

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday **29<sup>th</sup> May 2013** at 7.30pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)  
Cllr Mrs A Mitchell (Vice-Chairman)  
Cllr E Butler  
Cllr G Franklin

In attendance: R Young (Community Partnership Officer - Hertsmere Borough Council) (Minute No 4)  
R Stratton (Museums Officer - Hertsmere Borough Council) (Minute No 4)  
M Eni (BETTA Chair) (Minute Nos 9 & 10)  
4 additional BETTA Representatives (Minute Nos 9 & 10)  
L Stack (Minute Nos 1-13)  
H R O Jones (Town Clerk)

**1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Cllr C Butchins.

**2. 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 G Franklin	9 (ii) Grant: Woodlands School	Personal and Prejudicial

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

**3. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 10 April 2013 were approved and authorised for signing by the Committee Chairman.

#### **4. SHENLEY ROAD FUNDING**

The Committee received informative written and verbal reports from R Young and R Stratton (Hertsmere Borough Council). It was noted that the new premises was scheduled to be completed at the end of September 2013 with a “bedding in period” for opening at the end of October 2013. It was recognised that due to staff illnesses, the Museum had been under much pressure in recent months.

**It was AGREED that:**

- (i) at its meeting on 12 June 2013, Council be recommended to approve the requested contribution from Hertsmere County Council of £50,000 (allocated in a designated Earmarked Reserve for Community Projects) to part fund the building of the 96 Shenley Road project (Village Hall Museum) with the understanding that the following conditions were satisfied:**
  - **the need for the Town Council to be kept informed of developments on an ongoing basis;**
  - **the need for the Town Council to be provided with details of the day to day running arrangements and costs of the facility (as soon as these were available);**
  - **the need for the Town contribution to be fully recognised in the relevant publicity material and at the site (including a plaque).**
- (ii) it be noted that the contribution of £50,000 (for capital funding) did not also provide a commitment that the Town Council would continue to part fund the Museum Running Costs (revenue funding) for 2014/15 and onwards (historically at £10,000 per annum and as assumed in the business plan – paragraph 2.2.1 of H Shade and R Young’s report to the Committee of 29 May 2013 referred).**
- (iii) a photograph be commissioned (with the possibility of it being taken at a Full Council meeting) of current Council Members, Members of Staff and Youth Councillors to be included in the Town Council’s “Time Capsule” items for the new Borehamwood Museum; and**
- (iv) at the request of Cllr E Butler, further information be provided to the Town Council by R Young (Community Partnership Officer - Hertsmere Borough Council) on the background for use of the new site for elder persons and any conditions in funding sources requiring use for this specific purpose.**

## **5. FAIRWAY HALL BOOKING PROCEDURE AND FEES**

**It was AGREED that:**

**consideration of the Booking Procedure and review of Fees for Fairway Hall be deferred until the Committee meeting scheduled for 17 July 2013.**

## **6. HEALTH AND SAFETY CONTRACT**

**It was RESOLVED that:**

**(i) following consideration of the best value options provided to the Committee, Capita Symonds be reappointed as the Town Council's Health and Safety consultants (with a review in 12 months) with the following service being provided:**

- Full health and safety audit prioritised action plan**
- Ongoing management action plan**
- Serious accident investigation**
- Liaison with enforcement authorities**
- Monthly email newsletter – legislation updates**
- Web-based document management system**
- Act as competent advisor**
- Educational material: Booklets (14 titles), Posters**
- Telephone Help lines: Health & Safety advice, Commercial & Legal Advice, and Confidential Counselling**
- 1 site visit (audit only)**

**(ii) the Council's Caretaker be thanked for his clear and comprehensive report to the Committee setting out the options, costs and other factors for Members to consider before reaching an informed decision.**

## **7. IT SUPPORT**

**It was AGREED that:**

**the review of the Council's IT Support Service be deferred until the Committee meeting scheduled for 17 July 2013.**

## 8. ARK COMMUNITY THEATRE

It was noted that a follow up meeting between representatives of the Ark, Hertswood Academy and Cllr Mrs S Parnell (Chairman), Cllr G Franklin and the Town Clerk had been arranged in connection with the Town Council's support to the Ark Community Theatre. A report would be made back to the Committee at its meeting on 17 July 2013.

## 9. GRANT APPLICATIONS

It was noted that further information would be provided to the Committee at its meeting on 17 July 2013 in relation to those organisations who had received a grant from the Council in 2012/13 but who had failed to provide the requisite information demonstrating how the monies were utilised. Further reminder letters would be issued by the Council together with notification of the policy on this matter.

It was also noted that further information would be provided about the potential of the Town Council to make referrals to the Elstree and Borehamwood Fund at the Hertfordshire Community Foundation.

**It was RESOLVED that:**

**The grant applications (Community and Budgeted) before the Committee be determined as follows:**

		<u>Community Grants (COM)</u>	
COM	(i)	<b>Organisation:</b>	<b>Rotary Club</b>
13/14		<b>Amount Sought:</b>	<b>£1,113</b>
		<b>Purpose of Grant:</b>	<b>Costs for days out for Children from socially/economically deprived backgrounds</b>
		<b>General Management Committee Recommendation 29 May 2013:</b>	<b>Defer pending further information</b>
		<b>Power of Expenditure:</b>	<b>N/A at this stage</b>
		<b>Additional Conditions:</b>	<b>N/A at this stage</b>
		<b>Action Required:</b>	<b>Letter to Rotary seeking criteria for assessing Social/Economic Backgrounds and clearer explanation of how grant would be used</b>

<b>COM 13/14</b>	<b>(ii)</b>	<b>Organisation:</b> <b>Amount Sought:</b> <b>Purpose of Grant:</b> <b>General Management Committee Recommendation 29 May 2013:</b>  <b>Power of Expenditure:</b> <b>Additional Conditions:</b> <b>Action Required:</b>	<b>Woodlands School (WSSPA)</b> <b>£2,000</b> <b>Improvement of Conservation Area Pond</b> <b>Defer pending further information</b>  <b>N/A at this stage</b> <b>N/A at this stage</b> <b>Cllr G Franklin to ascertain benefits of scheme from Association and to report back to Committee with clearer explanation of how grant would be used</b>
<b>COM 13/14</b>	<b>(iii)</b>	<b>Organisation:</b> <b>Amount Sought:</b> <b>Purpose of Grant:</b> <b>General Management Committee Recommendation 29 May 2013:</b>  <b>Power of Expenditure:</b> <b>Additional Conditions:</b> <b>Action Required:</b>	<b>BETTA</b> <b>£1,000</b> <b>Running Costs</b> <b>Council at 12 June 2013 to approve Grant of £1,000 in 2013/14 and to consider a Budgeted Grant for 2014/15 and thereafter (4161/401)</b> <b>Local Government Act 1972 s.144</b> <b>use of Grant Monies not to be used for Salary purposes</b> <b>BETTA Treasurer to be notified of recommendation and be asked to supply more detailed accounts for past 3 years and demonstration of how grant would be used (with evidence)</b>
<b><u>Budgeted Grants (BUD)</u></b>			
<b>BUD 13/14</b>	<b>(i)</b>	<b>Organisation:</b> <b>Amount Sought:</b> <b>Purpose of Grant:</b> <b>General Management Committee Decision 29 May 2013:</b>  <b>Power of Expenditure:</b> <b>Additional Conditions:</b> <b>Action Required:</b>	<b>Borehamwood Football Club</b> <b>£1,500</b> <b>Stadium Board and programme</b> <b>Budgeted Grant Approved for £1,500 (4166/401)</b>  <b>Local Government (Miscellaneous Provisions) Act 1976 s.19</b> <b>None</b> <b>Finance Assistant to Raise Cheque</b>

<b>BUD 13/14</b>	<b>(ii)</b>	<b>Organisation:</b>	<b>Elstree and Borehamwood Museum</b>
		<b>Amount Sought:</b>	<b>£10,000</b>
		<b>Purpose of Grant:</b>	<b>Running Costs</b>
		<b>General Management Committee Decision 29 May 2013:</b>	<b>Budgeted Grant Approved for £5,000 (4186/401)</b>
		<b>Power of Expenditure:</b>	<b>Local Government Act 1972 s.144</b>
		<b>Additional Conditions:</b>	<b>None</b>
		<b>Action Required:</b>	<b>Finance Assistant to Raise Cheque and Museum to be asked to resubmit Application in 2nd tranche with Detailed Running Costs</b>
<b>BUD 13/14</b>	<b>(iii)</b>	<b>Organisation:</b>	<b>Community Action Hertsmere (CAH)</b>
		<b>Amount Sought:</b>	<b>£10,000</b>
		<b>Purpose of Grant:</b>	<b>Running Costs</b>
		<b>General Management Committee Decision 29 May 2013:</b>	<b>Budgeted Grant Approved for £10,000 (4162/401)</b>
		<b>Power of Expenditure:</b>	<b>Local Government Act 1972 s.137</b>
		<b>Additional Conditions:</b>	<b>None</b>
		<b>Action Required:</b>	<b>Finance Assistant to Raise Cheque</b>

## **10. TOWN TWINNING**

Members received a verbal update report from the Committee Chairman in connection with the use of the designated budget for Town Twinning and progress of the China Town Twinning Working Group. It was noted that a further meeting of the Working Group would be arranged.

**It was AGREED that:**

**P Wong Morrow (Representative of Chinese Business Community) and M Eni (BETTA Chair) be invited by the Committee Chairman to be co-opted as Members on to the Council's China Twin Town Working Group.**

## **11. WORKING GROUPS AND SUB-COMMITTEES**

**It was RESOLVED that:**

- (i) the In House Auditors be appointed for 2013/14 as follows:**
  - **Cllr C Butchins; and**
  - **Cllr G Franklin.**
- (ii) the In House Audit Sub-Committee Terms of Reference be approved and be subject a yearly review at the first meeting of the Committee (May/June) each year; and**
- (iii) an In House Audit Sub-Committee meeting be arranged in order to consider the findings of the review into future Council investment options (with the intention of making a formal recommendation to the Committee).**

## **12. FINANCIAL REPORT**

It was noted that, if available, the Internal Audit Report 2012/13 (Final) would be referred to Council on 12 June 2013 together with the Annual Return to 31 March 2013 for signing by the Clerk and Mayor.

**It was RESOLVED that:**

**the Financial Report of income and expenditure up to 21 May 2013 be received.**

## **13. 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.**

## **14. STAFFING MATTERS**

**It was AGREED that:**

**the staffing update report on training and matters arising from the Staff Meetings be received and noted.**

**15. CLOSURE**

The Meeting closed at 9.15 pm.

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