

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday **17th July 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
L Stack (Resident)
H R O Jones (Town Clerk)

16. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

17. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Member	Minute Number	Nature of Interest
Cllr C Butchins	20 (i) Fairway Hall Fee Waiver	Personal and Prejudicial
Cllr Mrs S Parnell	20 (i) Fairway Hall Fee Waiver	Personal and Prejudicial
Cllr Mrs P Strack	20 (i) Fairway Hall Fee Waiver	Personal and Prejudicial
Cllr G Franklin	21 (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.

18. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 29 May 2013 were approved and authorised for signing by the Committee Chairman.

19. 96 SHENLEY ROAD

Members received an update report on the Town Council's contribution to the 96 Shenley Road project, its publicity and the Council's "Time Capsule" submission.

20. FAIRWAY HALL BOOKING PROCEDURE AND FEES

It was **AGREED** that:

- (i) **the following Hall Fee Waiver Requests be approved:**
 - (a) **Woodcock Hill Village Green Jazz Night 9 November 2013
(5 Hrs @ £45 = £225)**
 - (b) **Betty Makoni Gender Rights Worldwide 12 July 2013 (retrospective)
(5 Hrs @ £30 = £150)**
- (ii) **a policy be prepared for considering Hall Fee Waiver Requests (including the requirement to ascertain the financial position of applicants together with charitable status);**
- (iii) **Fee Waiver "contributions" be included in the list of Grants Awarded by the Council in the Town Crier publication; and**
- (iv) **the Fees and Charges for Fairway Hall (including regular Hall Hire) be considered at the next Committee meeting (date to be confirmed).**

21. GRANT APPLICATIONS

It was **RESOLVED** that:

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

		<u>Community Grants (COM)</u>	
COM	(i)	Organisation:	Rotary Club
13/14		Amount Sought:	£1,113
		Purpose of Grant:	Costs for days out for Children from socially/economically deprived backgrounds
		General Management Committee Recommendation 29 May 2013:	Defer pending further information

	General Management Committee Recommendation 17 July 2013:	Full Council on 17 September 2013 be recommended to award £280 to cover Coach Return Trip element
	Power of Expenditure:	Local Government Act 1972. s.137
	Additional Conditions:	Town Council contribution to be included in Rotary Club literature on item
COM 13/14	(ii) Organisation:	Woodlands School (WSSPA)
	Amount Sought:	£2,000
	Purpose of Grant:	Improvement of Conservation Area Pond
	General Management Committee Recommendation 29 May 2013:	Defer pending further information
	General Management Committee Recommendation 17 July 2013:	Full Council on 17 September 2013 be recommended to award £1,000 to cover planting element
	Power of Expenditure:	Local Government Act 1972. s.137
	Additional Conditions:	Woodlands School (WSSPA) be asked to contact Parkside School in order to share expertise on managing and financing a comparable project

Update on Use of 2012/13 Grants

Members received an update report on use of 2012/13 Grants by organisations.

22. TOWN TWINNING

Members received a verbal update report on progress of China Town Twinning Working Group. It was noted that a letter of intent had been delivered to Wanshan, Zhuhai and that a further Working Group meeting had been arranged for 26 July 2013 (with all participants agreeing to the time and venue). A further update report would be presented to the next Committee meeting and to Full Council on 17 September 2013.

23. YOUTH FACILITIES IN ELSTREE AND BOREHAMWOOD

The Committee considered options for the Council's support, contribution and representation on local organisations providing facilities for young people. It was noted that further investigations would be carried out by Officers and Members to gather information on how the authority could best support this initiative, including:

- the use of s.106 monies
- land and premises hire and/or purchase
- the use of Earmarked Reserves
- the provision of Community Centre facilities in South Borehamwood

24. FINANCIAL REPORT

It was RESOLVED that:

the Financial Report of income and expenditure up to 9 July 2013 be received.

25. 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.

26. IT SUPPORT

It was AGREED that:

Bytehouse.co.uk be appointed by the Council to provide back-up services to the Council for the storage of online data (in accordance with the Council's Data Protection Policy and relevant legislation).

27. ARK COMMUNITY THEATRE

It was AGREED that:

- (i) a letter be issued to the Ark Theatre, Hertsmere Academy and Hertsmere Borough Council indicating that, in principle, the Town Council agreed (subject to ratification by Full Council on 17 September 2013) to support the Theatre with a match funded contribution (£11,500 each authority in 2013/14) to be recommended for "General Reserve" expenditure (i.e. overspend in current year coded to 4147/301 New Initiatives); and**
- (ii) a further £11,500 being recommended for inclusion in the Council's 2014/15 budget (to be included as a new Account Code: "Ark Theatre").**

28. CLERK'S REPORT

It was AGREED that:

- (i) the staffing update report on training and matters arising from the Staff Meetings be received and noted; and**
- (ii) the Staff Structure Update and Proposal presented by the Clerk be approved.**

29. CLOSURE

It was AGREED that:

due to the number of envisaged apologies by Members on the previously agreed date, the next Committee meeting be rescheduled on a mutually convenient date in September 2013.

The Meeting closed at 9.45 pm.

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