

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Wednesday 12<sup>th</sup> February 2014** 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  
Ch. Insp. D Patient (Hertfordshire Constabulary) (Minute 58)  
Insp. R Johnson (Hertfordshire Constabulary) (Minute 58)  
PCSO C Messetter (Hertfordshire Constabulary) (Minute 58)  
T Malton (Finance Officer)  
H R O Jones (Town Clerk)

**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 7 November 2013 were approved and authorised for signing by the Committee Chairman.

**58. POLICE COMMUNITY SUPPORT OFFICER: SERVICE LEVEL AGREEMENT**

Members received a presentation from Chief Inspector Patient, Inspector Johnson and PCSO Messetter (Hertfordshire Constabulary) as part of the Committee's review of the Council's contribution to PCSO funding arrangements and in consideration of options for 2014/15 and beyond.

**It was RESOLVED that:**

- (i) the Service Level Agreement for the Provision of Police Community Support Officers (between the Chief Constable of Hertfordshire and the Town Council) be approved up to 31 March 2015 (with a review by the Committee prior to that time) based on the terms presented and at a cost to the Council of £14,250 (per annum); and**
- (ii) Borough Councillors be asked to investigate the possibility of additional CCTV coverage in the Boulevard, Borehamwood with the possibility of funding contributions being sought from retail outlets on site.**

## **59. GRANT APPLICATIONS**

**It was RESOLVED that:**

- (i) the 2014/15 grant deadlines be noted (1st round: 7 May 2014 and 2nd round: 23 October 2014);**
- (ii) the following Budgeted Grant for 2013/14 be approved:**

<b>Organisation</b>	<b>Amount</b>	<b>Purpose of Grant &amp; Power</b>
<b>Elstree and Borehamwood Museum (History Society)</b>	<b>£5,000 (2<sup>nd</sup> tranche for 13/14)</b>	<b>Running Costs [Local Government Act 1972 s.144]</b>

- (iii) information be sought on the funding of Potters Bar and Bushey Museums by Hertsmere Borough Council (including any funding for running costs);**
- (iv) the list of requests for Budgeted Grants for 2014/15 be noted; and**
- (v) following a request to reconsider the Budgeted Grant allocations for 2014/15 (The Ark Theatre), no amendment be recommended to the budgeted figures agreed by Full Council on 15 January 2014.**

## **60. FINANCIAL REPORT**

**It was RESOLVED that:**

- (i) the Income and Expenditure report to 28 January 2014 be received and noted as part of the Committee's ongoing responsibility for monitoring the financial administration of the Council;**

- (ii) the date of the “In House” Audit Sub-Committee meeting be confirmed between Cllr C Butchins, Cllr G Franklin and the Town Clerk; and
- (iii) the referral from the Environment and Planning Committee of 16 January 2014 (Minute 66) for the Committee to recommend to Full Council £1,500 unbudgeted costs for treatment of invasive plants at St Nicholas closed churchyard be approved with such a recommendation to be made at the meeting on 20 March 2014.

#### **61. TOWN COUNCIL CAR PARK**

**It was RESOLVED that:**

**in view of an increase in usage of the car park by hall hirers, the request by Fairway Medical Centre to utilise four car parking spaces in the far Town Council car park for Staff of the surgery be declined at this time.**

#### **62. REVIEW OF PROCEDURES**

**It was RESOLVED that:**

**the following Procedures and Registrations be approved without amendment and adopted for reconsideration as per the recommended review period (2 years in each case):**

- (i) **Complaints Procedure (Next Review January/February 2016);**
- (ii) **Publication Scheme (Next Review January/February 2016); and**
- (iii) **registration of the Town Council’s details with the Information Commissioner’s Office (ico.) was noted the annual renewal (from March 2014).**

#### **63. 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.**

**64. CLERK'S REPORT**

**It was RESOLVED that:**

**the update report be received.**

**65. CLOSURE**

The Meeting closed at 8.55 pm.

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