

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 6 February 2020** 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 (Minutes 65 to 72)

Also Present: Cllr V Eni (Minutes 61 to 70)

In attendance: 2 Members of the Public (Minutes 61 to 66)  
M Eni – BETTA Chair (Minutes 61 to 70)  
H R O Jones - Town Clerk

**61. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**62. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Committee Member</b>	<b>Minute Number</b>	<b>Nature of Interest</b>
Cllr Mrs S Parnell	65 (ii)-(iv)	Disclosable Personal Interest
Cllr Mrs P Strack	65 (ii)-(iv)	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 65 (ii)-(iv) were discussed, by agreement of the meeting (3 voting Members), Cllr C Butchins took the Chair (as the Chairman and the Vice Chairman of the Committee were the Members declaring the interest).

### **63. PUBLIC PARTICIPATION**

Without discussion, Cllr Mrs P Strack presented the case in the form of a public address to the grant applications listed below and a Member of the Public urged the Committee to support the Dementia Club application based on the value for money service that was provided and the need for community help regarding dementia care.

### **64. MINUTES**

**It was RESOLVED that:**

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

### **65. COMMUNITY GRANT APPLICATIONS (3<sup>rd</sup> TRANCHE)**

It was noted that the remaining available Community Grant Budget (4161/401) for 2019/20 was £6,630. Awards made thus far in the Council year were as follows;

- £1,000 - Diversity Festival
- £2,000 - Borehamwood Brass Band
- £370 - Elstree and Borehamwood Basket Ball Club

**Cllr Mrs P Strack and Cllr Mrs S Parnell left the room for Minute 65 (ii) –(iv).**

**Cllr C Butchins in the Chair for Minute 65 (ii) –(iv).**

**It was RESOLVED that:**

- (i) Full Council on 11 March 2020 be recommended to approve the following changes to the grants procedures:**
- every General Management Committee meeting be a grants application reviewing meeting (6 per year ordinary meetings) to allow greater public accessibility to Town Council grants;
  - Community Grant applications for £500 or less be determined by the General Management Committee without reference to Full Council (where an application is for over £500 but the Committee recommends less, this would be referred to Council);

- **hard copy supporting documents for applications referred to Full Council be included with the appendices to Council agendas;**
  - **Applicants seeking free use of Fairway Hall be referred to the Community Grants Process (i.e. apply for funding) with exception of x2 Mayoral Charity fundraising Events, 2-day Diversity Festival, Civic Festival events and BETTA usage.**
- (ii) **Full Council at its meeting on 11 March 2020 be recommended to approve the Community Grant Applications received as follows:**

	<b>Applicant</b>	<b>Amount Sought</b>	<b>Purpose of Grant</b>	<b>Recommendation by GMC on 6 February 2020</b>
(i)	<b>Friends of St Teresa's (Previously submitted by St Teresa's Catholic Primary School) (Resubmission)</b>	<b>£1,500</b>	<b>Hall fixtures and furnishings</b>	<b>£1,500</b>
(ii)	<b>Monday Club</b>	<b>£936</b>	<b>Hall hire costs</b>	<b>£634 on condition satisfactory accounts be submitted to Full Council on 11 March 2020</b>
(iii)	<b>DR96</b>	<b>£4,350</b>	<b>Towards running costs</b>	<b>£350 To be used solely for the purpose of obtaining accounts (possibly with assistance of Communities First) and constituting the Club (noting that Small Charities</b>

				<b>listing was non applicable as the club annual income was over £10,000) with a further application to be considered, on submission, once accounts and constitution were established. The group was also advised to contact HCF for funding.</b>
<b>(iv)</b>	<b>Elstree and Borehamwood Dementia Club</b>	<b>£1,800</b>	<b>Hall hire costs</b>	<b>£1,000 on condition satisfactory accounts be submitted to Full Council on 11 March 2020 with a clarification on how the surplus at end of December 2018 was recorded.</b>

**Cllr Mrs P Strack and Cllr Mrs S Parnell returned to the room following Minute 65 (ii) –(iv).**

**Cllr Mrs S Parnell resumed the Chair.**

## **66. 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 without endorsing or not endorsing the establishment of an International Affairs Sub-Committee, BETTA would “leave the door open” to attend meetings along the lines of the draft terms of reference before Members. It was further requested to be noted that the BETTA

Facebook page was run on an informal basis by Mrs M Eni and was at no cost to the organisation. It was recognised that BETTA was a non-political organisation.

It was noted that due to the outbreak of the coronavirus the Chinese delegation anticipated in February/March 2020 would now not be visiting the UK. The Committee wished all those affected or at risk from the virus their best wishes. The Committee would be kept informed of developments with all emails/correspondence relating to the Huainan sister town arrangement being copied to all Council Members for information.

**It was RESOLVED that:**

- (i) the International Affairs Sub-Committee (terms of reference previously adopted by Full Council) be established and the China Sister Town Sub-Committee be disbanded with immediate effect; and**
- (ii) consideration of Budgeted and Community Grant applications be determined or recommended by the Committee on the basis that the Council was satisfied that a pattern of party political neutrality had been established within those organisations seeking Town Council funding.**

#### **67. FINANCIAL REPORT**

- (i) the Detailed Income and Expenditure Report to 29 January 2020 before Members be received;**
- (ii) the Internal Audit Report 2019-20 (Interim) before Members, prepared by Auditing Solutions Ltd, which took place on 22 January 2020 be received noting that the Council had “maintained more than adequate and effective control arrangements” and that there were no recommendations for action;**
- (iii) the renewal of registration with Information Commissioner’s Office (ico.) (Reference Z8485983) from March 2020 be approved;**
- (iv) the request following the Youth Council meeting of 8 January 2020 for Council to match fund £250 prize monies to “Make a Difference Project” (to be awarded to the winning entry from primary school children, towards making a difference to the town) be approved to be funded from the Partnership Working Budget (1484/104) and Youth Council Budget (4666/406);**
- (v) the installation of Card Reader Device for Council Payments at the Town Council be noted and welcomed by Members – noting that visa/master card logos be included on advertising material produced by the Council (including Summer Coach flyers for the Annual Parish Meeting);**

- (vi) a “In House” Audit Sub-Committee 2019/20 (Final) meeting be set up in March 2020 (Cllr C Butchins and Cllr J Newmark); and
- (vii) a report detailing the cost and cost savings of the Council moving to a “paperless office” arrangement be investigated by the Town Clerk and presented to the Committee at a future meeting.

## **68. POLICIES AND PROCEDURES**

It was noted that NALC was producing a revised model Code of Conduct for Members which included wording on Social Media use.

It was **RESOLVED** that:

- (i) the Code of Conduct for Members be reviewed by the Committee at its meeting on 23 April 2020;
- (ii) policies recommended by the Council’s Health and Safety Consultants be considered at its meeting on 23 April 2020 as follows:
  - driving
  - emergency response to suspected terrorist threats
  - stress and mental health issues
  - working at height; and
- (iii) the Community Engagement Policy be adopted in accordance with the review schedule listed on the document with the following additions:
  - Paragraph 1 Introduction: recognition of the role of the Town Mayor in Community Engagement and the need to ensure that the role is properly recognised when attending events (e.g. car parking space, reservation of seating and formal acknowledgement of attendance); and
  - Paragraph 2.4 - The number of Town Council noticeboards be increased to 10.

**69. COUNCIL CHAMBER SEATING**

**It was RESOLVED that:**

- (i) the Hall Supervisor for Fairway Hall be asked to prepare a report for consideration by the Committee at a later meeting on options for providing a modern “conference style” seating arrangement for Fairway Hall (to be used for Council meetings and as a resource to market to hall hirers); and**
- (ii) an independent contractor be asked to assess the effectiveness of the Town Council’s sound system(s) and provide a report to the Committee for consideration.**

**70. 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 terms of a contract, internal security policies and staffing matters were discussed.**

**71. INTERNAL 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) Last leaver policy**

**72. DENTAL PRACTICE CAR PARK LEASE RENEWAL**

**It was RESOLVED that:**

**the Town Council’s legal advisors be asked to further pursue the renewal of the car park lease with Harley House Dental Practice.**

**73. STAFFING MATTERS**

**It was RESOLVED that:**

- (i) the Staff Structure and 2020/21 Staff Salaries (from 1 April 2020) be approved (noting 2% ex gratia payment in March 2021);**
  
- (ii) the Groundsman/woman (Part Time) post be reappointed at the discretion of the Town Clerk based on work requirements and the grass cutting programme managed by the Council Warden;**
  
- (iii) Elstree and Borehamwood Town Council be registered as joining the Parish and Town Council Pool for the purposes of the Hertfordshire Pension Fund (Local Government Pension Scheme);**
  
- (iv) Pension arrangements for new employees (Officer/Support Staff) be reviewed in February 2021.**

**74. 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.**

**75. CLOSE OF MEETING**

It was noted that the next meeting was scheduled for Thursday 23 April 2020.

The Meeting closed at 9.45pm.

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