

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 10th April 2014** at 7.30pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)
Cllr C Butchins
Cllr E Butler
Cllr G Franklin

In attendance: H R O Jones (Town Clerk)

66. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr Mrs A Mitchell (Vice-Chairman) (Other Business).

67. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

68. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 12 February 2014 were approved and authorised for signing by the Committee Chairman.

69. FAIRWAY HALL BOOKING: CHARITY WAIVER REQUEST

It was **RESOLVED** that:

- (i) **the following Hall Fee Waiver Request be approved:
Catherine Wynter Memorial Foundation (fund raiser/awareness event)
TBC 2014 (6 Hrs @ £45 x 4.5 + £55 x 1.5 = £285); and**
- (ii) **a condition of Fee Waivers for Hall Hire be for the Mayor (together with all Town Councillors, if appropriate) to be invited to the relevant event by the organisers.**

70. FINANCIAL REPORT

It was RESOLVED that:

- (i) the In House Audit (Final 2013/14) report conducted on 26 February 2014 (as approved by Council on 20 March 2014) be received with relevant actions noted;**
- (ii) the Summary and Detailed Income and Expenditure report to 31 March 2014 be received and noted as part of the Committee's ongoing responsibility for monitoring the financial administration of the Council;**
- (iii) the 2014/15 Insurance Policy Schedule (long term agreement active until 1 June 2018) (schedule up to 31 May 2014) be approved; and**
- (iv) Variations to the 2014/15 Asset Register be noted:**
 - Overhead Projector**
 - Grounds Equipment**
 - Office Computers**

71. HEALTH AND SAFETY REPORT

The Committee noted the recommendations contained within the Hall Supervisor's Health and Safety Report.

It was RESOLVED that:

- (i) the Hall Supervisor be tasked with finding best value quotes for work for the items identified requiring Council attention and for these to be actioned in consultation with the Town Clerk (L8 Legionella Test, Emergency Light Run Down, Grounds Equipment Test and Office Boiler Test); and**
- (ii) the hose reel Fire Extinguishers in Fairway Hall be replaced with suitable alternatives, at the direction of the Council's Health and Safety advisors.**

72. IT REPORT

It was RESOLVED that:

- (i) the Social Media Policy be approved without amendment and adopted for reconsideration as per the recommended review period (3 years); and**

- (ii) **advice be obtained for best practice in connection with Youth Council use of websites and Social Media platforms from Hertfordshire County Council Education Department and HAPTC.**

73. 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.

74. CLERK'S REPORT

It was RESOLVED that the following reports and recommendations contained therein be adopted:

- (i) **Outstanding legal cases/insurance claims and Accident Report 2013/14;**
- (ii) **Staff/Member Sickness Report 2013/14; and**
- (iii) **Staff/Member Training Report 2013/14.**

75. CLOSURE

The Meeting closed at 8.35 pm.

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