

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 7 February 2019** 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 Mrs P Strack (Substitution)

In attendance: 2 representatives of The Jewish Life Centre (Minute 53.)
H R O Jones - Town Clerk

51. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr S Rubner (Other Business) (Cllr Mrs P Strack Substituted) and Cllr G Silver (Other Business).

52. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs P Strack	(55. iv)	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.

53. PUBLIC PARTICIPATION

Members received representations in support of the application at Minute 55(i) - Community Grants - Application by The Chai Centre (Jewish Life Centre) and CIL Funding as referred to the Committee by the Environment and Planning Committee of 15 January 2019).

54. MINUTES

It was RESOLVED that:

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

55. COMMUNITY GRANT APPLICATIONS (3rd TRANCHE)

It was RESOLVED that:

the following Community Grants for 2018/19 be recommended to Full Council on 13 March 2019:

	Applicant	Purpose of Grant	Amount Sought by organisation in application	Amount Recommended by General Management Committee of 7 February 2019
(i)	RESUBMISSION - The Chai Centre (Jewish Life Centre)	Help towards Opening of Jewish Community Centre - Security and Kitchen	£8,000	£1,800 for security costs (with CIL application for funding to follow)
(ii)	Elstree Productions	Costs towards production of show at Radlett Centre in November 2019	£500	£500
(iii)	Boreham Wood Otters Swimming Club for the Disabled	Swimming Teacher	£250	£250
(iv)	Elstree Mozart Players (original application form listed as Community Charity)	Expenses for players, hire of music and website costs	£4,000	£500
		Total	£12,750	£3,050

It was noted that the remaining available Community Grant Budget (4161/401) for 2018/19 was £9,200.

56. INFORMATION COMMISSIONER'S OFFICE

It was RESOLVED that:

the renewal of registration with Information Commissioner's Office (ico.) (Reference Z8485983) from March 2019 be approved.

57. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 28 January 2019 before Members be received; and**
- (iii) the In-House Audit Sub-Committee (Cllr G Franklin and Cllr C Butchins) be set for 13 March 2019 at 3.00pm.**

58. COMMUNITY SAFETY MEETINGS (CSM)

An update report was received from the Chairman of the CSM. Whilst it was noted that representation by Hertsmere Constabulary continued to be problematic, the number of attendees overall had been encouraging at recent meetings. It was, therefore, felt that the CSM should continue to meet, with representations being made to the Chief Inspector to encourage police attendance in future.

59. CHINA SISTER TOWN SUB-COMMITTEE

It was RESOLVED that:

the Chairman of the China Sister Town Sub-Committee be asked to take action to agree a meeting of the Sub-Committee to formally review and adopt Terms of Reference (subject to Full Council approval and in view of the successful delegation visit from China in 2018) and to consider further actions for the Town Council's involvement in the "sistering" process.

60. 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 goods and services, legal cases and staffing matters were discussed.

61. FAIRWAY HALL REJUVENATION PROJECT

It was noted that the air conditioning units and tables would be installed at Fairway Hall in early April 2019 (to be funded from Ear Marked Reserve A/c Code 313 - Capital Projects as part of the Fairway Hall rejuvenation project).

It was RESOLVED that:

- (i) Airway Air Conditioning be appointed as the contractor responsible for installing air conditioning units at Fairway Hall (following a Best Value exercise); and**
- (ii) 10 Circular Tables (4 to 6 seating) be purchased together with two holding trolleys for Fairway Hall hirers and Council use.**

62. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

- (i) the report on outstanding cases/insurance claims be received;**
- (ii) the Grounds Team Maintenance Schedule be received;**
- (iii) it be noted that the Caretaking Support interviews were scheduled to take place in the week commencing 11 March 2019;**
- (iv) the 2018/19 Staff Appraisal procedures and Local Council Award Scheme Staffing Implications report be received and approved (with staff receiving a £500 bonus each (subject to tax and NI) in March 2019);**
- (v) the Staff Structure and 2019/20 Staff Salaries (from 1 April 2019) be approved; and**

- (vi) **it be noted that future Staffing Matters (on terms and conditions and salaries) would be dealt with by a Staffing Committee (if approved by Full Council) and appeals (2nd stage grievances and disciplinary proceedings) by an Appeals Committee.**

63. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 18 April 2019.

The Meeting closed at 9.00pm.

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