

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 meeting was held remotely on Zoom:

<https://us02web.zoom.us/j/88979609953>

on Thursday 4 February 2021 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 49-57)
Cllr V Eni (Minutes 49-57)
H Jones – Town Clerk

49. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

50. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

51. PUBLIC PARTICIPATION

There was none.

52. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the Special General Management Committee held on 11 January 2021 be approved and authorised for signing by the Committee Chairman.

53. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Income and Expenditure Report to 27 January 2021 be noted;**
- (ii) the Investment Report (20 January 2021) be received and approved;**
- (iii) it be noted that the Ministry of Housing, Communities and Local Government (MHCLG) had confirmed that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 was £8.41 per elector;**
- (iv) the Town Clerk be granted delegated authority to determine the deployment of the remaining School Swimming Budget for 2020/21 for the purposes of supplementing grants previously made to schools for IT equipment during the Covid-19 pandemic;**

[Post Meeting note: The remaining budget was divided equally and granted to the ten schools who applied for funds previously]

- (v) should further enquiries to HBC elicit no response in relation to the establishment of Independent Remuneration Panel, the Committee be asked to establish a panel of local representatives (to be appointed by the Committee);**
- (vi) the Clerk's Update Report on Online Banking be noted (with thanks to the Deputy Clerk for progressing the action point to efficiently);**
- (vii) the Clerk's Update Report on Returned Grant (part) – St Michael's Church (£1,000 of £6,500 award relating to Christmas Hampers) be noted; and**
- (viii) the Clerk's Update Report on postage options for Town Council mail be noted (recognising that the current franking system was the most cost effective of the options for the Town Council).**

54. FAIRWAY HALL BUILDING

The Committee received the report of the Fairway Hall Extension Sub Group meeting of 25 January 2021 (10 Minutes allocated to Agenda Item).

The Committee considered the following, among other issues:

Agreed alterations required to Fairway Hall and Offices:

- Lift access to all floors
- Upstairs lavatories
- Large accessible meeting room for meetings of between 10 to 20 persons
- Additional office/storage space
- Separate area for “outdoor” staff/equipment
- Purpose built council chamber (possibly part of meeting room)
- Increased capacity of Fairway Hall

Options for further investigation on feasibility:

- Option of Element of social housing (option not universally supported)
- Option of including Film and TV heritage centre
- Option to build over car parking area (retaining parking spaces below – with requisite HBC permission)

55. ANNUAL COUNCIL MEETING

It was noted that the Committee was presented with an opportunity to consider:

- (i) arrangements for Group Leaders to propose nominations for Committee Appointments/Outside Bodies at Annual Council Meeting on 12 May 2021; and
- (ii) recommendations for numbers and types of Sub-Committee, Sub-Groups and Community Forums (e.g. Transport Forum and CSM) to be submitted to Annual Council Meeting for Member appointments.

Members felt that the issues should best be discussed outside of the Part 1 meeting. It was suggested that the Group Leaders arrange to discuss a sensible way forward.

56. POLICIES AND PROCEDURES

It was RESOLVED that:

the following Council Policies and Procedures be adopted:

- (i) **Publication Scheme (2 Year Review);**

- (ii) **Training Policy for Councillors and Staff (3 Year Review);**
- (iii) **Civic Awards: Honorary Freeman and Freewoman Scheme (Policy Document) (3 Year Review); and**
- (iv) **Investment Policy (1 Year Review).**

57. 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 legal cases / staffing matters were discussed.

58. CLERK'S REPORT

It was RESOLVED that:

- (i) **the Staff Salaries 2021/22 (commencing 1 April 2021) be approved as set out in the report before Members;**
- (ii) **Pension Arrangements for New Employees be in line with those for existing staff (i.e. eligibility for LGPS – Hertfordshire);**
- (iii) **the report on outstanding cases/insurance claims be noted; and**
- (iv) **a report be submitted to the 22 April 2021 meeting on proposals for remuneration for First Aiders.**

59. CONFIDENTIAL POLICIES AND PROCEDURES

It was RESOLVED that:

the following Confidential Council Policies and Procedures be adopted:

- (i) **Last Leaver Policy (Internal).**

60. CLOSE OF MEETING

It was noted that the next meeting of the General Management Committee was scheduled for 22 April 2021 at 7.00pm (subject to change due to Covid-19 pandemic).

The Meeting closed at 8.50pm.

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