

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on Thursday
12th September 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: L Stack - Resident
H R O Jones (Town Clerk)

30. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

31. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

32. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 17 July 2013 were approved and authorised for signing by the Committee Chairman.

33. FAIRWAY HALL BOOKING PROCEDURE AND FEES

It was **RESOLVED** that:

the Fees and Charges for the hire of Fairway Hall (commencing 1 January 2014) be set as follows:

Casual Bookings

		Mon-Fri	Sat-Sun
9.00am-6.00pm	Per Hour	£25.00	£35.00
6.00pm-11.00pm	Per Hour	£30.00	£45.00
11.00pm onwards	Per Hour	£40.00	£55.00

Regular Hirers

		Mon-Fri	Sat-Sun
9.00am-6.00pm	Per Hour	£19.00	N/A
6.00pm-11.00pm	Per Hour	£23.00	N/A
11.00pm onwards	Per Hour	N/A	N/A

Hertsmere Academy of Dance

		Mon-Fri	Sat-Sun
9.00am-6.00pm	Per Hour	£11.50	N/A
6.00pm-11.00pm	Per Hour	£12.50	N/A
11.00pm onwards	Per Hour	N/A	N/A

34. FINANCIAL REPORT

Internal Audit (Final) Report for 2012/13 Year (together with response)

It was noted that in the interim period between Agenda distribution and the date of the meeting, the Town Council had received the completed Annual Return form the External Auditor demonstrating an unqualified audit for the year 2012/13.

Members welcomed this report and thanked the In House Audit Sub-Committee, Finance Officer and Town Clerk for their work in helping to manage the administration of the Council's finances in an effective manner.

It was noted that the completed Annual Return would be submitted to the Council meeting on 13 November 2013 for approval and acceptance together with a proposed response to the External Auditor in relation to any recommended action arising from the report received.

It was RESOLVED that:

the Internal Audit (Final) Report for 2012/13 Year be received and the draft response be approved for submission and relevant action.

Headline Items for 2014/15

It was noted that clarification was being sought from Hertsmere Borough Council in relation to any Central Government grant element when setting the 2014/15 Precept.

It was further noted that each Committee had been asked to identify Headline Items for inclusion in a draft Budget to be considered at meetings prior to the General Management Committee meeting of 7 November 2013 in order that a recommendation could be made from that Committee to Full Council on 15 January 2014 (for Precept and Budget setting).

No specific new items were identified for the General Management Committee at this stage (although increased IT costs were noted resulting from requisite upgrading and the purchase of a new Server and online back-up of Council data).

Income/Expenditure Report

It was RESOLVED that:

the Financial Report of income and expenditure up to 29 August 2013 be received.

Update on Council Investments and draft Investment Policy

It was RESOLVED that:

the draft Investment Policy before Members be approved and adopted by the Council for inclusion in its list of Policies and Procedures (together with the schedule of review.

35. HEALTH AND SAFETY ISSUES

It was RESOLVED that:

- (i) the Health & Safety Policy Statement 2013/14 be approved and adopted; and**
- (ii) the Fire Risk Assessment 2013/14 carried out by the Hall Supervisor and Town Clerk be approved and adopted and submitted to the Council's Health and Safety advisors.**

36. 96 SHENLEY ROAD – COMMUNITY CENTRE

Members received an update report on the Town Council's contribution to the 96 Shenley Road project prepared by Hertsmere Borough Council Museums and Heritage and Community Partnerships Officers. It was noted that as part of the condition of support to the Capital Costs it was agreed that the Town Council would continue to receive update reports of this nature.

37. TOWN TWINNING

Members received a verbal update report on progress of China Town Twinning Working Group. It was noted that the Working Group Chairman, Cllr Mrs S Parnell, would be arranging a further meeting to discuss the next stages in assessing the Council's objective to achieve town twinning with Wanshan, Zhuhai in China.

38. 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.

Part 2 Agenda

39. 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;**
- (ii) the Council Offices be closed from 25 December 2013 to 1 January 2014 (inclusive) – 3 working days; and**
- (iii) Full Council on 17 September 2013 be recommended to adopt the 2013 NJC pay scale.**

40. CLOSURE

The Meeting closed at 8.45 pm.

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