

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Wednesday 4 November 2015** at 7.00pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)
Cllr Mrs F Turner (Vice Chairman)
Cllr Mrs A Mitchell
Cllr C Butchins
Cllr G Franklin

Also Present: Cllr C Barker
Cllr R Butler (Town Mayor)
Cllr A Coleshill
Cllr Mrs P Strack

In attendance: Mrs M Eni (BETTA) (Minutes 37 to 46)
A Lewis (EBRA) (Minutes 37 to 40)
Ms S Alford (EBRA) (Minutes 37 to 40)
L Stack (EBRA) (Minutes 37 to 46)
H R O Jones - Town Clerk

37. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

38. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs S Parnell	40 (v) – (vii)	Disclosable Pecuniary Interest (DPI)
Cllr C Butchins	40 (v) – (vii)	Disclosable Pecuniary Interest (DPI)

Also Present	Minute Number	Nature of Interest
Cllr Mrs P Strack	40 (v) – (vii)	Disclosable Pecuniary Interest (DPI)

Members declaring a Disclosable Pecuniary Interest refrained from taking part in any discussion or decision making processes relating to those items. For the period of the meeting when the matters contained in Minutes 40 (v) – (vii) were discussed, the Vice Chairman (Cllr Mrs F Turner) took the Chair.

39. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 21 September 2015 were approved and authorised for signing by the Committee Chairman.

40. COMMUNITY GRANT APPLICATIONS

For the period of the meeting when the matters contained in Minutes 40 (v) – (vii) were discussed, the Vice Chairman (Cllr Mrs F Turner) took the Chair.

It was RESOLVED that:

the following recommendations be made to Full Council on 11 November 2015 concerning applications for the 2nd tranche of Community Grants awarded by the Town Council in 2015/16:

Organisation	Grant	Power
(i) Elstree and Borehamwood Residents' Association (EBRA)	Advertising in Town Crier (fee waiver of £360 for x4 ¼ page Town Crier space in Issues 21, 22, 23 and 24)	Local Government (Miscellaneous Provisions) Act 1976 s. 19
(ii) EBLOS Musical Theatre	£250 Costs towards production and advertising	Local Government Act 1972 s. 145
(iii) Hertsmere Academy of Dance & Performing Arts	No Award.	
(iv) Borehamwood Drop In	No Award. An application was in the process of being considered by Hertfordshire Community Association (HCF).	
(v) DR96 Drop In	No Award. A referral was made to the Entertainments Committee on 10 November 2015 to consider Winter Coach Trips in 2016/17.	

(vi) Borehamwood & Elstree Community Charity	No Award. Local Schools were encouraged to work collaboratively in order to share good practice and to consider sharing training costs, where appropriate.
(vii) Woodcock Hill Village Green (WHVG)	No Award. A referral was made to the Entertainments Committee on 10 November 2015 to consider an Event to celebrate the Queen’s 90th Birthday in 2016/17.

41. TWIN TOWN FUNDING

It was RESOLVED that:

- (i) **the report of BETTA expenditure for 2014/15 in relation to the budgeted Grant by Town Council (£1,000) be noted with details of expenditure for 2015/16 to be provided in due course; and**
- (ii) **the request from BETTA requesting the use of Town Council Town Twinning Budget (4464/404) to cater for lunch attended by 80 students and teachers on 28 October 2015 (retrospective) (£4 x 80 = £320) be approved.**

42. BUSINESS FORUM

It was noted that an agenda and invitations for the first meeting of the Business Forum would be co-ordinated by the Town Clerk in conjunction with the Town Mayor and Cllr C Butchins.

43. ELECTION 2015 COSTS

It was noted that the cost of the Town Council’s Election expenses had risen from 2011 to 2015 by 12% and that the revised draft Council Budget 2016/17 would need to factor in an appropriate annual EMR transfer sum for Election Costs in 2019. Some Members felt that the stationery costs and venue hire costs of some premises appeared to be high. In addition, some Members felt that the time allocated to the Town Council’s results was “a little late in the day”, i.e. after 6.00 pm. It was noted that one important factor for the rise in costs was the introduction and uptake of postal voting.

It was RESOLVED that:

the invoice for the cost of the 2015 Election (23,174.04) be paid to Hertsmere Borough Council from the EMR Election Fund (9011/901 – Account Code 311: £20,835) with the overspend (£2,339) being drawn from the General Reserve fund.

44. TOWN COUNCIL BANKING

It was noted that Officers were investigating options concerning banking providers and current regulations in relation to autopay, fax indemnity, auto transfer, mandate and sponsorships.

It was further noted that at a future meeting in 2016/17 options for telephone and internet payment systems would be investigated to identify suitability for the Council's banking procedures and any necessary amendment to the Financial Regulations to be made to Full Council, as appropriate.

It was RESOLVED that:

the General Management Committee be tasked with reconsidering the Council's banking arrangements (in light of an Officer's report) at its meeting 11 February 2016.

45. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Income and Expenditure Report to 26 October 2015 be received;**
- (ii) the following 2015/16 audit issues be received and noted with no additional recommended actions for the Committee to resolve at the time of the meeting:**
 - (a) In House Audit Sub Committee meeting of 4 November 2015 (verbal update report by Cllr C Butchins) and Savings Vehicles report 2015/16.**
 - (b) a meeting of the In House Audit Sub-Committee (2nd of 2015/16) take place on Wednesday 10 February 2016 at 3.15 pm in the Clerk's Office (Cllr C Butchins, Cllr G Franklin, the Deputy Clerk and the Town Clerk and Responsible Finance Officer) with a report to be presented to the General Management Committee on 11 February 2016.**
- (iii) the draft budget and Precept 2016/17 be prepared to include the following nominal codes to be presented to Full Council (Precept setting meeting) on 13 January 2016:**

Environment and Planning Committee

Expenditure

<u>Activity</u>	<u>Code</u>	<u>Budget</u>	<u>Variance</u>
Van Tax & Insurance [Increase to meet insurance increased costs]	(2945/209)	£1,200	+£350

Entertainments Committee

Expenditure

<u>Activity</u>	<u>Code</u>	<u>Budget</u>	<u>Variance</u>
Coach Hire/Admin [To factor for addition x3 Winter Coach Trips in December 2016]	(4767/407)	£9,125	+£1,825

Income

<u>Activity</u>	<u>Code</u>	<u>Budget</u>	<u>Variance</u>
Coach Ticket Sales [increase in income as a result of increased ticket fees (+£0.50 per ticket)]	(4787/407)	£4,953	+£1353

General Management Committee

Expenditure

<u>Activity</u>	<u>Code</u>	<u>Budget</u>	<u>Variance</u>
Kitchen Supplies [Increased costs due to additional meetings at Town Council Offices]	(1410/104)	£900	+£100
Subs & Publications [Increased subscription costs for HAPTC and NALC]	(1423/104)	£3,600	+£200
Audit [reduced budget to reflect actual costs of recent year auditing fees]	(1457/104)	£2,000	-£500
PCSO [reduced expenditure due to reflect Town Council not budgeting to use Precept for PCSO funding]	(1458/104)	nil	-£14,250

Election Fund (1800/108) £6,250 +£750
[increased EMR transfer amount to reflect increased election costs of 12% from 2011 to 2015 from Hertsmere Borough Council with increased postal voting costs]

Income

<u>Activity</u>	<u>Code</u>	<u>Budget</u>	<u>Variance</u>
Precept	(1176//101)	£442,712	+£88,978*

[*increased total Precept demand to obtain balanced budget and to ensure financial self-reliance for Elstree and Borehamwood Town Council for 2016/17 : +19.5% on basic Precept with Grant amount (i.e. 1176/101 + 1177/101). Grant not sought to supplement Precept in 2016/17]

Recommended Grant Sought from Hertsmere Borough Council to supplement Precept Demand in view of Council Tax Benefit factor: nil (£50,822 was awarded in 2015/16)

The increase in Tax base from 2015/16 of 12,072 to 2016/17 of 12,271 was noted (i.e. an increase of 199) $36.077907 \times 12,271 = £442,712$ (Basic Precept)

The recommended increase on Band D for the year for all Town Council services was therefore from £25.09 in 2015/16 to £36.08 in 2016/17 (£10.99 per year increase or 43.8%)

Each Council Tax paying Band D resident would pay £3.00 per month or £0.75 per week in 2016/17 for Council services

[In 2015/16 Each Council Tax paying Band D resident paid £2.00 per month or £0.52 per week]

The Precept Demand for 2016/17 recommended to Full Council on 13 January 2016 for adoption was therefore:

£442,712

[A 19.5% increase (including previous grant element i.e. from £353,734 to £442,712) or a 39.5% increase (not including previous grant element i.e. from £302,912 to £442,712)]

46. 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 outstanding legal cases and staffing matters were discussed.

47. CLERK'S REPORT

It was RESOLVED that:

Insurance cases

- (i) the report on outstanding cases/insurance claims be received;**

Staffing Matters

- (ii) the report before Members was received.**

48. CLOSURE

It was noted that the next meeting was scheduled for Thursday 11 February 2016.

The Meeting closed at 8.30pm.

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