

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 19 October 2017** at 7.00pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)
Cllr Mrs A Mitchell (Vice Chairman)
Cllr C Butchins
Cllr R Butler (Substitution)
Cllr S Rubner
Cllr G Silver

Also Present: Cllr C Barker
Cllr Mrs P Strack

In attendance: Cllr C Kelly (Hertsmere Borough Council)
H R O Jones - Town Clerk

23. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr G Franklin (Family Matters) (Cllr R Butler substituted).

24. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

25. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 13 July 2017 be approved and authorised for signing by the Committee Chairman.

26. POLICIES AND PROCEDURES

It was noted that options for scanning historic paperwork at the Council Offices were being investigated in order to free storage facilities and to protect the Council's archive of documents (noting the legal requirements as set out in the Retention of Records Policy at (v) below).

It was further noted that the In-House Audit Sub-Committee would consider any implications (and take advice, if required) on any issues surrounding Trustee Investments (insofar as this might be applicable to the Investment Policy at (iii) below).

It was RESOLVED that:

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

- (i) Health and Safety Audit (Risk Assessment) 17 August 2017 prepared by Capita Property and Infrastructure (annually);**
- (ii) Fire Risk Assessment 10 October 2017 prepared by Fairway Hall Supervisor (annually);**
- (iii) Investment Policy;**
- (iv) Social Media Policy; and**
- (v) Retention of Records Policy.**

27. FINANCIAL REPORT

It was noted that the Council Warden would consider any budgetary implications for the three Town Council operated Allotment sites for 2018/19 and beyond.

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 11 October 2017 be received;**
- (ii) the Town Clerk and Deputy Clerk be authorised to complete the final mandate forms required to formally transfer the Town Council's banking**

arrangements (Current a/c, Business a/c and payroll arrangements) from NatWest to MetroBank (Borehamwood Branch);

(iii) Committee Headline Items for 2018/19 be identified as:

- **New Budget: Merchandising - £1,000**

(iv) it be reaffirmed that the first ‘In House’ Audit for 2017/18 take place on 22 November 2017 at 3.00pm (Cllr C Butchins and Cllr G Franklin);

(v) it be noted that the (Interim) Internal Audit take place on 13 November 2017 (1st of 17/18); and

(vi) it be noted that Annual Return 2016/17 (completed and signed by Internal and External Auditors) to be submitted to Full Council, as required, on 22 November 2017 together with agreed action plan (the Audit was unqualified and all notices had been published in accordance with Audit regulations).

28. CIVIC REGALIA

Cllr R Butler requested that it be recorded that he did not support the proposal for a Mayor’s Consort’s Badge of Office on the basis that this was not a Council priority and not good value for money.

Members voted 2 in favour and 4 against the proposal to purchase such an item.

It was RESOLVED that:

Badges of Office for the Mayor’s Consort in 2017/18 be deemed as unrequired.

29. TOWN COUNCIL MERCHANDISING

The Committee received a report from Cllr C Butchins on options for increased Town Council branded merchandising/gift items in connection with pens, data sticks, umbrellas and items for exchange with Twin Town partners.

It was noted that where Twin Town gifts were purchased, this would be coded to the Council’s Twin Town budget heading.

It was RESOLVED that:

- (i) a trial quantity of data sticks (to be organised By Cllr C Butchins and the Town Clerk) be purchased (subject to budget); and**
- (ii) Town Council branded umbrellas be purchased (of a suitable quality and subject to budget).**

30. CHINA SISTER TOWN

It was RESOLVED that:

- (i) the update report on the China Sister Town project meeting of 9 October 2017 be received;**
- (ii) the referral from (i) above to consider additional co-opted Members on to the Sub-Committee (EBRA and BETTA) be noted with the decision that no additional Members be co-opted on to the group at this stage; and**
- (iii) the wording of the ‘Agreed Statement’ from the Sub-Committee in relation to the November delegation to China be received and approved; and**
- (iv) the terms of reference of Sub-Committee and Memorandum document (previously approved) be received and reaffirmed.**

31. 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 competitive quotes for works, terms of an existing contract, Fairway Hall Security arrangements and staffing matters were discussed.

32. FAIRWAY HALL CAR PARK IMPROVEMENTS

It was RESOLVED that:

- (i) the report on Fairway Hall Car Park Improvements be received; and**
- (ii) Company C (the preferred Best Value contractor) be asked to resubmit a proposal with modifications to facilitate the ease of use of the proposed electric car park barriers for regular users (Members and Staff).**

33. CAR PARK LEASE (HARLEY HOUSE DENTAL PRACTICE)

It was RESOLVED that:

the report on the car park lease with Harley House Dental Practice be received.

34. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

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

Safeguarding Update Report

- (ii) the report on Staff DBS checks and Fairway Hall security be received;**

Training Update

- (iii) the report on training update (Staff and Members) be received and the Clerk be authorised to make work placement positions available (preferably for students from Hertswood School), as appropriate and in accordance with the demands upon the Council;**

Staffing Matters

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

Christmas Period

- (v) the Council Offices and Fairway Hall be closed on 27, 28 and 29 December 2017 (in addition to the public holidays) with the effect that the last working day of 2017 be Friday 22 December 2017 and the first working day of 2018 be Tuesday 2 January 2018.**

35. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 8 February 2018.

The Meeting closed at 8.40 pm.

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