

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 24 May 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 G Silver

Also Present: Cllr Mrs P Strack

In attendance: H R O Jones - Town Clerk

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

02. COMMITTEE MEMBERSHIP

It was noted that Cllr S Rubner replaced Cllr E Silver on the Committee, by agreement.

It was RESOLVED that:

the General Management Committee 2018/19 Membership be confirmed as follows:

Cllr Mrs S Parnell (Chairman)
Cllr Mrs A Mitchell (Vive Chairman)
Cllr C Butchins
Cllr G Franklin
Cllr S Rubner
Cllr G Silver

03. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

04. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 26 April 2018 be approved and authorised for signing by the Committee Chairman.

05. MAYOR'S CHARITY

It was RESOLVED that:

the designated Town Council Charity (The Mayor's Charity) for 2018/18 (to be the principle charity for collections at Council events) be Hertsmere MENCAP.

06. WORKING GROUPS AND SUB-COMMITTEES

There were no additional groups or Sub-Committees appointed other than those agreed by Annual Council on 16 May 2018 (Community Safety Meeting (CSM), Transport Forum and China Sister Town Working Group) and the 'In House' Audit Sub-Committee.

07. GRANT APPLICATIONS

It was noted that the total budget available for Community Grants awarded by the Town Council in the 2018/10 year amounted to £10,000. It was noted that a late application had been submitted by Saffron Green School which would be deferred until the next meeting in order to allow for supporting documentation to be prepared.

The grants budgeted for designated organisations in 2018/19 were Boreham Wood Football Club (£1,000), BETTA (£1,000) and First Impressions (£1,000). It was noted that these were to be determined by the Committee by delegated authority from Council as per the Committee's Terms of Reference. However, in order for sufficient time to be allocated to the groups in preparing financial supporting statements for the Committee to consider (preferably year end accounts) a decision on these would also be deferred to the next Committee meeting on 12 July 2018. It was also noted that due to increase in advertising costs, Boreham Wood Football Club would be seeking a grant of £1,600.

It was RESOLVED that:

the first tranche of 2018/19 Budgeted and Community Grant applications be deferred for consideration to the General Management Committee meeting on 12 July 2018.

08. 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) Health and Safety Policy Statement 2018/19.**

09. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 15 May 2018 before Members be received;**
- (ii) the “In House Auditors” for 2018/19 be appointed as Cllr C Butchins and Cllr G Franklin to meet twice in the Council Year (by arrangement with the Town Clerk) with the previously agreed terms of reference;**
- (iii) the Internal Audit Report (Final) 2017/18 (following audit conducted on 10 May 2018) be received and approved (noting that there were no issues arising for action); and**
- (iv) the Asset Register 2018/19 be received (to comply with External Audit submission of Annual Return).**

10. 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 the renewal of a contract and staffing matters were discussed.

11. INSURANCE CONTRACT

Three competitive quotes were considered to provide the Town Council’s ongoing insurance cover (including vehicle cover).

It was RESOLVED that:

Zurich Municipal plc be appointed as the Town Council's insurers for the 2018/19 Municipal Year on a 5 year term (commencing June 2018).

12. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

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

Staffing Matters

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

Training

- (iii) Chairmanship training be arranged through HAPTC for all current Chairmen and Vice Chairmen (open to all Members).**

13. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 12 July 2018.

The Meeting closed at 8.00 pm.

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