

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 7 November 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: 3 Members of the Public
M Eni – BETTA Chair
T Malton – Deputy Clerk
H R O Jones - Town Clerk

50. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

51. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs S Parnell	54 (ii)-(iv)	Disclosable Personal Interest
Cllr Mrs P Strack	54 (ii)-(iv)	Disclosable Personal Interest
Cllr Mrs S Parnell	57	Disclosable Personal Interest
Cllr Mrs P Strack	57	Disclosable Personal Interest

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 54 (ii)-(iv) were discussed, by agreement of the meeting (3 Members), Cllr C Butchins took the Chair (as

the Chairman and the Vice Chairman of the Committee were the Members declaring the interest).

For the period of the meeting when the matters contained in Minute 57 were discussed, by agreement of the meeting (3 Members), Cllr Richard Butler took the Chair (because the Chairman and the Vice Chairman of the Committee were the Members declaring the interest).

52. PUBLIC PARTICIPATION

Without discussion, Cllr Mrs P Strack presented the case in the form of a public address to the grant applications listed below at Minute 54 (ii) – (iv). It was clarified that the amount sought by DR96 was £4,350 not £350 (clarifying the handwritten application form submitted).

53. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 17 October 2019 be approved and authorised for signing by the Committee Chairman.

54. COMMUNITY GRANT APPLICATIONS (2ND TRANCHE)

It was noted that the remaining available Community Grant Budget (4161/401) for 2019/20 was £9,000.

Cllr Mrs P Strack and Cllr Mrs S Parnell left the room for Minute 54 (ii) –(iv).

Cllr C Butchins in the Chair for Minute 54 (ii) –(iv).

It was RESOLVED that:

- (i) a 3rd tranche of Grant Applications for the 2019/20 Municipal Year be agreed for consideration by the General Management Committee on 6 February 2020 with recommendations (if any) to Full Council on 11 March 2020; and**
- (ii) Full Council at its meeting on 27 November 2019 be recommended to approve the Community Grant Applications received as follows:**

	Applicant	Amount Sought	Purpose of Grant	Recommendation by GMC on 7 November 2019
(i)	St Teresa's Catholic Primary School	£1,500	Hall fixtures and furnishings	£1,500
(ii)	Monday Club	£936	Hall hire costs	Deferred to GMC on 6 February 2020 pending further financial details (including accounts).
(iii)	DR96	£4,350	Towards running costs	Nil
(iv)	Elstree and Borehamwood Dementia Club	£1,800	Hall hire costs	Deferred to GMC on 6 February 2020 pending further financial details (including accounts).
(v)	Elstree and Borehamwood Basket Ball Club	£370	Towards coaching costs	£370
(vi)	Borehamwood Brass Band	£2,450	Repair and Purchase of Equipment	£2,000
(vii)	St Michael and All Angels Church	£5,046.56	Heat retention double glazing, windows blinds and other works	Referred to E&P Meeting of 26 November 2019 for consideration for potential CIL funding.

Cllr Mrs P Strack and Cllr Mrs S Parnell returned to the room following Minute 54 (ii) –(iv).

Cllr Mrs S Parnell resumed the Chair.

55. INTERNATIONAL AFFAIRS SUB-COMMITTEE

Committee Members received an address by the Chair of BETTA, M Eni, and thanked her for her work in promoting friendship and civic links between Elstree and Borehamwood and Offenburg and Fontenay-aux-Roses.

It was noted that, to date, all Councillors attending China Sister Town functions and visits had not utilised any Town Council funds for this purpose (including the delegation visit to China). It was further noted that for the purposes of improving all Town Twinning initiatives the draft 2020/21 budget allocation had been increased to £5,000.

It was reported that the intention of the International Affairs Sub-Committee would be to work to promote strong links between Elstree and Borehamwood and a range of appropriate international partner towns and municipalities. The Sub-Committee would make recommendations to GMC and Full Council in furtherance of these objectives. Recommendations could include: allocation of resources, funding priorities and possible new international partnerships and agreements to benefit Elstree and Borehamwood. The Sub-Committee would at all times respect the independence and autonomy of all partners including BETTA.

It was RESOLVED that:

- (i) the BETTA Chair be asked to consult with the BETTA membership on the co-option from the group onto the proposed International Affairs Sub-Committee; and**
- (ii) at its meeting on 27 November 2019 Full Council be asked to approve the International Affairs Sub-Committee Terms of Reference with the following amendments:**
 - An introduction to reflect the principles outlined in Minute 55 of the 2019/20 GMC Minutes;**
 - The legal power to undertake twinning to be included at the start of the document (following introduction); and**
 - Expenditure on twinning to be referenced as “recommended” rather than “budget allocation” at a Sub-Committee level.**

56. FINANCIAL REPORT

(i) the update report on the 2020/21 Budget setting process by Committees and In-House Audit Sub-Committee be received with the following amendments in preparation for the Precept and Final Budget setting by Full Council on 15 January 2020:

- **1176/101 Precept: 493,879.38**
(36.26+2% increase = £36.99
£36.99 x (2020/21 Tax Base Rate) 13,351.7 = £493,879.38
Equates to a 72p per annum increase for Band D properties)
- **1296/102 Interest: £4,712**
(x2 investment maturity and Business Reserve interest)
- **103 Salaries (all Nominal Codes) – Increase of 2% to reflect ex gratia awards in March 2021 (subject to approval)**
- **1483/104 Civic Regalia: £500**
- **1639/106 Car Park – Improvements: nil**
- **1640/106 Com Refurbishments: £2,000**
(to reflect no budget for Fairway Hall floor resurface in 2020/21 – to be funded from EMR if required)
- **1801/108 Cost of Elections: nil**
- **2140/201 Allotment All Site Improvement: nil**
(to be funded by s.106 application)
- **3303/303 Teddy’s Trails: £500**
(for costs associated with publishing and selling book)

(ii) the Detailed Income and Expenditure Report to 30 October 2019 before Members be received;

(iii) Hertsmere Borough Council be asked to provide guidance/advice on arranging for a Town Council independent remuneration panel assessment for the Town Council in 2020/21;

(iv) Hertsmere Borough Council be asked to provide details of the possibility and cost of the Town Council having a table at the Hertsmere Civic Dinner for Members and Staff (to be paid by the Town Council from the 1426/104 Hospitality Budget);

- (v) the verbal update report following the In-House Audit Sub-Committee meeting on 7 November 2019 be received, noting this largely consisted of the Budget recommendations at (i) above. It was further noted that consideration of a written policy for Fairway Hall fee waivers for fund raising organisations would be deferred to the meeting on 6 February 2020 (with the proviso that 100% of monies raised was provided to the intended beneficiaries of the event); and
- (vi) a Task and Finish working party be established (to be chaired by the Committee Chairman) of interested GMC Members to consider income generation schemes for the Town Council for the 2020/21 Council Year; and
- (vii) at its meeting on 27 November 2019 Full Council be asked to approve the expenditure from General Reserve of £12,411.90 to meet the unanticipated additional costs of the 2019 Local Council Elections – the EMR balance being £24,250 and the invoice £36,661.90 (It was noted that from 2020/21 onwards £10,000 per annum would be transferred to the Elections EMR to meet the costs of the 2023 Election).

57. ROTARY CLUB OF THE STUDIOS – BOOK SWAP LAUNCH

Cllr Mrs P Strack and Cllr Mrs S Parnell left the room for Minute 57.

Cllr Richard Butler in the Chair for Minute 57.

It was noted that a report/request from Rotary Club of the Studios had been received for an amendment to the condition for the Town Council logo to be used on the book plates (17 October 2019 GMC (Minute 42 refers)).

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 but without the requirement for the Town Council logo be included on the bookplates.

Cllr Mrs P Strack and Cllr Mrs S Parnell returned to the room following Minute 57.

Cllr Mrs S Parnell resumed the Chair.

58. 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 staffing matters were discussed.

59. CLERK'S REPORT

It was RESOLVED that:

the report on outstanding cases/insurance claims be received and the Town Clerk be duly authorised to carry out the instructions of the Committee.

60. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 6 February 2020.

The Meeting closed at 9.40pm.

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