

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 11 July 2019** at 7.00pm

Present: Cllr Mrs S Parnell (Chairman in the Chair – except for Minute 20(i))
Cllr Mrs P Strack (Vice Chairman)
Cllr Richard Butler
Cllr C Butchins (in the Chair for Minute (20i))
Cllr J Newmark

In attendance: H R O Jones - Town Clerk

16. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

17. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

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

Members declaring a Disclosable Pecuniary Interest left the room and refrained from taking part in any discussion or decision-making processes relating to that item. For the period of the meeting when the matters contained in Minute 20(i) were discussed, by agreement of the meeting (3 Members), Cllr C Butchins took the Chair (the Chairman and Vice Chairman of the Committee both being the Members declaring the interest).

18. PUBLIC PARTICIPATION

Without discussion, Cllr Mrs P Strack presented the case in the form of a public address to the Committee for the Rotary Club (Studios) grant application considered below at Minute 20(i).

19. MINUTES

It was **RESOLVED** that:

the Minutes of the meeting of the General Management Committee held on 23 May 2019 be approved and authorised for signing by the Committee Chairman.

20. GRANT APPLICATIONS

Cllrs Mrs S Parnell and Cllr Mrs P Strack left the meeting room.

Cllr C Butchins in the Chair

Whilst not a Member of the Rotary Club (Studios) and deeming it not to be a prejudicial interest, it was recorded that Cllr C Butchins was a Member of another Rotary Club branch.

- (i) Rotary Club of the Studios

It was **RESOLVED** that:

subject to year end accounts being submitted to accompany the application, the Rotary Club for the Studios community grant application for £687 for book swap banks be recommended to Full Council on 4 September 2019 for 50% support by the Town Council – i.e. a grant award of £343.50.

Cllrs Mrs S Parnell and Cllr Mrs P Strack returned to the meeting room.

Cllr Mrs S Parnell in the Chair.

- (ii) Elstree and Borehamwood Unity Network

It was understood that the legal status of Elstree and Borehamwood Unity Network was as an unincorporated association with trustees. Due to the timing of the proposed event, Members felt that it was appropriate to consider the application at this Committee meeting rather than the next formal tranche period which was in November 2019.

It was **RESOLVED** that:

at its meeting on 4 September 2019, Full Council be recommended to approve a community grant to Elstree and Borehamwood Unity Network of £1,000 to support the costs of hosting a second Diversity Festival on 26-27 October 2019.

21. POLICIES AND PROCEDURES

Whilst Members considered the issue of Mayoral Precedence at Town Events, on balance it was felt that no consideration should be given to amending the policy because, in practice, the Town Mayor would speak first at Town Events by way of making introductions.

It was RESOLVED that:

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

- (i) Headed Paper Policy (with inclusion of electronic communications to be covered by policy);**
- (ii) Meeting Dates Policy (with inclusion of avoidance of days immediately prior to elections, Hindu religious holidays and on page 5 the substitution of “Entertainments Committee Chairman” with “Town Crier Sub-Committee Chair”, i.e. for that Member to be provided with the authority to cancel meetings in line with the policy);**
- (iii) Mayoral Attendance Policy (unamended);**
- (iv) Fairway Hall Booking Policy (with inclusion of:**
 - Raising the Damage Deposit to £250.00 for Hall Hire EXCEPT Teenage (i.e. ORANGE FORM) parties, where it will be £350.00**
 - Teenage (i.e. ORANGE FORM) parties require:**
 - Up to 50 guests under 21 years of age = 2 x SIA approved door staff**
 - Between 50 and 100 guests under 21 years of age = 3 x SIA approved door staff);**
- (v) subject to advice from Internal Auditors, the damage deposit be cashed prior to the booking of a hiring; and**
- (vi) the Town Clerk be asked to obtain advice on using a card reader/electronic payments for Hall hire.**

22. NON-DISCLOSURE AGREEMENTS

It was noted that organisations wishing to discuss confidential material could do so by excluding Outside Bodies representatives by way of a Part 2 (confidential section) meeting.

It was RESOLVED that:

organisations requesting Town Councillors serving on Outside Bodies to sign non-disclosure agreements in an individual capacity relating to the activities of those groups be advised that the Town Council's policy is that it would prefer Members not to do so.

23. FINANCIAL REPORT

It was RESOLVED that:

the Detailed Income and Expenditure Report to 30 June 2019 before Members be received.

24. SCHOOL SWIMMING PROGRAMME

It was RESOLVED that:

- (i) the report before Members on the School Swimming programme (Coach fees and 15% of lesson costs) be noted;**
- (ii) the School Swimming programme arrangements be readopted (subject to review in July 2020); and**
- (iii) the Town Clerk be authorised to make expenditure of up to £500 to publicise the scheme.**

25. WORLD ENVIRONMENT COFFEE MORNING - THE PARISH OF ELSTREE AND BOREHAMWOOD

The Committee received a verbal report from Cllr Mrs P Strack on options for Town Council support of planned coffee morning on 14 September 2019.

It was RESOLVED that:

Town Council support of the World Environment Coffee morning include:

- use of Town Council logo on advertising**
- up to £25 for refreshment costs (coded to Partnership Working 1484/104)**
- staff attendance (subject to availability)**
- x2 stewarding personnel**

26. 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, internal security policies, competitive quotes for the provision of goods and services and staffing matters were discussed.

27. DENTAL PRACTICE CAR PARK LEASE RENEWAL

It was RESOLVED that:

the Dental Practice Car Park Lease rental renewal be sought on the basis agreed by the Committee by way of a proposal to Harley House Dental Practice.

28. FINANCIAL DATA STORAGE POLICY

It was RESOLVED that:

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

- (i) storage of financial data in Town Council Offices (noting electronic storage).**

29. OFFICE RECEPTION REFURBISHMENT

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:

subject to satisfactory drawings being agreed by the Clerk and Committee Chairman, Jeff Sasin be appointed as the contractor responsible for the Office Reception Refurbishment at Fairway Hall (following a Best Value exercise) with the following amendments to the specification:

- proximity card reading door entry system for interconnecting doors (between reception and Office and between Hall and Office).**

30. STAFFING COST VARIANCE REPORT

The Committee received the report of Town Clerk setting out staffing costs variances between 2017/18 and 2018/19.

It was RESOLVED that:

a summary report explaining staffing costs variances between 2017/18 and 2018/19 be submitted to Full Council on 4 September 2019.

31. CLERK'S REPORT

It was RESOLVED that:

the report on outstanding cases/insurance claims be received.

32. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 17 October 2019.

The Meeting closed at 8.45pm.

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