

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 18 April 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 S Rubner
Cllr Mrs P Strack (Substitution)

In attendance: H R O Jones - Town Clerk

64. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

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

65. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none

66. PUBLIC PARTICIPATION

There was none.

67. MINUTES

It was **RESOLVED** that:

the Minutes of the meeting of the General Management Committee held on 7 February 2019 be approved and authorised for signing by the Committee Chairman.

68. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Summary and Detailed Income and Expenditure Report to Year End (31 March 2019) before Members be received;**
- (ii) the report of s.137 expenditure to Year End (31 March 2019) be received;**
- (iii) the report of the In House Audit of 13 March 2019 prepared by Cllr C Butchins be received;**
- (iv) the report of the Internal Audit 2018-19 (Interim) prepared by Auditing Solutions Ltd (5 December 2018) be received;**
- (v) the report of Savings Vehicles and Accumulated Interest Report 2018/19 prepared by the Deputy Clerk be received; and**
- (vi) for 2018/19 (and future years) the cost of Mayoral/Deputy Mayoral attendance at Hertsmere Borough Council's Civic Dinner be met by the Town Council (to be coded to 1426/104 Hospitality).**

69. COUNCIL AWARDS

The Committee considered a request from Elstree and Borehamwood NSPCC for an award to Borehamwood Brass. It was noted that the terms of the Council's award scheme did not cover awards to specific groups and as such, it was suggested that Borehamwood Brass put forward an application for a Community Grant from the Town Council in 2019/20 for consideration by the newly elected Council.

70. INSURANCE POLICY AND ASSET REGISTER

It was noted that the Asset Register 2019/20 was scheduled to be received by the Committee on 23 May 2019 taking account of revised Benches/Notice Boards project and site and equipment changes (Fairway Hall rejuvenation project).

It was RESOLVED that:

the 2019/20 Insurance Policy Schedule renewal be noted and schedule agreed (noting long term agreement to 1 June 2023).

71. POLICIES, PROCEDURES AND FEES

It was RESOLVED that:

- (i) the Fire Safety Policy and Procedure 2019/20 be received and formally adopted;**
- (ii) the Fairway Hall Feescale be set (without amendment from previous year) for 2019/20 as follows:**

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

- (iii) the Fairway Hall Booking Procedure and Terms of Hire be deferred to the General Management Committee meeting on 23 May 2019;**
- (iv) the Disciplinary Policy and Procedure as set out before Members be received and adopted; and**
- (v) the Grievance Policy and Procedure as set out before Members be received and adopted.**

72. HEALTH AND SAFETY CONTRACT

It was RESOLVED that:

the of Consultancy Service Contract (H&S) be renewed with Capita (£1,163 coded to 1415/104) commencing 3 June 2019 (Term 1 Year).

73. 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.

74. FAIRWAY HALL REJUVENATION PROJECT

It was noted that the threshold for the rejuvenation of Fairway Hall project was agreed by Full Council on 16 January 2019 to be funded from Ear Marked Reserve A/c Code 313 - Capital Projects.

It was RESOLVED that:

- (i) Design Abode be appointed as the contractor responsible for the Main Hall Kitchen Refurbishment at Fairway Hall (following a Best Value exercise) with the following amendments to the specification:**
 - **5 ring cooker (with larger oven)**
 - **Laminate kitchen work surfaces**
 - **Improved extractor**
 - **Floor tiles agreed**
- (ii) SOS Electricals be appointed as the contractor responsible for the lighting replacement at Fairway Hall and Offices (following a Best Value exercise).**

75. DENTAL PRACTICE CAR PARK LEASE RENEWAL

The report relating to the Dental Practice Car Park Lease renewal was noted together with the action to obtain a commercial valuation from a Chartered Surveyor for a car parking space to help with lease renewal negotiations.

76. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

- (i) the report on outstanding cases/insurance claims be received;**
- (ii) the 2018/19 Staff Sickness Record be received (to be considered by Staffing Committee in 2019/20 and onwards); and**
- (iii) Staffing Matters arising from Staff Meeting be noted.**

77. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 23 May 2019.

The Meeting closed at 8.30pm.

The Committee wished to record its thanks to Cllr G Franklin for his many years of service on the Town Council and especially at General Management Committee meetings for his expertise, advice and good humour.

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