

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 14 July 2016** at 7.00pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)  
Cllr Mrs A Mitchell (Vice Chairman)  
Cllr G Franklin  
Cllr S Rubner (Minutes 16-21)  
Cllr E Silver (substitution)

Also Present: Cllr Mrs P Strack

In attendance: H R O Jones - Town Clerk

**16. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Cllr C Butchins (Other Business) (Cllr E Silver substituted).

**17. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**18. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 25 May 2016 were approved and authorised for signing by the Committee Chairman.

**19. BUSINESS FORUM**

It was noted that one meeting of the Business Forum had taken place in the 2016/17 municipal year at Fairway Hall (1 June 2016) with one scheduled for 7 September 2016.

**It was RESOLVED that:**

- (i) the Business Forum meeting on 7 September 2016 would be asked to consider the contents options for the Welcome Pack folder;**

- (ii) when considering options for future meetings, the Business Forum be notified that the Town Council would arrange for 5 meetings at Fairway Hall in a municipal year (with the option for the Forum to meet off site at its discretion);
- (iii) for the five meetings at (ii) above, the Town Council would provide basic refreshments (teas/coffee and biscuits) with the Mayor's Secretary in attendance, if available, but no other Officer support (with any written agendas and reports to be prepared and distributed by the Chairman or by another Forum Member); and
- (iv) a new DRAFT budget heading be prepared for the 2017/18 Town Council Budget for Business Forum activities.

## **20. FAIRWAY HALL**

It was noted that Council Staff would seek to assist Harley House Dental Practice staff in reducing the risk of inappropriate parking from occurring.

**It was RESOLVED that:**

- (i) the request from Harley House Dental Practice for car park barrier be deferred until the meeting on 14 September 2016 (at which time the car park lease was scheduled for a review);
- (ii) C+W Architects be thanked for the work in preparing the proposed Fairway Hall extension plans and be provided with payment to date, Land Registry documentation relating to Fairway Hall and a request for costings for the proposals as submitted before Members; and
- (iii) reporting to the Chairman of the Environment and Planning Committee and the Chairman of the General Management Committee, the Town Clerk be asked to clarify with Debenhams Ottaway Solicitors the scope of Town Council land interest (all sites) and to seek to address any matters arising at their instruction.

## **21. POLICIES AND PROCEDURES**

It was noted that Youth Councillors, the Head Steward and part time Ground Team workers would be provided with and asked to sign a copy of the Council's Data Protection Policy.

**It was RESOLVED that:**

- (i) the following policies and procedures be adopted as set out in the reports before Members and the review period and body be noted:**
  - **Procedure for determining and amending Council and Committee Meeting dates**
  - **Mayoral Attendance Policy**
  - **Data Protection Policy; and**
- (ii) to avoid a clash with a meeting of Hertsmere Borough Council, the Annual Town Council (Full Council) meeting be rescheduled from 17 May 2017 to 24 May 2016;**
- (iii) in consultation with the Events Officer and Mayor's Secretary, the Chairman of the Entertainments Committee prepare revised dates for 2017 Entertainments Committee meeting dates and Events Forum dates (to be published in a revised Schedule of Meetings); and**
- (iv) the Schedule of Meetings be published in hard copy and by email to all Members if revised.**

## **22. RISK ASSESSMENT (NON-FINANCIAL)**

It was noted that the review of the Council's Health and Safety Audit was scheduled for 16 August 2016 and as such the report would be submitted to the Committee on 14 September 2016.

## **23. FINANCIAL REPORT**

It was noted that a representative from NatWest would be attending the Committee meeting scheduled for 14 September 2016 in order to outline to Members plans for improving the Town Council's routine banking arrangements. It was reported that there had been instances where business to current account transfers had been difficult to arrange.

**It was RESOLVED that:**

- (i) the Detailed Income and Expenditure Report to 5 July 2016 before Members be received;**
- (iii) dates for In House Audit for 2016/17 be agreed and notice given to those attending; and**

- (iii) **delegated action taken (24 June 2016) by Mayor and Town Clerk to seek to ensure effectiveness of routine banking arrangements (to be subsequently reported to Full Council) be noted.**

**24. 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 matters and internal policies were discussed.**

**25. 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 (verbal update) be received;**
- (iii) **the Town Council's contingency fund be authorised for use in respect of the Grounds Team cover required for August 2016 (noting a new budget heading would be proposed for this area in 2017/18).**

Internal Policies and Procedures

- (iv) **the Storage of Financial Data Policy (Internal) be adopted.**

**26. CLOSE OF MEETING**

It was noted that the next meeting was scheduled for Wednesday 14 September 2016.

The Meeting closed at 8.45pm.

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