

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 17 October 2019** at 7.00pm

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

In attendance: H R O Jones - Town Clerk

33. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Mrs S Parnell (Committee Chairman) (Other Business) (Cllr S Rubner substituted).

34. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr C Butchins	41	Disclosable Pecuniary Interest (DPI)
Cllr Mrs P Strack	42	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 42 were discussed, by agreement of the meeting (4 Members), Cllr S Rubner took the Chair (the Chairman being absent and the Vice Chairman of the Committee being the Member declaring the interest).

35. PUBLIC PARTICIPATION

Without discussion, Cllr C Butchins presented the case in the form of a public address to the Committee for the Rotary Club (Elstree and Borehamwood) request considered below at Minute 41.

Without discussion, Cllr Mrs P Strack presented the case in the form of a public address to the Committee for the Rotary Club (Studios) request considered below at Minute 42.

36. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 11 July 2019 be approved and authorised for signing by the Committee Chairman.

37. POLICIES AND PROCEDURES

It was RESOLVED that:

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

(i) Investment Policy - with amendment on page 2 paragraph 3 to read:

“Deposits with UK banks, UK building societies, UK local authorities or other UK public authorities or loans to local authorities where it is possible to do so.”

38. COUNCIL MEETING DATES 2020

It was noted that subject to approval by Full Council, the 7 April 2020 China Sister Town Sub-Committee would be altered to reflect the change to Standing Committees and Sub-Committees to adopt an International Affairs Sub-Committee.

It was RESOLVED that:

the Meeting Dates 2020 (delegated to the General Management Committee to determine by Full Council of 4 September 2019 Minute 31) be adopted with one amendment (to trial a 2.00pm start time for a CSM meeting):

- 29 January 2020 Community Safety Meeting 2.00pm**

39. INTERNATIONAL AFFAIRS SUB-COMMITTEE

It was noted that a referral had been made by Full Council of 4 September 2019 (Minute 36) for the Committee to consider the formulation of an International Affairs Sub-Committee.

It was felt that such a Sub-Committee should absorb the work of the China Sister Town Sub-Committee as well as provide links with the Twin Town Association (i.e. disbanding the BETTA Outside Bodies representatives) with (subject to agreement) up to 2 BETTA co-opted Members on the Sub-Committee. It was also felt that the Sub-Committee should investigate possible twinning with other towns (e.g. in Israel) and consider short term or “one off” international affairs events/opportunities.

It was RESOLVED that:

- (i) the Town Clerk be asked to prepare draft Terms of Reference for an International Affairs Sub-Committee for consideration initially by the Committee at its meeting on 7 November 2019 (then for referral to Full Council) to include x4 per year meetings, with existing China Sister Town Sub-Committee Members (including Co-opted Members) and x2 additional co-opted BETTA Members (subject to their agreement) (to be serviced by the Entertainments/Communications Officer); and**
- (ii) Cllr Mrs P Strack be asked to liaise with BETTA representatives in relation to (i) above.**

40. FINANCIAL REPORT

Members asked for the Minutes to record their appreciation to the Deputy Clerk for her work in securing an unqualified Audit (with no comments/recommendations) for the Town Council in 2018/19.

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 30 September 2019 before Members be received;**
- (ii) the Notice of completion of Audit be noted and the 2018/19 Conclusion of Audit report be submitted to Full Council on 27 November 2019), as required;**
- (iii) the date for the In-House Audit 2019/20 (Interim) meeting (Audit Sub-Committee) be set for 7 November 2019 at 3.00pm (Clerk’s Office); and**

- (iv) the update report on the 2020/21 Budget setting process by Committees be received in preparation for the Precept and Final Budget setting by Full Council on 15 January 2020 and headline items for General Management Committee expenditure be noted as follows:

Item (Rationale)	Proposed Increase/Decrease	A/C Code and 2020/21 Budget
Com Refurbishment (Hall Floor Replace)	+£14,700	1640/106 £16,700
ADM Member Training (Training/Development)	+500	1435/104 £750
Climate Emergency (Joint Working)	+£1,000	New Budget £1,000
Twinning Activities (International Affairs)	+£4,000	4464/404 £5,500
Neighbourhood Planning (Investigative Work/Feasibility Study)	+£2,000	New Budget £2,000
Van Replacement Fund (to EMR for Electric Van and charging)	+£1,000	2947/209 £2,000

41. ROTARY CLUB OF ELSTREE AND BOREHAMWOOD - FREE USE OF FAIRWAY HALL

Cllr C Butchins left the room.

The Committee considered a request from the Rotary Club of Elstree and Borehamwood for a free use session of Fairway Hall for a fundraising evening at the Hall. It was noted that a precedent of up to two free Hall use waivers per year was in operation but rarely used.

Members requested a recorded vote:

- Cllrs S Rubner and Mrs P Strack - abstained
- Cllrs J Newmark and Richard Butler – for refusing the waiver at this time.

It was RESOLVED that:

- (i) **the request from the Rotary Club of Elstree and Borehamwood for a free use session of Fairway Hall for a fundraising evening at the Hall be refused; and**
- (ii) **the General Management Committee consider a written policy for Hall Fee Waivers at its meeting on 7 November 2019 (to include a proposal that 100% of monies raised at a fundraising event were directed to the specified charities).**

Cllr C Butchins returned to the room.

42. ROTARY CLUB OF THE STUDIOS – BOOK SWAP LAUNCH

Cllr Mrs P Strack left the room.

The Committee considered a request from the Rotary Club of the Studios for support of a Book Launch scheme (it was noted that a grant application was not approved by Full Council on 4 September 2019 – Minute 30 but that the Committee would be asked to consider alternative means of support).

It was RESOLVED that:

a contribution of £276.45 be made to the Rotary Club of the Studios to meet the cost of 1,000 bookplates, additional stamp and pad and 12 watertight storage boxes (to be coded to 1484/104 Partnership Working) on condition that mention of the Town Council's involvement was included in the publicity/literature for the project and the Town Council logo be included on the bookplates.

Cllr Mrs P Strack returned to the room.

43. 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.

44. DENTAL PRACTICE CAR PARK LEASE RENEWAL

It was RESOLVED that:

- (i) advice be sought from the Council's legal advisors in relation to the Dental Practice Car Park Lease rental renewal in order to seek to establish best value rental income for the Town Council in line with the terms of the lease and existing advice/evidence; and**

- (ii) Harley House Dental Practice be provided with details of the most recent carpark spaces valuation by the Chartered Surveyor contracted by the Town Council (for information).**

45. FINANCIAL SAFETY

The confidential report on financial safety at the Town Council was noted. It was further noted that following a best value review, the Clerk was asked to proceed with updating the Council's internal procedures, as appropriate (including the purchase of a new safe).

46. COMPARABLE QUOTES FOR CREDIT CARD MACHINE

It was noted that the resolution below was made on the basis that the company appointed provided the best value for Remote/Portable card readers (to be used e.g. for taking payments for concert tickets at on the door at Allum Hall or at Council Events).

It was RESOLVED that:

Retail Merchant Services be appointed to provide the Town Council with a merchant account, Bluetooth terminal and GPRS mobile on the terms presented in the quote for works dated 3 September 2019 (card payments).

47. CHRISTMAS PERIOD CLOSURE

It was RESOLVED that:

Christmas Closure of Fairway Hall be agreed for 27, 30 and 31 December 2019 (i.e. last day of office opening 24 December 2019 and First day of opening in New Year: 2 January 2020).

48. CLERK'S REPORT

Members wished to thank those Staff who assisted with the recent Climate Emergency Tree Planting at Woodcock Hill at short notice.

It was RESOLVED that:

the report on outstanding cases/insurance claims be received.

49. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 7 November 2019.

The Meeting closed at 9.50pm.

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