

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 12 July 2018** at 7.00pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)
Cllr Mrs A Mitchell (Vice Chairman)
Cllr C Barker (Substitution)
Cllr G Franklin
Cllr S Rubner
Cllr Mrs F Turner (Substitution)

Also Present: Cllr Mrs P Strack

In attendance: H R O Jones - Town Clerk

14. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr C Butchins (Family) (Cllr C Barker substituted) and Cllr G Silver (Other Business) (Cllr Mrs F Turner substituted)

15. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs S Parnell	20 (iii) and 21	Disclosable Pecuniary Interest (DPI)
Cllr Mrs P Strack	20 (iii) and 21	Disclosable Pecuniary Interest (DPI)

Members declaring a Disclosable Pecuniary Interest refrained from taking part in any discussion or decision making processes relating to those items. For the period of the meeting when the matters contained in Minutes 20 (iii) – 21 were discussed, the Vice Chairman (Cllr Mrs A Mitchell) took the Chair.

16. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 24 May 2018 be approved and authorised for signing by the Committee Chairman.

17. CHINA SISTER TOWN SUB-COMMITTEE

It was RESOLVED that:

- (i) the Town Clerk be provided with contact details by a Member of the China Sister Town Sub-Committee for an official Council Headed letter to be sent to Huainan inviting a delegation to the UK in the Autumn of 2018; and**
- (ii) the request from a Member of the Public for China Sister Town Sub-Committee meetings to be held in open session (i.e. with invitation to press and public) be approved and the Terms of Reference be duly amended to include this provision.**

18. COMMUNITY SAFETY MEETING

It was noted that the Chief Inspector had written to the Town Council notifying the Authority that at the present time Hertfordshire Constabulary was not in a position to provide attendance at CSM meetings. It was further noted that the Committee would review the progress of the CSM by way of a Chairman's report following the first meeting on 18 July 2018.

It was RESOLVED that:

the following organisations/groups be invited to attend CSM meetings:

- Schools**
- Places of Worship**

19. SCHOOL SWIMMING PROGRAMME

It was RESOLVED that:

the school swimming programme arrangements be readopted (subject to review in July 2019).

20. Budgeted Grant Applications

Budgeted Grants

It was RESOLVED that:

The grant applications (Budgeted and Community) before the Committee be determined as follows:

Budgeted Grants

The following Budgeted Grants for 2017/18 be authorised for payment:

(i) Boreham Wood Football Club - Award Agreed: £1,600

Purpose of Grant: Stadium Board and programme

Power of Expenditure: Local Government (Miscellaneous Provisions) Act 1976 s.19

Additional Conditions: Evidence to be supplied of use as per procedure requirements.

Budget Code: 4166/401

Cheque made payable to: "Boreham Wood Football Club Ltd"

Action Required: Boreham Wood Football Club representative to be notified of decision and provided with a cheque for £1,600.

(ii) BETTA - Award Agreed: £1,000

Purpose of Grant: Running Costs

Power of Expenditure: Local Government Act 1972 s.144

Additional Conditions: use of Grant Monies not to be used for Salary purposes and evidence to be supplied of use as per procedure requirements.

Budget Code: 4190/401

Cheque made payable to: "Borehamwood & Elstree Twin Town Association"

Action Required: BETTA Chairman/Treasurer to be notified of decision and provided with a cheque for £1,000.

(iii) First Impressions

Application Withdrawn and future applications to be made by way of the Community Grants procedures.

Action Required: First Impressions to be notified of the decision above.

'Free' Use of Fairway Hall

It was RESOLVED that:

the following requests/proposals that had been brought to the Committee's attention for consideration of 'free' usage of Fairway Hall be determined as follows:

- (i) Business Forum continuation joint meetings - not required due to discontinuation of Business Forum;**
- (ii) Two Fundraising Events for Mayor's Charity Hertsmere MENCAP - approved; and**
- (iii) Dementia Club (to be weekly rather than fortnightly) - to be deferred as weekly meetings to be trialed in July only.**

21. PUBLIC LIABILITY INSURANCE COVER

Following a full and wide ranging debate, it was noted that the proposal to include the All Saints Coffee Mornings as a formal Town Council activity be withdrawn. As such, the Town Council's Public Liability cover would not apply for these activities.

22. 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) Meeting Dates Policy;**
- (ii) Mayoral Attendance Policy;**
- (iii) Retention of records Policy with the following amendment (as advised by the Council's data protection consultants):**
 - Receipt and payment account(s) - 6 years**

- (iv) **Data Protection Policy; and**
- (v) **DRAFT Standing Orders 2018/19 (to be referred for final approval to Full Council on 5 September 2018) with the following amendments:**
 - **Committee meetings to commence with public participation session (one 3 minute slot for up to 3 Members of the Public to ask questions and/or to make statements in relation to items on the agenda).**
 - **18 (a)(v) and 18(c) - tender limit to be set at £60,000 (to be amended also in Financial Regulations)**

23. FINANCIAL REPORT

It was RESOLVED that:

- (i) **the Detailed Income and Expenditure Report to 3 July 2018 before Members be received;**
- (ii) **the Town Council's budget heading for Town Twinning (4464/404 Twinning Activities) be utilised to cover reimbursement to the Town Mayor and Mayor's Consort for the travel and accommodation costs (if any) associated with visiting Fontenay-aux-Roses for the Remembrance Service in November each year and one additional trip within the municipal year to one of the European Twin Towns (the cost of any additional trips to be met by the Mayoral Allowance); and**
- (iii) **new Freedom of Information requests made to Elstree and Borehamwood Town Council from 13 July 2018 be subject to a fee as set out in the guidelines prepared by the ico. (Information Commissioner's Office):**

http://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf

24. 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 staffing matters were discussed.

25. CLERK'S REPORT

Insurance cases

It was **RESOLVED** that:

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

Staffing Matters

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

26. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 18 October 2018.

The Meeting closed at 8.30 pm.

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