

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 18 October 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 (Minutes 27 - 34)

In attendance: H R O Jones - Town Clerk

27. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

28. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

29. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 12 July 2018 be approved and authorised for signing by the Committee Chairman.

30. CHINA SISTER TOWN SUB-COMMITTEE

The Committee received an update report from the General Management Committee Chairman in connection with the delegation visit from Huainan in Autumn 2018. It was noted that:

- A date had yet to be confirmed;
- O Dowden MP had agreed to meet the delegation at his offices and to visit Westminster;

- Boreham Wood Football Club would host a visit (with the potential for exchange students in future years to be investigated);
- Elstree Studios would host a visit (potentially with the Leader and Mayor of Hertsmere Borough Council); and
- A visit with a 'sporting' theme would be investigated in view of the Sports Minister forming part of the delegation.

31. COMMUNITY SAFETY MEETING (CSM)

The Committee received an update report from the Meeting Chairman following the second meeting of the CSM on 3 October 2018. It was noted that a good turnout had been achieved with representatives from the following bodies in attendance:

- Police Commissioner (Hertfordshire);
- Hertfordshire Constabulary (PCSO);
- Herts Fire and Rescue;
- Clarion Housing; and
- Neighbourhood Watch.

It was agreed that the CSM had potential to grow from strength to strength and the General Management Committee looked forward to the next meeting scheduled for 30 January 2019.

32. 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) Investment Policy (1 Year);**
- (ii) Safeguarding Policy (1 Year); and**
- (iii) Social Media Policy (3 Years).**

33. FINANCIAL REPORT

It was **RESOLVED** that:

- (i) the Detailed Income and Expenditure Report to 8 October 2018 before Members be received;**

- (ii) noting Minute 23 (ii) of 12 July 2018 General Management Committee, an exceptional allowance be made in 2018/19 to reimburse travel and accommodation costs for the Town Mayor to visit Offenburg on Town Twinning business (in lieu of no visit to Fontenay being made for the Remembrance service in this year - with future years being reimbursed only for Remembrance service and one other trip);
- (iii) the update report on the 2019/20 Budget setting process by Committees be received in preparation for the Precept and Final Budget setting by Full Council on 16 January 2019 and headline items for General Management Committee expenditure be noted as follows:

Item	Proposed Increase/Decrease	ACTION
Gifts And Hospitality	+\$300	2019/20 Budget
Member Fees And Allowances (Including Mayoral Allowance)	N/A	Consider Report at General Management Committee on 8 November 2018
Equipment For Site Use (Ride On Mower)	+\$1,500	2019/20 Budget
Allotment Water Fees	+\$1,000	2019/20 Budget
Fairway Hall Temporary Contractor	Nil (in lieu of Full Time Caretaking Post being filled)	2019/20 Budget
Fairway Hall Kitchen Refurbishment	up to £18,000 (including cooker, flooring and units)	Capital Projects EMR (313)
Air Conditioning	up to £14,000 (Fairway Hall and Offices) Up to £7,000	Capital Projects EMR (313)

	(Fairway Hall only)	
Fairway Hall Lighting	up to £6,000	Capital Projects EMR (313)

- (iv) the minutes of the In House Audit Sub-Committee of 2 October 2018 prepared by Cllr C Butchins be received with decisions required by General Management Committee set out at (v) to (vii) below;
- (v) the report of the External Auditor in relation to the Annual Return 2017/18 be noted with the final documentation (once available) being submitted to Full Council for approval;
- (vi) the Investment vehicles of the Town Council be approved as follows:

Investment	Amount	To Commence
Close Brothers	£100,000	1.2% for 18 months 3 November 2018
Aldermore	£100,000	1.4% for 1 year (subject to agreement of rates by Aldermore) 10 January 2019
Investec	£100,000	1.3% for 2 years

- (vii) at its meeting on 28 November 2018, Full Council be recommended to approve Pension Fund strain cost liabilities (as advised by Hertfordshire County Council) from General Reserves of £43,000 (lump sum).

34. PUBLIC PARTICIPATION

There were none.

35. 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 internal policies, legal cases and staffing matters were discussed.

36. INTERNAL POLICIES AND PROCEDURES

It was **RESOLVED** that:

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

- (i) Council Offices Key holder Policy.

37. 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 Staffing matters be received and the Staffing Structure from 1 January 2019 be approved:

Position	Full/Part Time
Town Clerk and RFO	Full Time 37 hours per week
Deputy Clerk	Full Time 37 hours per week
Entertainments Officer	Full Time 37 hours per week
Mayor's Secretary	Part Time 28 hours per week
Town Warden	Part Time 22 hours per week
Groundsman/woman	Part Time 22 hours per week
Fairway Hall Supervisor	Full Time 37 hours per week

Caretaker (Vacancy)	Full Time 37 hours per week (to commence in April 2019 subject to demand on staffing prior to this time)
--------------------------------	---

Member Training

- (iii) **the Member Training (Chairmanship) be rescheduled for Spring 2019;**

SLCC Conference

- (iv) **the update report on the SLCC Conference 2018 (10 and 11 October 2018) be received; and**

Christmas Closure of Fairway Hall

- (v) **Christmas Closure of Fairway Hall be agreed for 24, 27, 28 and 31 December 2018 (i.e. last day of office opening 21 December 2018 and First day of opening in New Year: 2 January 2019) [Note: Fairway Hall Floor Repairs scheduled over Christmas Break].**

38. CLOSE OF MEETING

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

The Meeting closed at 9.25pm.

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