

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 11 February 2016** at 7.00pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)
Cllr C Butchins
Cllr Mrs A Mitchell
Cllr S Rubner (Substitution)

Also Present: Cllr C Barker
Cllr V Eni
Cllr Mrs P Strack

In attendance: H R O Jones - Town Clerk

49. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Mrs F Turner (Vice Chairman) (Other Business) (Cllr S Rubner substituted) and Cllr G Franklin (Hospital Appointment).

50. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

51. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 4 November 2015 were approved and authorised for signing by the Committee Chairman.

52. COMMUNITY POLICING

It was noted that the “Community Champion” for policing initiative (operated by Harrow Council) referred to the Committee by Cllr E Silver was more suited to Borough/District level authorities.

It was noted that those Authorities bidding for Community Infrastructure Levy (CIL) monies would be encouraged to prepare Infrastructure Delivery Plans. As such, Town Council schemes could include a list under the following headings:

Type of infrastructure	Name of site, location or general locality	Estimated total cost	Whether CIL will be sought to cover all or part of the cost	Other potential funding sources	Any other comments
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It was noted that the initial scheme proposed was that of the cost of a service level agreement with Hertfordshire Constabulary for a Town Centre designated PCSO (£14,500).

It was RESOLVED that:

- (i) **notification be submitted to Hertfordshire Constabulary concerning the 2016/17 renewal of PCSO Service Level Agreement (Borehamwood Town Centre) following the setting of the 2016/17 Budget by Full Council on 13 January 2016;**
- (ii) **the Environment and Planning Committee be asked to set up a Sub Committee to consider Community Infrastructure Levy (CIL) schemes proposed by the Town Council.**
- (iii) **the “Community Champion Scheme” information sheet (supplied by Harrow Council) be referred to Hertsmere Borough Council for consideration, if appropriate, for a similar scheme to be implemented in Hertsmere.**

53. COMMUNITY GRANTS POLICY

It was noted that the draft policy had incorporated the amendment previously mooted by Members to remove the restriction on grant monies being utilised for hall or venue hire costs (including Fairway Hall).

It was RESOLVED that:

- (i) **the 2016/17 Town Council Community Grants policy be approved with the following additional amendments:**
 - **(page 4 – 4th bullet point) To read: “The Town Mayor or Events Officer or other representative of the Council may wish to visit the applicant organisation or attend one of its events”;**
 - **(page 5 – dates of application) To include a 3rd tranche of applications as follows:**

“To apply for a 3rd round grant award applications must be submitted by Wednesday 4 January 2017.

For consideration by the General Management Committee in on 9 February 2017.

With recommendation to Council on 15 March 2017.”;

- (ii) **Community Action Hertsmere (CAH) be asked to consider providing course availability for local organisations seeking assistance in preparing and maintaining accounts (especially for the purpose of submitting accounts information when accompanying grant applications); and**

- (iv) **the First Impressions Group be supported in 2015/16 from the Partnership Working Budget (1484/104) as follows for joint funded initiatives including Hertsmere Borough Council, Thameslink, Elstree Screen Heritage, Hertfordshire County Council and the BBC as potential contributors:**
 - **Adding signage to the End Wall of the “Crav’n Coffee Shop” at Elstree and Borehamwood Train Station - £500; and**

 - **Installing a “billboard” on the brick wall by the Furzehill Pocket Park (“Town Centre Garden”) - £500.**

54. COMPLAINTS PROCEDURE

It was RESOLVED that:

- (i) **the Town Council Complaints Code of Practice Procedure (reviewed every two years) be approved (with next review in February 2018) with the following additional amendment: (clause 8) to read: “*The Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary from the Association of Local Councils or the Town Council’s Insurers. The complaint shall be dealt with at the next meeting after the advice has been received.*”;** and

- (ii) **the January 2016 HAPTC LAIS1385 outlining Public Service Ombudsman consultation be noted.**

55. PUBLICATION SCHEME

It was RESOLVED that:

the Town Council Publication Scheme (Procedure) (reviewed every two years) be approved (with next review in January/February 2018) without amendment.

56. INFORMATION COMMISSIONER'S OFFICE

It was noted that HAPTC guidance had indicated that there was no requirement for individual Members of Town or Parish Councils to obtain personal ico. protection.

It was RESOLVED that:

registration of the Town Council's details with the Information Commissioner's Office (ico.) from March 2016 be approved (Reference Z8485983).

57. DEFIBRILLATOR MAINTENANCE POLICY

Members noted that the issue of ongoing maintenance of defibrillators in Elstree and Borehamwood was referred to the Committee by Full Council on 13 January 2016.

It was noted that Cllr C Butchins would prepare wording on behalf of the Defibrillator Group for an undertaking to be signed by representatives of those bodies to whom defibrillators had been donated setting out the obligations of ownership (especially in relation to ongoing maintenance).

It was RESOLVED that:

Staff of Elstree and Borehamwood Town Council be asked to take responsibility for defibrillator maintenance (including battery checking, part replacements, cleaning and security) for the item located at Fairway Hall only (i.e. only the item on the Town Council's list of assets).

58. WELCOME FOLDER

Members asked for thanks to be recorded in the Minutes to R Redman (First Impressions) for his assistance in helping to launch a welcome folder for the Town. It was noted that the initiative had originated from the Town Mayor, Cllr R Butler.

A project goal was to make the production self-sufficient by charging folders to estate agents and local hotels.

It was RESOLVED that:

- (i) an initial order of 2,000 Welcome Folders for Elstree and Borehamwood be made (to contain useful information for Estate Agents, Hotels and for presentation to Twin Towns etc.);**

- (ii) **the design of the folder be updated (with the Events Officer taking responsibility), including QR code and web address of Town Council on cover; and**
- (iii) **the scheme be launched on a one year trial basis with a review by the Committee in February 2017.**

59. SHARED SERVICES

It was noted that a business case would be presented to the Town Council from Hertsmere Borough Council detailing proposals for increased shared services in the following areas: Legal Services, Information Technology and Human Resources.

A costed proposal would be submitted to the General Management Committee when available for further consideration.

60. FAIRWAY HALL

It was noted that the initial feedback received on using Fairway Hall as a venue for Council Meetings (Full Council, Annual Parish Meeting, Transport Forum, Business Forum, Events Forum, Lectures and Public Consultations) had been positive.

It was noted that thermometers would be installed for Fairway Hall users and visitors to the Town Council. Seating and sound facilities would be further investigated taking into account the needs of meeting attendees at a venue of this kind.

61. TOWN COUNCIL BANKING

It was noted that the In House Audit Sub-Committee would monitor the effectiveness of the banking arrangements with the Council's current bank (NatWest) and, if required, submit any proposals for alternative arrangements to be made to the Committee at an appropriate time.

It was noted that transfers between Current and Business accounts required signed authorisation by two Town Councillors listed on the banking mandate (currently four Members in total).

62. FINANCIAL AND AUDIT REPORTS

It was RESOLVED that:

- (i) **the Income and Expenditure Report to 25 January 2016 be received; and**

(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 report of 10 February 2016 (tabled update report by Cllr C Butchins) 2015/16 (Final); and

(b) Internal Audit (Auditing Solutions Ltd) (Interim) 2015/16 report conducted on 17 November 2015 with receipt and note of following documentation:

- NALC Legal Topic Note LTN 87 (July 2015) on Procurement
- NALC “A Guide to Understanding Procurement” (April 2015)
- NALC Legal Briefing L05-15 (July 2015) on Public Contracts Regulations 2015 – impact on the standing orders and financial regulations adopted by councils.

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 matters concerning outstanding legal cases, staffing issues and nominations for civic awards were discussed.

64. CIVIC AWARDS

It was noted that the Committee had been asked to consider nominations and/or a policy for Non-Freeman/Freewomen Civic Awards by Full Council at its meeting on 13 January 2016.

It was **RESOLVED** that:

no further Civic Awards be made by the Town Council in 2015/16 but that nominations be accepted for Freeman/Freewomen positions in accordance with the Council’s agreed policies from 12 May 2016 (i.e. the day after the Annual Council meeting).

65. CLERK'S REPORT

It was RESOLVED that:

Insurance cases

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

Work Placements

- (ii) any work placement scheme requests received directly by the Authority from parents/schools be referred to 'Youth Connexions' (the body responsible for submitting placement proposals to the Town Council and with whom the Council operated an Employer Work Experience Agreement);**

Staff Structure Update and Salaries for 2016/17

- (iii) the Staff Structure Update and Salaries report for 2016/17 be received and agreed without amendment; and**

2015/16 Staff Appraisals

- (iv) the 2015/16 Staff Appraisals be conducted in February/March 2016 with a report to the Committee on 11 April 2016.**

66. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Monday 11 April 2016.

The Meeting closed at 8.50pm.

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