

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 23 May 2019** at 7.00pm

Present: Cllr Mrs S Parnell (Chairman in the Chair)
Cllr Mrs P Strack (Vice Chairman)
Cllr Richard Butler
Cllr C Butchins
Cllr J Newmark

In attendance: H R O Jones - Town Clerk

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

02. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none (as it was agreed that the grant application from the Rotary Club of the Studios be deferred).

03. PUBLIC PARTICIPATION

There was none.

04. MINUTES

It was **RESOLVED** that:

the Minutes of the meeting of the General Management Committee held on 18 April 2019 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 2019/20 (to be the principle charity for collections at Council events) be The Peace Hospice – Watford – benefitting residents of Elstree and Borehamwood.

06. WORKING GROUPS AND SUB-COMMITTEES

There were no additional groups or Sub-Committees appointed other than those agreed by Annual Council on 8 May 2019 (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It was noted that Boreham Wood Football Club had withdrawn its grant application in view of being awarded CIL monies in the previous municipal year to assist with the building of the North Stand at Meadow Park.

It was RESOLVED that:

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

Budgeted Grants

The following Budgeted Grants for 2019/2020 be authorised for payment:

(i) BETTA - Award Agreed: £1,000 (with £500 being available for additional application by BETTA in 2019/20 to the Committee on providing grounds/business case).

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"

Community Grants

- (ii) the application from Communities First for £5,000 for a Local transport scheme be recommended for referral to Hertfordshire Community Foundation (HCF);
- (iii) Communities First be invited to enter into a conversation with the Town Council about exploring other options for providing local community transport; and
- (iv) consideration of the Community Grant application from the Rotary Club of the Studios (£687 for Book Swap Banks) be deferred to the meeting on 11 July 2019 pending further financial information about the organisation being supplied.

08. POLICIES AND PROCEDURES

It was noted that consideration of the Fairway Hall booking processes and policies would be deferred until the Committee meeting on 11 July 2019.

It was RESOLVED that:

the following policies and procedures be adopted in accordance with the review schedule listed on each document:

- (i) **Health and Safety Policy Statement 2019/20;**
- (ii) **CCTV Policy;**
- (iii) **Media Policy – with amendment at 9. To read:**

“The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given prior written permission.”
- (iv) **Safeguarding: Child and Vulnerable Adult Protection Policy**
- (v) **Equality and Diversity Policy Statement; and**
- (vi) **Lone Worker Policy.**

09. CHINA SISTER TOWN SUB-COMMITTEE

It was RESOLVED that:

- (i) the next meeting of the China Sister Town Sub-Committee be agreed at an appropriate date by the Committee Chairman, taking into account the views of Members and the need for such a meeting; and**
- (ii) the Terms of Reference of the China Sister Town Sub-Committee be recommended for approval at Full Council on 4 September 2019.**

10. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 14 May 2019 before Members be received;**
- (ii) the “In House Auditors” for 2019/20 be appointed as Cllr C Butchins and Cllr J Newmark to meet twice in the Council Year (by arrangement with the Town Clerk) with the previously agreed terms of reference;**
- (iii) the Asset Register 2019/20 be received (to comply with External Audit submission of Annual Return);**
- (iii) the Fairway Hall piano be offered to Elstree and Borehamwood Railway Station as a lobby item (as in St Pancras station) (with the Town Council paying for a final retuning of the item and arranging transportation to the site);**
- (iv) the Committee be asked to consider the Council’s position on Mayoral and Deputy Mayoral costs at the Hertsmere Civic Dinner at its meeting on 7 November 2019;**
- (v) the Clerk be asked to provide an update report on telephone costs and specifications at the next Committee meeting on 11 July 2019; and**
- (vi) the Clerk be asked to arrange for a further valuation to be prepared by Chartered Surveyors of Fairway Hall and Town Council Offices.**

11. DATA PROTECTION OFFICER

It was noted that the end period of the DPO Ltd cover was 21 August 2019.

It was RESOLVED that:

the Town Clerk be appointed DPO from 22 August 2019 and be authorised to carry out any arrangements required to facilitate an in-house scheme for GDPR compliance without the need for external contractors.

12. 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 negotiations relating to the renewal of a contract and staffing matters were discussed.

13. 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 four car parking spaces to assist with lease renewal negotiations.

14. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

- (i) the report on outstanding cases/insurance claims be received; and**
- (ii) Staffing Matters arising from Staff Meeting on 9 May 2019 be noted.**

15. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 11 July 2019.

The Meeting closed at 8.20pm.

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