

ELSTREE AND B OREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 27 April 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 74 and 76)

In attendance: T Coates (Metro Bank) (Minute 74)
R McEwan (Metro Bank) (Minute 74)
T Malton - Deputy Clerk
H R O Jones - Town Clerk

66. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

67. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

68. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 9 February 2017 be approved and authorised for signing by the Committee Chairman.

69. POLICIES, PROCEDURES AND HALL FEESCALES

It was RESOLVED that:

the following policies, procedures and Fairway Hall fee scale be adopted and the review period and body be noted:

- (i) Fire Safety Policy and Procedures 2017/18 (with an amendment for the smoking on site prohibition to include E-cigarettes, personal vaporizers (PVs) and electronic nicotine delivery systems (ENDS));**
- (ii) Fairway Hall Booking Procedure and Terms of Hire (with an amendment for both regular and casual hirers to specify an organisational name if the booking is for that purpose); and**
- (iii) the 2017/18 Fairway Hall fee scale be set as follows:**

FRIDAYS, SATURDAYS AND SUNDAYS

9.00am to 6.00pm - £35.00 (Sundays from 12noon only)

6.00pm to 11.00pm - £45.00

11.00pm onwards - £65.00

MONDAY TO THURSDAY

9.00am to 6.00pm - £25.00

6.00pm to 11.00pm - £30.00

11.00pm onwards - £40.00

70. INVESTMENTS AND SAVING VEHICLES

Members welcomed the report that investment interest in 2017/18 would total £11,646.58 and thanked the In House Audit Sub-Committee and Council Staff for their work in this area. It was noted that the Town Council had regard to its Investment Policy (previously agreed) and Community and Local Government Investments Guidance produced by central government.

It was RESOLVED that:

- (i) the Year End 2016/17 Investment summary report be noted and received; and**
- (ii) £150,000 be reinvested with Close Brothers Treasury commencing May 2017 for 18 months (1%).**

71. BETTA FUNDING AND FINANCIAL SUPPORT

It was noted that the Budgeted Grant to BETTA for 2017/18 would be determined by the General Management Committee at its meeting on 25 May 2017 (£1,000 coded to 4190/401) together with other Budgeted and Community Grant applications.

It was RESOLVED that:

- (i) a one off payment of £328 be made to BETTA in support of the accommodation costs (4 people) associated with the upcoming Fontenay Mayoral visit (coded to 4464/404);**
- (ii) BETTA be asked to provide accounts (if available) for inspection by the General Management Committee at its meeting on 25 May 2017 (showing details of the expenditure on running costs supported by the Town Council by way of the Budgeted Grant monies in 2016/17); and**
- (iii) BETTA be notified that as part of the 2018/19 budget setting process, the General Management Committee would consider increasing the Budgeted Grant sum should persuasive proposals be put forward at that time (subject to consideration).**

72. INSURANCE POLICY AND ASSET REGISTER

It was RESOLVED that:

- (i) the 2017/18 Insurance Policy Schedule with Zurich Municipal be renewed in time for the June 2017 deadline (YLL-272018-9043), noting the addition of the Stapleton Gardens Allotment site fencing to the items covered; and**
- (ii) the Asset Register 2017/18 be completed (transferal to Sigma) by the 13 July 2017 General Management Committee.**

73. ON-LINE TICKETING

It was noted that at the Internal Audit (Final) 2016/17, Auditing Solutions Ltd advised the Council that the on-line ticketing proposal - *Ticketsource* (used by Elstree Productions) was appropriate for local authorities such as Parish and Town Councils to utilise. It was further noted that the auditable records of receipts would be kept.

It was RESOLVED that:

on-line ticket sales for Town Council events be established on a 12 month trial basis with *Ticketsource*.

74. FINANCE REPORT

Metro Bank

The Committee received a report from representatives of Metro Bank (T Coates and R McEwan) setting out the services offered by the Borehamwood branch as they might apply to the Town Council. The precise nature of the Council's requirements (especially as these related to balance checks, transfers, receipt reports and petty cash withdrawals) was noted. The representatives also understood that the Council would encourage local businesses, such as Metro Bank, to participate in partnership working arrangements with the authority, such as event sponsorship and advertising. It was noted that the proposals would be considered carefully following a written understanding of how the arrangements would operate at a practical level in terms of day to day banking.

It was RESOLVED that:

- (i) the Summary and Detailed Income and Expenditure Report to Year End (31 March 2017) before Members be received;**
- (ii) the s.137 expenditure Report to Year End (31 March 2017) before Members be received;**
- (iii) the 'In House' Audit report of 1 March 2017 (prepared by Cllr C Butchins) be received without comment; and**
- (iv) the Town Clerk and Deputy Clerk be asked to investigate further with Metro Bank any accounting matters relating to the authority.**

75. CHINA SISTER TOWN SUB COMMITTEE

It was RESOLVED that:

- (i) the Terms of Reference of the China Sister Town Sub Committee as set out before Members be approved and adopted without amendment; and**
- (ii) the Memorandum between Huainan and the Town Council be noted and arrangements be made to have the wording independently translated prior to signing by the Mayors of each authority.**

76. MAYORS' SPOUSES AND BADGES OF OFFICE

It was noted that the Committee had received a request from Cllr E Silver to review the position of the Mayor's wife/husband/partner and badges of office for this role.

It was RESOLVED that:

- (i) a recommendation be made to Full Council to include within Standing Orders a provision to note that the Mayor's partner (including husband/wife/civil partner) be referred to as 'Mayor's Consort' for the purposes within that Mayoral Year of Mayoral Engagements and activities associated with the Town Council exercising its a duties; and**
- (ii) a suitable name badge be obtained (up to £100 to be coded to 1483/104) stating Elstree and Borehamwood Town Council - Mayor's Consort.**

77. 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 competitive quotes for a contract, the negotiations in relation to terms of an existing contract and staffing matters were discussed.

78. HEALTH AND SAFETY CONTRACT

It was RESOLVED that:

CAPITA Property and Infrastructure Ltd be reappointed for a 12 month period as the Council's Health and Safety advisor, commencing 3 June 2017.

79. HARLEY HOUSE DENTAL PRACTICE

It was RESOLVED that:

- (i) a valuation for the Harley House Dental Practice (4 leased spaces) be obtained; and**
- (ii) the Town Clerk and Deputy Clerk be asked to obtain advice in relation to both the Fairway Hall and Harley House carparks prior to the Committee's consideration of possible future management arrangements for these sites.**

80. CLERK'S REPORT

Insurance cases

It was **RESOLVED** that:

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

2016/17 Staff Appraisal procedures

- (ii) **the report on completed 2016/17 Staff Appraisal procedures be received;**

Issues from Staff meeting

- (iii) **the report on issues from the Staff meeting be received; and**

Annual Staff sickness record

- (iv) **the report on the Annual Staff sickness record (1 April 2016 - 31 March 2017) be received.**

81. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 25 May 2017.

The Meeting closed at 8.50 pm.

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