

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 8 November 2018** 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 Mrs P Strack (Substitution)

In attendance: H R O Jones - Town Clerk

**39. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

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

**40. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**41. PUBLIC PARTICIPATION**

There were none.

**42. MINUTES**

It was **RESOLVED** that:

**the Minutes of the meeting of the General Management Committee held on 18 October 2018 be approved and authorised for signing by the Committee Chairman.**

**43. CHINA SISTER TOWN SUB-COMMITTEE**

It was noted that the delegation visit from Huainan was scheduled for 27 to 30 November 2018.

**44. COMMUNITY GRANT APPLICATIONS (2<sup>ND</sup> TRANCHE)**

It was noted that the remaining available Community Grant Budget (4161/401) for 2018/19 was £10,200.

**It was RESOLVED that:**

- (i) a third and final tranche of Community Grant applications in 2018/19 would be considered by the Committee on 7 February 2019 with a recommendation to Council at the 13 March 2019 meeting; and
- (ii) the following Community Grants for 2018/19 be recommended to Full Council on 28 November 2018:

	<b>Applicant</b>	<b>Purpose of Grant</b>	<b>Amount Sought by organisation in application</b>	<b>Amount Recommended by General Management Committee of 8 November 2018</b>
(a)	<b>Keech Hospice Care</b>	<b>Help towards children's 24 hour advice line</b>	<b>£500</b>	<b>Nil.</b>  <b>Recommended that organisation seek funding from Herts Community Foundation (HCF)</b>
(b)	<b>EBLOS Musical Theatre</b>	<b>Help towards December pantomime fundraiser</b>	<b>£1,000</b>	<b>£1,000</b>
(c)	<b>The Chai Centre</b>	<b>Help towards Opening of Jewish Community Centre</b>	<b>£8,000</b>	<b>Nil.</b>  <b>Deferred to GMC on 7 February 2019 pending further details on use of grant.</b>

#### **45. 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) Member Officer Protocol (3 Years);**
- (ii) Equalities Policy (1 Year);**
- (iii) Lone Worker Policy (1 Year); and**
- (iv) Grants Policy 2019/20.**

#### **46. HEALTH AND SAFETY**

It was noted that Council Staff had received fire safety training and that basic fire extinguisher use had been covered during the course. As such this information should be reflected in future Fire Risk Assessments.

**It was RESOLVED that:**

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

- (i) Fire Risk Assessment 2018/19.**

#### **47. FINANCIAL REPORT**

**It was RESOLVED that:**

- (i) the update report on the 2019/20 Budget setting process by Committees be received without amendment in preparation for the Precept and Final Budget setting by Full Council on 16 January 2019;**
- (ii) the Detailed Income and Expenditure Report to 31 October 2018 before Members be received;**
- (iii) the recommended Members' Fees and Allowances budget item for the 2019/20 Budget remain as per the 2018/19 level of award (£300: Members and £950: Mayor);**

- (iv) the Earmarked Reserve (EMR) Master Codes name from “Future Projects” (325) be changed to “Community Wellbeing Projects” on the Council’s Accounts Package; and
- (v) £500 be awarded to BETTA (2<sup>nd</sup> tranche Budgeted Grants) (4190/401) to complete the 2018/19 award (with the 2019/20 award, if agreed, being paid in one lump sum).

**48. 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 legal cases and staffing matters were discussed.**

**49. CLERK’S REPORT**

**Insurance cases**

**It was RESOLVED that:**

- (i) the report on outstanding cases/insurance claims be received; and
- (ii) the report on Staffing matters be received.

**50. CLOSE OF MEETING**

It was noted that the next meeting was scheduled for Thursday 7 February 2019.

The Meeting closed at 8.20pm.

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