

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held under the powers contained within the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4 April 2020. The regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

The meeting was held remotely on Zoom:

(<https://us02web.zoom.us/j/82430427523>) on Tuesday 16 June 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

In Attendance: Cllr S Rubner (Town Mayor) (Minutes 01-12)
Cllr P Kaza (Town Mayor) (Minutes 01-12)
T Malton – Deputy Clerk
H Jones – Town Clerk

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

02. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

03. PUBLIC PARTICIPATION

There was none.

04. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 6 February 2019 be approved and authorised for signing by the Committee Chairman.

05. COMMUNITY GRANT APPLICATIONS

It was noted that application forms would be issued to Borehamwood 2000 FC, Borehamwood Football Club, Aldenham Renaissance (Community Interest Group) and Penniwells (Riding for the Disabled Centre).

It was RESOLVED that:

- (i) the Community Grants procedures and application form 2020/21 (incorporating the amendments agreed by Full Council on 11 March 2020) be approved and adopted together with the following amendments:**
- the inclusion of Community Interest Groups in those bodies eligible for Community Grants; and**
 - the inclusion of the words “by this process” to the phrase “Normally only one grant per year will be made to each applicant.”**

06. TRANSPORT FORUM AND COMMUNITY SAFETY MEETING

It was RESOLVED that:

consideration of the amalgamation of Community Safety Meetings and the Transport Forum be deferred to a meeting of the Committee in 2021 in order to allow discussion between Group Leaders and in view of the Covid-19 pandemic restrictions on public meetings.

07. COMMEMORATION OF COVID-19 VICTIMS AND HEROES

Members recognised that Elstree and Borehamwood had been particularly affected by the Covid-19 pandemic and it was agreed that the Town Council would wish to demonstrate support and recognition for both its victims and “heroes” alike.

It was RESOLVED that:

- (i) quotations be obtained for a suitable commemorative structure for the victims of Covid-19 in Elstree and Borehamwood; and**
- (ii) consideration be given by the Entertainments Committee to hosting a suitable event for Key Workers within Elstree and Borehamwood to thank them for their service during the Covid-19 pandemic.**

08. VE DAY BENCH

It was noted that on 17 March 2020 (Minute 88) the Environment and Planning Committee resolved as follows:

“the Town Clerk be authorised (with the appropriate Hertfordshire County Council and Hertsmere Borough Council permissions) to take necessary actions to replace the wooden bench near the Jim Henson film plaque (given by Borehamwood War Memorial) with a WW2 bench seat (£1,077 +VAT) to commemorate VE Day (supplied by David Ogilvie Engineering Quote 10/03/2020).”

It was RESOLVED that:

- (i) The Street Furniture Budget for 2020/21 (2637/206) be deployed to meet the cost of the WW2 bench seat (£1,077 +VAT) to commemorate VE Day (supplied by David Ogilvie Engineering Quote 10/03/2020); and**
- (ii) the Town Clerk be asked to arrange for a suitable structure (up to £500) to be installed to commemorate WW2 in Elstree (War Memorial site)**

09. ORGANISATION OF REMOTE MEETINGS

It was noted that the payment method for services such Webinar subscriptions on a monthly basis could be streamlined by the ability of the Town Council to hold a Credit Card – with the appropriate assurances from Internal Auditors.

It was RESOLVED that:

arrangements be put in place, when convenient to do so, for conducting remote meetings of the Council and its Committees, Sub-Committees and Forums by way of Webinars on Zoom (with ongoing monthly costs to be paid directly by the Town Council) with the intention that once meetings reverted to a physical format that these also were broadcast as webinars (as per the arrangements at Hertsmere Borough Council).

10. FINANCIAL REPORT

It was RESOLVED that:

- (i) a MetroBank Company Credit Card be obtained for appropriate Town Council purchases (as recommended by the Internal Auditor) for Elstree and Borehamwood Town Council use (Town Clerk and Deputy Clerk – authorised users) to be included on Voucher Sheet payments, as appropriate;**
- (ii) consideration be given to utilising all or part of the School Swimming Budget (4363/403) for appropriate project(s) for young people in Elstree and Borehamwood (to be considered further at a future meeting);**
- (iii) the Town Clerk be asked to arrange for up to £1,000 of the website development budget (1441/104) to be utilised for that purpose in 2020/21;**
- (iv) the Detailed Income and Expenditure Report to 9 June 2020 before Members be received;**
- (v) the “In House Audit” Sub-Committee for 2020/21 (2 positions) be appointed with Cllr C Butchins and Cllr J Newmark as serving Members for the year in accordance with the Terms of Reference for that body; and**
- (vi) the first draft of the Asset Register 2020/21 be received with minor amendments (including textual amendments) being overseen by the Deputy Clerk in her capacity as line manager for the Fairway Hall Supervisors and as Finance Officer.**

11. POLICIES AND PROCEDURES

It was noted that the review and adoption of the following Council Policies and Procedures would take place at a subsequent GMC meeting:

- Code of Conduct
- Driving Vehicles
- Emergency response to suspected terrorist threats
- Stress and mental health issues
- Working at height
- Complaints Procedures and Protocols

It was RESOLVED that:

the Health and Safety Policy Statement 2020/21 be adopted (as set out) and published accordingly.

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 terms of a contract and staffing matters were discussed.

13. LEASE RENEWALS

It was RESOLVED that:

the Town Clerk be authorised on behalf of the Town Council to enact the instructions relating to leases of the carparking spaces at Fairway Hall and Harley House Dental Practice in accordance with the instructions of the General Management Committee at its meeting on 16 June 2020.

14. CLERK'S REPORT

It was RESOLVED that:

the Staff Structure updated for 2020/21 be noted (in light of Covid-19 arrangements);

15. CLOSE OF MEETING

The next meeting would be set by the Committee Chairman in consultation with the Town Clerk.

The Meeting closed at 9.10pm.

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