

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Wednesday 25 May 2016** at 7.00pm

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

Also Present: Cllr R Butler
Cllr Mrs P Strack

In attendance: L Stack (EBRA) (Minutes 01-13)
Cllr D Burcombe (Hertsmere Borough Council) (Minutes 01-04)
T Malton - Deputy Clerk
H R O Jones - Town Clerk

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

02. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs S Parnell	04 (v) – (vi)	Disclosable Pecuniary Interest (DPI)
Cllr C Butchins	04 (v) – (vi)	Disclosable Pecuniary Interest (DPI)

Also Present	Minute Number	Nature of Interest
Cllr Mrs P Strack	04 (v) – (vii)	Disclosable Pecuniary Interest (DPI)

Members declaring a Disclosable Pecuniary Interest left the room and 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 04 (v) – (vi) were discussed, the Vice Chairman (Cllr Mrs A Mitchell) took the Chair.

03. MINUTES OF THE PREVIOUS MEETING

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

04. GRANT APPLICATIONS

It was noted that the total budget available for Community Grants awarded by the Town Council in the 2016/17 year amounted to £10,000.

The grants budgeted for designated organisations in 2016/17 were Boreham Wood Football Club (£1,000) and BETTA (£1,000), it was noted that these were to be determined by the Committee by delegated authority from Council as per the Committee's Terms of Reference.

These awards were to be single payments to cover the period until 31 March 2017.

For both organisations, the Committee had received satisfactory statements of accounts to year end and relevant constitutions.

It was noted that the subsequent tranches of grant awards were as follows:

- To apply for 2nd round grant awards applications must be submitted by Thursday 20 October 2016.

For consideration by the General Management Committee in on 3 November 2016.

With recommendation to Council on 16 November 2016.

- 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.

It was noted that Community Grant applications with a recommendation of a "nil" award would not be referred to Full Council but were eligible for reapplication at a later tranche of awards in the 2016/17 year.

It was RESOLVED that:

The grant applications (Budgeted and Community) before the Committee be determined as follows:

Budgeted Grants

The following Budgeted Grants for 2016/17 be authorised for payment:

(i) Boreham Wood Football Club

Award Agreed: £1,000

Purpose of Grant: Stadium Board and programme

Power of Expenditure: Local Government (Miscellaneous Provisions) Act 1976 s.19

Additional Conditions: Evidence to be supplied of use as per procedure requirements.

Budget Code: 4166/401

Cheque made payable to: "Boreham Wood Football Club Ltd"

Action Required: Borehamwood Football Club representative to be notified of decision and provided with a cheque for £1,000.

(ii) BETTA

Award Agreed: £1,000

Purpose of Grant: Running Costs

Power of Expenditure: Local Government Act 1972 s.144

Additional Conditions: use of Grant Monies not to be used for Salary purposes and evidence to be supplied of use as per procedure requirements.

Budget Code: 4190/401

Cheque made payable to: "Borehamwood & Elstree Twin Town Association"

Action Required: BETTA Chairman/Treasurer to be notified of decision and provided with a cheque for £1,000.

Community Grants

The following Community Grants for 2016/17 be recommended to Full Council on 15 June 2016:

<u>Organisation</u>	<u>Recommendation</u>	<u>Purpose of Grant</u>
(iii) Herts Inclusive Theatre	£380 (£380 sought)	'Film and Fun Day' event costs
(iv) (a) Elstree Screen Heritage	£1,250 (£1,250 sought)	Railway Station Forecourt signage/panel improvements
(b) a new Budget Heading be recommended for the 2017/18 year for a Budgeted Grant to Elstree Screen Heritage of £1,000.		
(v) Woodcock Hill Village Green (WHVG)	£500 (£500 sought)	Contribution to Beacon and interpretive board(s)
(vi) DR96	nil (£2,000 sought)	Exercise Tutor (50 sessions)
(vii) (a) Young Carers at Hertswood	nil (£1,000 sought)	Transport and costs of carers' outings and activities

(b) the applicant for the Young Carers at Hertswood project be advised to resubmit the application later in the Council Year in order for the Committee to reconsider the item in light of additional information provided (specifying specific project costs against the amount sought) and for the Committee to be advised on approving an award outside of the Grant Application Procedures 2016/17 employing the General Power of Competence.

05. 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) Health and Safety Policy Statement 2016/17 (1 Year).

06. HEALTH AND SAFETY REPORT

It was RESOLVED that:

- (i) Capita Symonds be reappointed as the Town Council's Health and Safety consultants (with a review in 12 months) for 2016/17 (commencing June 2016);**
- (ii) the Council's Hall Supervisor be thanked for his role and work as liaison representative with Capita Symonds and for his efforts in ensuring that the Council continued to comply with its health and safety obligations; and**
- (iii) the (non-financial) Health and Safety Risk Assessment prepared by Capita Symonds be submitted for consideration to a suitable meeting of the General Management Committee.**

07. CIVIC REGALIA

Some Members suggested that the Council seek quotes for obtaining gift boxes for civic badges presented as gifts to Twin Town dignitaries and Freemen of the Town in the future.

It was RESOLVED that:

x100 25mm lapel pin badges with Council logo be purchased from Capital Badges (£256 coded to 1483/104) to be distributed to Town Councillors, Freemen, Council Officers and for a reasonable number to be provided to BETTA by the Mayor.

08. MAYOR'S CHARITY

It was RESOLVED that:

the designated Town Mayor's Charity for the Municipal Year 2016/17 be the Elstree and Borehamwood Museum (the principle charity to make collections at Council events as proposed by the Mayor at Full Council on 11 May 2016).

09. SHARED SERVICES

A business case was presented to the Town Council from Hertsmere Borough Council detailing proposals for increased shared services in the area of Information Technology. On balance, it was agreed by unanimous vote of those present that no change be made to the existing contract supplied to the Authority. It was agreed that Hertsmere Borough Council be thanked for providing options for consideration to the Town Council.

It was RESOLVED that:

the contractual agreement with Stevenage Computer Services for the provision of Town Council IT and internet services be maintained for 2016/17.

10. SOUND EQUIPMENT/CCTV (FAIRWAY HALL)

CCTV

It was noted that two quotes had been obtained (with a third sought) for CCTV provision at Fairway Hall which were considered by Committee Members. After a full and detailed discussion, in view of the proposed building extension works planned at Fairway Hall, it was felt that consideration of this item would be more pertinent at a later time. Members recognised the duty of care to protect those working at the offices and visitors to it and noted too that any security provision should be proportionate in meeting the requirements of a Local Authority of this type. It was recognised that in the past five years, many security improvements had been carried out on site, including an alarm system, door and fence improvements and an updated lone worker policy.

Sound Equipment

Cllr R Butler provided an update report of options for a wireless microphone system for meetings at Fairway Hall. In view of Full Council's decision to review the meeting arrangements in November 2016, it was felt that the desired system should be installed as a priority for the Hall Supervisor. It was recognised that a quality sound system on site would benefit a range of activities and events hosted at the Council's premises.

It was RESOLVED that:

a total of £1,000 be allocated from the Meeting Costs budget (1429/104) for the purchase (subject to three quotes to be approved by the Town Clerk in consultation with the Committee Chairman and Cllr R Butler) of 15 wireless microphones suitable for meetings at Fairway Hall with any additional costs being funded from the Hall Maintenance Budget (1637/106) up to an additional £250.

11. FINANCIAL REPORT

It was noted that the completed Annual Return document for 2015/16 would be submitted to Full Council on 15 June 2016 for approval and signatures of Mayor and Responsible Finance Officer/Town Clerk prior to submission to the External Auditors (BDO) before 11 July 2016. It was further noted that whilst the Internal Audit Report (Final) 2015/16 contained no formal recommendations for adoption, at its meeting on 15 June 2016, Full Council would be asked to approve revised Financial Regulations in order to take account

of legislative amendments to requirements when submitting bids for tender (in essence the threshold for the requirement to seek tenders had reduced from £50,000 to £25,000). The Deputy Clerk was thanked for her role in securing a positive audit report which was complementary about the Council's financial policies and practices.

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 16 May 2016 before Members be received;**
- (ii) the "In House Auditors" for 2016/17 be appointed as Cllr C Butchins and Cllr G Franklin to meet twice in the Council Year (by arrangement with the Town Clerk) with the previously agreed terms of reference;**
- (iii) the Internal Audit Report (Final) 2015/16 (following audit conducted on 28 April 2016) be received and approved; and**
- (iv) the Sigma Asset Inventory (RBS Rialtas) be obtained to manage the Council's fixed and moveable asset register requirements (single Software cost £295 (1439/104) with ongoing support cost of £113 (1440/104) per annum).**

12. WORKING GROUPS AND SUB-COMMITTEES

There were none.

13. 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.

14. CLERK'S REPORT

It was RESOLVED that:

Insurance cases

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

Staff Update Report

- (ii) **the Staff Meeting report (3 May 2016) be received;**

Hertfordshire Pension Fund Local Government Pension Scheme

- (iii) **in relation to the Hertfordshire Pension Fund Local Government Pension Scheme (LGPS) 2016 Triennial Valuation: Parish and Town Council Pool - the “Join” option be chosen for the Authority with the appropriate documentation being submitted to Hertfordshire County Council; and**

NJC 2016-2018 National Salary Award

- (iv) **the provisions of the NJC 2016-2018 National Salary Award (E02-16 May 2016) be received and adopted.**

15. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 14 July 2016.

The Meeting closed at 9.20pm.

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