 March 2013 Minute 85 (ii)) for approval to utilise the 2013/14 Contingency Fund (in part) to meet the cost of replacing/erecting 56m of 1.8m chain link fencing and posts at the Melrose Allotment site be approved.

61. FAIRWAY HALL BOOKING PROCEDURE AND FEES

It was AGREED that:

in view of the three month trial booking procedure commenced on 1 March 2013, consideration of the Booking Procedure and review of Fees for Fairway Hall be deferred until the Committee meeting scheduled for 29 May 2013.

62. HEALTH AND SAFETY CONTRACT

It was AGREED that:

the review of the Council's Health and Safety Contract be deferred until the Committee meeting scheduled for 29 May 2013.

63. IT SUPPORT

It was AGREED that:

the review of the Council's IT Support Service be deferred until the Committee meeting scheduled for 29 May 2013.

64. FINANCIAL REPORT

Members received a report from Cllr C Butchins outlining various strategies for achieving best value on the Authority's financial assets. Whilst it was recognised that further investigation was required before the Council should commit to any particular scheme, including the impact on Officer workloads, the Committee was broadly supportive of the project and thanked Cllr Butchins for his research.

It was RESOLVED that:

- (i) the In House Audit Sub-Committee report (Final 2012/13) (prepared by Cllrs C Butchins) be received with the recommended options for alternative investments being considered further by the Sub-Committee;**
- (ii) the Finance Report of income and expenditure up to 2 April 2013 before Members be received.**

65. 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.

66. STAFFING MATTERS

It was AGREED that:

the staffing update report on training and matters arising from the Staff Meetings (held on 28 February and 4 April 2013) be received and noted.

67. CLOSURE

The Meeting closed at 9.44 pm.

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