

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 2 November 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 E Silver (Substitution)
Cllr Mrs P Strack (Substitution)

In attendance: H R O Jones - Town Clerk

36. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr G Silver (Other Business) (Cllr E Silver substituted) and Cllr S Rubner (Other Business) (Cllr Mrs P Strack substituted).

37. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs S Parnell	39 (g)	Disclosable Pecuniary Interest (DPI)
Cllr Mrs P Strack	39 (d) and (g)	Disclosable Pecuniary Interest (DPI)
Cllr E Silver	39 (g)	Disclosable Pecuniary Interest (DPI)
Cllr C Butchins	39 (d) and (h)	

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 39 (g) were discussed, the Vice Chairman (Cllr Mrs A Mitchell) took the Chair.

38. MINUTES

It was **RESOLVED** that:

the Minutes of the meeting of the General Management Committee held on 19 October 2017 be approved and authorised for signing by the Committee Chairman.

39. COMMUNITY GRANT APPLICATIONS

It was noted that the remaining available Community Grant Budget (4161/401) for 2017/18 was £8,775.

It was **RESOLVED** that:

- (i) **a third and final tranche of Community Grant applications in 2017/18 would be considered by the Committee on 8 February 2018 with a recommendation to Council at the 14 March 2018 meeting; and**
- (ii) **the following Community Grants for 2017/18 be recommended to Full Council on 22 November 2017:**

	Applicant	Purpose of Grant	Amount Sought by organisation in application	Amount Recommended by General Management Committee of 2 November 2017
(a)	TWF Short Film Awards	Awards Ceremony Costs	£750	£200
(b)	Community Hertsmere	IT Equipment	£4,966	£1,000 with recommendation to seek award from Big Local.

(c)	Aldenham Renaissance	Play Equipment	£800	£800
(d)	Elstree & Borehamwood Green Belt Society	Air Quality Contractors	£3,000	Defer to 3rd tranche
(e)	Elstree Productions	Hall Hire, Advertising and Props	£800	£500
(f)	Holy Cross Church	Replacement Boiler	£2,000	nil
(g)	Elstree and Borehamwood Dementia Support Group	Hall Hire and Running Costs	£3,500	£500 plus 12 months 'free use' of Fairway Hall
(h)	Borehamwood and Elstree Synagogue JLEX Project	Costs towards transport and hosting Exhibition	£1,000	£500

40. 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) Code of Conduct (5 Year Review);**
- (ii) Lone Worker Policy (1 Year Review);**
- (iii) Equality and Diversity Policy (1 Year Review); and**
- (iv) Grants Policy (1 Year Review).**

41. FINANCIAL REPORT

It was RESOLVED that:

- (i) the draft Budget 2018/19 set out in the report before Members be approved for recommendation to Full Council for setting both Budget and Precept at on 17 January 2018 to include:**

- 4190/401 Budgeted Grant BETTA £1,500 (£500 increase from 17/18)**
- 4464/404 Town Twinning £1,500 (£500 increase from 17/18)**

- (ii) the Detailed Income and Expenditure Report to 24 October 2017 be received; and**
- (iii) the update report on Council Banking be received.**

42. 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 terms of an existing contract and staffing matters were discussed.

43. 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.

44. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

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

Training and Work Placements Update

- (ii) the report on training update (Staff and Members) be received and the work placement positions be noted:**

- 5-9 March 2018 Grounds Staff (Support) - 1 Student**
- 12-16 March 2018 Grounds Staff (Support) - 1 Student; and**

Staffing Matters

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

45. CLOSE OF MEETING

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

The Meeting closed at 8.50 pm.

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