

ELSTREE AND B OREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 25 May 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
Cllr G Silver

Also Present: Cllr Mrs P Strack

In attendance: 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	05 (v) – (vi)	Disclosable Pecuniary Interest (DPI)
Cllr C Butchins	05 (vi)	Disclosable Pecuniary Interest (DPI)

Also Present	Minute Number	Nature of Interest
Cllr Mrs P Strack	05 (v) – (vi)	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 05 (v) – (vi) were discussed, the Vice Chairman (Cllr Mrs A Mitchell) took the Chair.

03. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 27 April 2017 be approved and authorised for signing by the Committee Chairman.

04. MAYOR'S CHARITY

It was RESOLVED that:

the designated Town Council Charity (The Mayor's Charity) for 2017/18 (to be the principle charity for collections at Council events) be The Dementia Support Group (Elstree and Borehamwood).

05. WORKING GROUPS AND SUB-COMMITTEES

There were no additional groups or Sub-Committees appointed other than those agreed by Annual Council on 24 May 2017 (Business Forum, Transport Forum and China Sister Town Working Group) and the 'In House' Audit Sub-Committee (Minute 8(ii) below refers).

06. GRANT APPLICATIONS

It was noted that the total budget available for Community Grants awarded by the Town Council in the 2017/18 year amounted to £10,000.

The grants budgeted for designated organisations in 2017/18 were Boreham Wood Football Club (£1,000), BETTA (£1,000) and First Impressions (£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 2018. 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 2017/18 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 2017/18 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. BETTA also to be asked to produce detailed year end accounts for 2016/17.

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.

(iii) First Impressions

Award Agreed: £1,000

Purpose of Grant: Contribution to Projects

Power of Expenditure: Local Government Act 1972 s.145

Additional Conditions: use of Grant Monies not to be used for Salary purposes.

Budget Code: 4167/401

Cheque made payable to: “Elstree Screen Heritage”

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

Community Grants

The following Community Grants for 2017/18 be recommended to Full Council on 14 June 2017:

Organisation	Recommendation	Purpose of Grant	Additional Conditions
(iv) Herts Inclusive Theatre	£425	Theatre performance costs	Inclusion of Float entry in 2017 Civic Parade
(v) Monday Club	£400	Coach Trip	N/A
(vi) DR96	£400	Coach Trip	Prior sight of statement of accounts by Council

07. POLICIES, PROCEDURES AND HALL FEESCALES

It was RESOLVED that:

the following policies and procedures be adopted and the review period and body be noted:

- (i) Gifts and Hospitality Protocol; and**
- (ii) Health and Safety Policy Statement 2017/18.**

08. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 15 May 2017 before Members be received;**
- (ii) the “In House Auditors” for 2017/18 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; and**
- (iii) the Internal Audit Report (Final) 2016/17 (following audit conducted on 26 April 2017) be received and approved.**

09. 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 negotiations in relation to terms of an existing contract and staffing matters were discussed.

10. CLERK’S REPORT

Insurance cases

It was RESOLVED that:

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

Staffing Matters

- (ii) **the report on issues from the Staff meeting be received.**

Annual Staff sickness record

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

11. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 13 July 2017.

The Meeting closed at 7.50 pm.

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