

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 13 July 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

**12. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**13. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**14. MINUTES**

**It was RESOLVED that:**

**the Minutes of the meeting of the General Management Committee held on 25 May 2017 be approved and authorised for signing by the Committee Chairman.**

**15. MAYOR'S CHARITY**

**It was RESOLVED that:**

**the report of income raised for the 2016/17 designated Town Council Charity (The Mayor's Charity): Elstree and Borehamwood Museum be received.**

## **16. FINANCIAL REPORT**

Members received an update report following a meeting of the same day between representatives of MetroBank and the Town Council. It was noted that the Council had received assurances about the bank's capacity to manage officer balance checks, transfer of funds between current and business accounts, the paying in of receipts, petty cash handling and the scope of bank charges.

**It was RESOLVED that:**

- (i) the Detailed Income and Expenditure Report to 3 July 2017 be received;**
- (ii) notification be provided to MetroBank (Borehamwood Branch) that:**
  - (a) Elstree and Borehamwood Town Council wished to open an account (i.e. to transfer its current and business accounts (and payroll facilities) from NatWest to MetroBank);**
  - (b) the Council was authorised to do so through the General Management Committee by way of delegated authority and satisfied the relevant criteria of having a constitution (in the form of standing orders and financial regulations), was a local authority and had key official roles; namely in 2017/18:**

**Town Mayor - Cllr Eric Silver (Member)**

**Deputy Town Mayor - Cllr Victor Eni (Member)**

**Cllr Mrs Pat Strack - Cheque Signatory (Member)\***

**Cllr Mrs Farida Turner - Cheque Signatory (Member)\***

**Cllr Clive Butchins - Cheque Signatory (Member)\***

**Cllr Graeme Franklin - Cheque Signatory (Member)\***

**Town Clerk and Responsible Finance Officer - Huw Jones (Officer)\*\***

**Deputy Town Clerk - Mrs T Malton (Officer)\*\***

**\* Type A Signatories (permitted to sign cheques for any amounts. Two to sign)**

**\*\*Type B signatories (permitted to make transfers between EBTC Metro Accounts for any amount, make changes to information on the account, make petty cash withdrawals of up to £300.00 a day);**

- (iii) the first 'In House' Audit for 2017/18 take place on 22 November 2017 at 3.00pm (Cllr C Butchins and Cllr G Franklin); and**

- (iv) a “free use” of Fairway Hall (i.e. no cost to the client) be granted on 15 November 2017 for a Charity Quiz in aid of the Mayor’s Charity DCUK.

## **17. TOWN TWINNING**

**It was RESOLVED that:**

- (i) up to £300 be authorised for travel expenses (coded to 4464/404 Town Twinning Activities) in relation to the Mayoral invitation to Pietra Ligure on 2 September 2017 on the occasion of the 10<sup>th</sup> Twinning Anniversary with Offenburg;
- (ii) the update report on liaison with the Twin Town Association (BETTA) be received;
- (iii) the update report on the China Sister Town project be received; and
- (iv) on an annual basis, the Mayor of Fontenay-aux-Roses be invited to attend the Remembrance Day service in Elstree/Borehamwood (with the Town Council to meet the cost of accommodation for two persons and evening meal for four persons) (to be coded to 4464/404 Town Twinning Activities).

## **18. POLICIES AND PROCEDURES**

Some Members asked for the issue of the Mayor’s Consort’s badge of office to be reviewed and it was noted that costed proposals would be put forward for the Committee’s future consideration.

**It was RESOLVED that:**

**having been reviewed, the following Council Policies and Procedures be readopted and the review period and body be noted:**

- (i) **Mayoral Attendance Policy; and**
- (ii) **Meeting Dates Policy.**

## **19. 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 internal policies concerning premises security arrangements and staffing matters were discussed.**

## **20. POLICIES AND PROCEDURES**

**It was RESOLVED that:**

**having been reviewed, the following Council Policies and Procedures be readopted and the review period and body be noted:**

- (i) Key holders' Policy.**

## **21. CLERK'S REPORT**

Insurance cases

**It was RESOLVED that:**

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

Council Warden

- (ii) the report on the successful appointment of a Council Warden be received;**

Training Update

- (iii) the report on the training update (Staff and Members) be received; and**

Staffing Matters

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

## **22. CLOSE OF MEETING**

It was noted that the next meeting was scheduled for Thursday 19 October 2017.

The Meeting closed at 8.20 pm.

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