

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 9 February 2017** 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 Mrs P Strack
Cllr E Silver (Minutes 53 to 63)

In attendance: L Stack (EBRA) (Minutes 53 to 62)
H R O Jones - Town Clerk

53. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

54. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

55. MINUTES

It was **RESOLVED** that:

- (i) **the Minutes of the meeting of the General Management Committee held on 3 November 2016 be approved and authorised for signing by the Committee Chairman; and**
- (ii) **the Minutes of the Special meeting of the General Management Committee held on 14 December 2016 be approved and authorised for signing by the Committee Chairman.**

56. COMMUNITY GRANT APPLICATIONS (3RD TRANCHE)

It was noted that the remaining available Community Grant Budget (4161/401) for 2016/17 was £5,145.54.

Community Grants were awarded in the 1st tranche and 2nd tranches of the 2016/17 process as follows:

• Herts Inclusive Theatre	£380
• Elstree Screen Heritage	£1,250
• Woodcock Hill Village Green	£500
• Borehamwood Women's' Institute	£300
• EBLOS Musical Theatre	£500
• All Saints Church	£558
• Young Carers at Hertswood School (with £500 from Youth Council)	£500
• Elstree & Borehamwood Community Charity	£300
• DR96 Over 60s club	£250
• Funky Friends	£316.46

Total: £4,854.46

It was RESOLVED that the following recommendations be made to Full Council on 15 March 2017:

	Applicant	Purpose of Grant	Amount Sought by organisation in application	Amount Recommended by General Management Committee of 9 February 2017
(a)	Community Hertsmere [Resubmission with updated Accounts]	Computer Equipment	£3,199.68	Refusal with reasons provided (i.e. evidence of lottery funding opportunities and staffing levels)

(b)	Hertsmere MENCAP [Resubmission with updated Accounts]	Classes/Activities	£2,350	£500 (towards music player and table tennis table)
(c)	Boreham Wood Drop In	Coach Trip	£400	£400
(d)	Hotshots Flyball Team (2nd separate application)	Events shelter	£300	£300 (with condition that Town Council events are supported)
(e)	St Albans Educational Partnership for Schools	Cupboards for Book Bank	£750	£375
(f)	Aldenham Country Park	Advertising banners	£500	£272

57. POLICIES AND PROCEDURES

It was RESOLVED that:

the following policies and procedures be adopted as set out in the reports before Members and the review period and body be noted:

- (i) Community Grants Policy 2017/18 and application form (noting that a 3rd tranche of applications was agreed, if required); and**
- (ii) Community Engagement Policy (previously acknowledged by Full Council on 11 January 2017 updated with review schedule).**

58. INFORMATION COMMISSIONER'S OFFICE

It was RESOLVED that:

the renewal of registration with Information Commissioner's Office (ico.) (Reference Z8485983) from March 2017 be approved.

59. BUSINESS FORUM AND WELCOME PACK

Business Forum

Members welcomed the report from Cllr C Butchins that the Business Forum meeting of 25 January 2017 was well attended and appreciated by those present who expressed a desire for the Town Council to continue to facilitate the meetings. It was noted that at the next meeting, attendees would be asked to consider altering the name of the group to “The Business Networking Forum”.

Special thanks were also mentioned for the Mayor’s Secretary who arranged the refreshments and warm welcome for Business Forum meetings. It was noted that it was the intention to continue with this staffing support going forwards.

It was RESOLVED that:

x100 A5 and x20 A3 posters be commissioned to publicise the Business Forum meeting scheduled for the 22 March 2017 meeting (with these being distributed to a broad range of local business - to include e.g. plumbers and electricians).

Welcome Pack

Members were satisfied with the production and design of the Welcome Pack wallet produced by the Town Council. It was felt that individual A4 inserts listing local services (e.g. hotels, schools or GP surgeries) were not required as the information was contained in the recently published Town Guide which would form part of the core contents (the other elements being the current and centenary edition Town Crier magazines). Members looked forward to receiving an update report from Cllr R Butler who had distributed sample packs to local estate agents for feedback. It was also noted that sample packs would be provided to selected groups at the forthcoming Transport Forum, next Business Forum and local places of worship.

60. FINANCE REPORT

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 25 January 2017 before Members be received;**
- (ii) it be noted that the In-House Audit Sub-Committee (Cllr G Franklin and Cllr C Butchins) was scheduled to meet on 1 March 2017 at 3.00pm (2nd and final of annual reviews 2016/17);**

- (iii) it be noted that the Internal Audit (Auditing Solutions) was scheduled to take place on 26 April 2017 (2nd and final of annual reviews 2016/17);
- (iv) a request in the form of a letter from the Chair of BETTA in relation to possible funding for a Mayoral visit from Fontenay during Families Day 2017 (£700 to be coded to 4464/404) be politely declined with reasons provided (i.e. inappropriate use of budget heading);
- (v) a request from Cllr E Silver to review Members' Allowances be deferred to a future meeting in order to allow supporting documentation to be prepared for informed decision making; and
- (vi) a request from Cllr E Silver to review the position of the Mayor's wife/husband/partner be deferred to a future meeting in order to allow supporting documentation to be prepared for informed decision making.

61. SISTER TOWN PROPOSAL: WORKING GROUP

It was RESOLVED that:

the China Sister Town (Huainan) Sub-Committee be appointed for the remainder of 2016/17 as follows (with Terms of Reference to be agreed at a future meeting):

**Cllr Mrs P Strack (Lead Member)
Cllr Mrs S Parnell
Cllr C Butchins
Cllr G Franklin (with Cllr R Butler as a Standing Deputy)
Cllr S Rubner
Dr P Wong Morrow (co-opted)**

62. 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, internal security issues and staffing matters were discussed.

63. FAIRWAY HALL

It was RESOLVED that:

the report commissioned on security arrangements for Fairway Hall and Town Council Offices be received and actions therein agreed by the Committee be drawn up by the Town Clerk and distributed to all Members (for information).

64. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

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

Safeguarding Staff / Youth Council update

- (ii) safeguarding courses (Level 1 Child Protection and Young Adults) be arranged for the Deputy Clerk (and up to two Councillors) with additional First Aid accreditation (Emergency at Work) for the Deputy Clerk;**
- (iii) the report on safeguarding be received and an action plan implemented (in line with recommendations from Pro-Action) for a revised Youth Council safeguarding framework and for updated policies and procedures for Town Council Officers and Members to follow;**

Council Warden position (vacancy arising)

- (iv) the Town Clerk be asked to prepare arrangements for an incoming staff position of Council Warden in September/October 2017 in line with the recommendations from Members;**
- (v) a farewell occasion at Fairway Hall be prepared for the retiring Council Warden at an appropriate time;**
- (vi) the option of additional grounds team cover (especially during Summer months) be investigated (with a report being presented for consideration by the Committee at a future date); and**

2016/17 Staff Appraisal procedures

- (vii) it be noted that Staff appraisals were scheduled to be carried out in March/April 2017.**

65. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 27 April 2017.

The Meeting closed at 10.00 pm.

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