

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 26 April 2018** 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 Mrs P Strack

In attendance: H R O Jones - Town Clerk

59. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr G Franklin (Other Business) (Cllr R Butler substituted).

60. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

61. MINUTES

It was **RESOLVED** that:

the Minutes of the meeting of the General Management Committee held on 8 February 2018 be approved and authorised for signing by the Committee Chairman.

62. POLICIES AND PROCEDURES

It was noted that reference to the Fire Policy would be included in the terms of hire for Fairway Hall.

It was RESOLVED that:

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

- (i) Fire Safety Policy and Procedure 2018/19 (1 Year); and**
- (ii) Fairway Hall Booking Procedure, Terms of Hire and Freescale (1 Year), with the following Freescale for 2018/19 being adopted:**

MONDAY TO THURSDAY

9.00am to 6.00pm - £25.00

6.00pm to 11.00pm - £30.00

11.00pm onwards - £40.00

FRIDAYS, SATURDAYS AND SUNDAYS

9.00am to 6.00pm - £35.00

6.00pm to 11.00pm - £45.00

11.00pm onwards - £65.00

63. INSURANCE POLICY AND ASSET REGISTER

It was noted that the 2018/19 Insurance Policy Schedule renewal was being subjected to a best value review (3 quotes) to be approved at the General Management Committee meeting on 24 May 2018. It was further noted that the Asset Register 2018/19 was scheduled to be completed (transferal to Sigma package) by 24 May 2018.

64. FINANCIAL REPORT

It was noted that the new external auditors for Hertfordshire were PKF Littlejohn LLP and that they would be responsible for the Parish and Town Council audits for annual accounts starting in the 2018/19 financial year (a five year contract).

It was further noted that the Internal Audit 2017/18 (Final) was being carried out by Auditing Solutions Ltd at the Town Council Offices on 10 May 2018.

It was RESOLVED that:

- (i) the Summary and Detailed Income and Expenditure Report to Year End (31 March 2018) be received;**
- (ii) the s.137 expenditure report to Year End (31 March 2018) be received;**

- (iii) the In House Audit report of 14 March 2018 prepared by Cllr C Butchins be received and it be noted that x2 In House Audits were completed, as required, in 2017/18;
- (iv) costs associated with All Saints Coffee Mornings relating to refreshments and publicity be met from the Town Council's Partnership Working Budget (1484/104);
- (v) Full Council on 16 May 2018 be recommended to approve up to £3,000 expenditure from General Reserves (non-budgeted in 2018/19), if required, to enable the 'Make a Face' project proposed by S Moser to erect laminated sheets on lamp posts in Borehamwood (to be carried out by Lamps and Tubes lighting contractors);
- (vii) a 'heavy duty' laminator be purchased for the 'Make a Face' project as described at (v) above (suitable for up to 3,000 copies) with Schools/Project Organisers being asked to arrange for laminating sheets to be prepared/ordered;
- (vii) Full Council on 16 May 2018 be recommended to approve £5,500 expenditure from General Reserves (non-budgeted in 2018/19) to meet costs associated with outsourced data protection officer service agreement (The DPO Centre Ltd); and
- (viii) options for printing postage directly with Royal Mail online services be investigated in order to undertake a best value review against the Council's current franking machine arrangement.

65. PUBLIC AND PARTNER FORUMS

It was RESOLVED that:

- (i) a recommendation be made to Annual Full Council Meeting on 16 May 2018 to establish a Community Safety Meeting (to meet 4 times per year with up to 5 Members on parallel lines to the Transport and Road Safety Forum) with attendance by the public, Hertsmere Constabulary, Fire Brigade, Clarion Housing Group, Neighbourhood Watch and other interested parties; and
- (ii) the final meeting of the Business Forum take place on 6 June 2018.

66. DATA PROTECTION

Members received a briefing report and noted that this would be recommended to the Full Council meeting of 16 May 2018. On balance, it was felt that in Year One of the new

arrangements, an externally contracted DPO should be appointed (following a recommendation from HAPTC). Members noted the Councillor actions required to comply with data protection legislation (especially in relation to email addresses).

As noted at Minute 64(vii) above, it was agreed that the most practical solution for the Town Council would be to make use of the existing relationship (through HAPTC training) with The DPO Centre Ltd. As such, Full Council would be recommended to approve this appointment.

The Council would also be undertaking a comprehensive review of its data protection responsibilities, including:

- A review of all data held electronically together with its IT support providers;
- An impact assessment (with further training with The DPO Centre Ltd in May 2018);
- A review of the advice prepared by NALC on the application of the Data Protection Regulation to Town and Parish Councils (L0317, L0417, L0517 and L06-17);
- A review of the advice prepared by ico. (especially in relation to subject access requests and the lawful basis for processing personal data); and
- Publication of a policy based on the template Privacy and Cookies Policy.

67. HEALTH AND SAFETY CONTRACT

It was RESOLVED that:

CAPITA Property and Infrastructure Ltd be reappointed for a 12 month period as the Council's Health and Safety advisor, commencing June 2018.

68. 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 and staffing matters were discussed.

69. CLERK'S REPORT

Insurance cases

It was **RESOLVED** that:

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

2017/18 Staff Sickness Record

- (ii) **the 2017/18 Staff Sickness record be received and noted; and**

Staff Meeting Report

- (iii) **the report from the Staff Meeting be received and noted.**

70. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 24 May 2018.

The Meeting closed at 8.20 pm.

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