

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

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

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

Also Present: Cllr Mrs P Strack

In attendance: L Stack (EBRA) (Minutes 67 - 76)
H R O Jones - Town Clerk

67. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Mrs F Turner (Vice Chairman) (Other Business).

68. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

69. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 11 February 2016 were approved and authorised for signing by the Committee Chairman.

70. 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: Information Technology and Human Resources. A costed proposal would be submitted to the General Management Committee, when available, for further consideration.

Members also noted a proposal for a meeting with Cllr T Ash of Hertsmere Borough Council to discuss the high street market, A Boards and other issues surrounding the licensing of street trading.

Cllr Mrs P Strack reported that between 2011 and 2013 work was carried out between the Town Council and Hertsmere Borough Council Officers and others on this topic with the records of these discussions having been minuted. Some Members felt that some market traders were inappropriately using street furniture to display their wares (bicycle rails and benches). Nevertheless, it was also felt that the market traders should be supported in attempting to help promote a thriving local economy.

On balance, it was agreed by unanimous vote of those present that no further action should be taken at the present time for the Council to take on additional services of this type and, therefore, no meeting with Hertsmere Borough Council was required.

It was noted that the power for Town Councils to establish or acquire markets and to provide a market place and market buildings was contained within the Food Act 1984, s.50.

It was AGREED that:

Cllr T Ash (Hertsmere Borough Council) be thanked for his offer of a meeting to discuss the licensing of street trading and associated issues locally but that the Committee deemed such a meeting should be deferred in light of the Council's existing project list, resources and the need to consider devolved services in a comprehensive fashion at an appropriate time in the future.

71. POLICIES AND PROCEDURES

It was RESOLVED that:

the following policies and procedures be adopted as set out in the reports before Members without amendment and the review period and body be noted:

- (i) Fire Safety Policy and Procedures (1 Year).**

72. INSURANCE POLICY AND ASSET REGISTER

It was RESOLVED that:

the following be adopted as set out in the reports before Members without amendment:

- (i) 2016/17 Insurance Policy Schedule renewal with Zurich Municipal (long term active until 1 June 2018 (YLL-272018-9043); and**
- (ii) Asset Register 2016/17 (from 1 April 2016 – to accompany (i) above).**

73. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Summary and Detailed Income and Expenditure Report to Year End (31 March 2016) be approved and noted (including Year End reserve transfers and predicted accruals); and**
- (ii) the report of s.137 expenditure to Year End (31 March 2016) be noted and approved.**

74. FAIRWAY HALL COUNCIL MEETINGS

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.

As requested by the Committee, thermometers had been installed throughout the building for Fairway Hall users and visitors to the Town Council. The speaker system had been installed at Fairway Hall. Those present at the meeting were in unanimous agreement that Fairway Hall should be utilised for Council meetings going forwards and that the Hall should continue to be used after the Fairway Hall extension project was completed.

It was RESOLVED that:

- (i) all meetings of the 2016/17 Business Forum, Transport Forum and Events Forum be held at Fairway Hall;**
- (ii) Full Council at its meeting on 11 May 2016 be recommended to continue to meet at Fairway Hall for the 2016/17 year (including the Annual Parish Meeting);**
- (iii) a costed proposal for suitable CCTV security be submitted to a future meeting of the General Management Committee for consideration;**
- (iv) two additional sensor spot lights be installed at the same time as the defibrillator installation at the entrance to Fairway Hall and Offices and at the side passage door leading to the car parking area.**
- (v) a quote for a suitable cordless microphone system for Council meetings at Fairway Hall be considered by the Committee at its meeting on 25 May 2016; and**
- (vi) 52 Swift chrome frame conference chairs be purchased for Fairway Hall use.**

75. FAIRWAY HALL DEVELOPMENT

It was noted that a measured survey of Fairway Hall was scheduled to take place on 22 April 2016 to be carried out by the firm of architects appointed to submit plans to the Council for the Fairway Hall extension project.

76. 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 and staffing issues were discussed.

77. CLERK’S REPORT

It was **RESOLVED** that:

Leases and Licences

(i) the report on leases and licenses be received;

Insurance cases

(ii) the report on outstanding cases/insurance claims be received; and

Staff Update Report

(iii) the Staff Structure Update report be received.

78. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Wednesday 25 May 2016.

The Meeting closed at 8.10pm.

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