

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 8 February 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 S Rubner
Cllr Mrs P Strack (Substitution)

In attendance: H R O Jones - Town Clerk

46. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

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

47. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs P Strack	49 (a)	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.

48. MINUTES

It was **RESOLVED** that:

the Minutes of the meeting of the General Management Committee held on 2 November 2017 be approved and authorised for signing by the Committee Chairman.

49. COMMUNITY GRANT APPLICATIONS

It was noted that the remaining available Community Grant Budget (4161/401) for 2017/18 was £5,275.

It was **RESOLVED** that:

- (i) the following Community Grants for 2017/18 be recommended to Full Council on 14 March 2018:

	Applicant	Purpose of Grant	Amount Sought	Amount Recommended by General Management Committee of 8 February 2018
(a)	Elstree and Borehamwood Green Belt Society	Independent Site Survey	£3,000	Nil (Application withdrawn)
(b)	Borehamwood Bandstand Project	Series of Events	£6,000	£3,000 (To cover one season of events)
(c)	Gratitude	Hall hire and catering costs	£750	Nil

50. 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) **Complaints Procedure (2 Year Review);**
(ii) **Publication Scheme (2 Year Review);**

- (iii) Training Policy (3 Year Review); and**
- (iv) Civic Awards Policy (3 Year Review).**

51. INFORMATION COMMISSIONER'S OFFICE

It was RESOLVED that:

the renewal of registration with Information Commissioner's Office (ico.) (Reference Z8485983) from March 2018 be approved.

52. BUSINESS FORUM

It was noted that The Forum Chairman had arranged for representatives from interested groups to attend the Business Forum meeting on 28 March 2018 with a theme of "Focus on China" - with speakers providing insights into doing business with China or Chinese companies. Short video presentations would be displayed with further opportunities to ask questions and network. The Forum continued to be on a free entry basis and new attendees were welcomed. Publicity material would be prepared (coded to the 1486/104 Business Forum budget). It was further noted that the General Management Committee would reconsider the future of the Business Forum based on the success and popularity of the 28 March 2018 meeting.

53. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 31 January 2018 be received;**
- (ii) it be noted that the Internal Audit (Auditing Solutions) was scheduled to take place on 10 May 2018 (2nd and final of annual reviews 2017/18); and**
- (iii) the in-house Audit Sub-Committee (Cllr C Butchins and Cllr G Franklin) date be set for 14 March 2018 (Final of 2017/18 Financial Year).**

54. SISTER TOWN SUB-COMMITTEE

It was noted that whilst no Sub-Committee meeting had taken place in recent weeks, a letter of thanks to Huainan would be sent on behalf of the Town Council following the visit in 2017. The Sub-Committee Chairman would aim to arrange a meeting, as required and appropriate. Following the signing of the memorandum of understanding it was felt

that future Sub-Committee meetings should be on a more formal basis (i.e. held at the Town Council premises with agendas and minutes prepared by Council Officers).

55. 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 outstanding legal cases, staffing matters and matters relating to the negotiations of the terms of a lease were discussed.

56. 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.

57. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

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

Grounds Team and Caretaking Support

- (ii) the Clerk be authorised to investigate and trial cleaning support services for Fairway Hall and Town Council Offices (to be coded to 1637/106 Com-Maintenance).**

2018/19 Staff Salaries (from 1 April 2018)

- (iii) the staff costs report before Members be received and the salaries for 2018/19 (commencing 1 April 2018) be approved; and**

2017/18 Staff Appraisal Procedures

- (iv) it be noted that Staff appraisals were scheduled to be carried out in March/April 2018.**

58. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 26 April 2018.

The Meeting closed at 8.10 pm.

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