

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/88621397617?pwd=TzhVTUkwd0FTaFpUdVkJk2YTlSdE0rUT09>
Passcode: 011788

on Thursday 22 April 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 61-76)
Cllr P Kaza (Minutes 61-76)
H Jones – Town Clerk

61. HRH PRINCE PHILIP, DUKE OF EDINBURGH

A period of one minute’s silence was held to mark the death of HRH Prince Philip, Duke of Edinburgh.

62. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

63. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

64. PUBLIC PARTICIPATION

Representations were made by Mr J Cartledge in respect of Minute 72. Aldenham Reservoir: Application for Asset of Community Value (ACV) and Minute 73. Inclusion of 3rd Party Content on Town Council Website.

65. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the Special General Management Committee held on 4 February 2021 be approved and authorised for signing by the Committee Chairman.

66. FINANCIAL REPORT

It was RESOLVED that:

- (i) the verbal Update Report of the In-House Audit Sub-Committee (having met at 3.00pm on 22 April 2021 – Cllr C Butchins & Cllr J Newmark) be received;**
- (ii) the Income and Expenditure Report to 15 April 2021 be noted;**
- (iii) the report of s.137 expenditure to Year End (31 March 2021) be received;**
- (iv) the Update Report on Online Banking (moving away from cheques including Auditor's recommendations, the practice at other Authorities and arrangements with MetroBank) be received; and**
- (v) the Clerk's Update Report on establishment of Independent Remuneration Panel be received with action agreed as follows:**
 - Town Clerk to recommend list of local representatives to serve on Independent Remuneration Panel**
 - GMC Members to agree Panel (with 1 name from public, 1 name from Clerk and 1 name from Members)**
 - GMC to reconsider at its meeting on 8 July 2021.**

67. INSURANCE POLICY AND ASSET REGISTER

It was RESOLVED that:

- (i) the 2021/22 Insurance Policy Schedule be renewed and it be noted that the schedule extended to 1 June 2023; and**
- (ii) the Asset Register 2020/21 (to comply with External Audit submission of Annual Return) be received and approved.**

68. POLICIES AND PROCEDURES

It was RESOLVED that:

- (i) at its meeting on 23 June 2021, Full Council be recommended to adopt the Code of Conduct 2020 (Model Councillor Code of Conduct – Local Government Association Joint Statement); and**
- (ii) the following Council Policies and Procedures be adopted:**
 - (a) Procedure for determining and amending Council and Committee Meeting dates**
 - (b) Fire Safety Policy & Procedures for Period 2021/22**
 - (c) Safeguarding: Child and Vulnerable Adult Protection Policy**
 - (d) Equality and Diversity Policy Statement**
 - (e) Complaints Procedure: Elstree & Borehamwood Town Council**

69. PROCEDURES FOR CIL EXPENDITURE

It was noted that Cllr R Butler has requested that the Committee considers the Town Council's procedures for the allocation and spending of top sliced CIL Receipts. It was reaffirmed that CIL expenditure was agreed by Full Council with recommendations coming from the Environment and Planning Committee.

Cllr J Newmark requested that the Council obtain advice on *“in light of the Members Code of Conduct... the appropriateness of Members of a local political group or association meeting individually with other Members of that local political group or association, discussing proposals for capital expenditure and then tabling them on the agenda of Council Committees without declaring an interest.”*

70. FAIRWAY HALL FEESCALE

It was RESOLVED that:

the Fairway Hall Feescale for 2021/22 be approved as follows:

MONDAY TO THURSDAY

9.00am to 6.00pm - £25.00

6.00pm to 11.00pm - £30.00

11.00pm onwards - £40.00

FRIDAYS, SATURDAYS AND SUNDAYS

9.00am to 6.00pm - £35.00

6.00pmt011.00pm -£45.00

11.00pm onwards - £65.00

[25% for Regular Hirers – 6 consecutive hall bookings or more]

71. FAIRWAY HALL BUILDING

It was noted that further to the meeting of the In-House Auditors, Hertsmere Borough Council Asset Management Team would be contacted to advise on experts to assist with the rebuilding project.

It was RESOLVED that:

a meeting with Clarke + Whalen Architects be arranged with all GMC and Environment and Planning Committee Members being invited.

72. ALDENHAM RESERVOIR: APPLICATION FOR ASSET OF COMMUNITY VALUE (ACV)

It was RESOLVED that:

the application for registering Aldenham Reservoir as an Asset of Community Value (ACV) be resubmitted to Hertsmere Borough Council with the updated information contained within the report submitted to the Committee by Mr J Cartledge.

73. INCLUSION OF 3RD PARTY CONTENT ON TOWN COUNCIL WEBSITE

Cllr C Butchins indicated that he would seek permission from The Borehamwood Museum to include historical articles on its website (including the article on Aldenham Reservoir prepared by Mr J Cartledge).

It was RESOLVED that:

the Town Council website be updated to remove articles or “opinion pieces” which related to the history of Elstree and Borehamwood with these being transferred to Borehamwood Museum, if possible.

74. INFORMATION COMMISSIONER’S OFFICE

It was RESOLVED that:

the adoption of Tier 1 certification (Reference No: Z8485983) to 17 March 2022 with the Information Commissioner’s Office (stating Data Controller status) be noted.

75. ANNUAL COUNCIL MEETING – APPOINTMENTS

It was noted that Group Leaders had been tasked with discussing a way forwards in relation to the issue of voting on appointments at the Annual Council Meeting scheduled for 4 May 2021.

76. 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 competitive quotes for a contract, legal cases / staffing matters were discussed.

77. HEALTH AND SAFETY CONTRACT

It was RESOLVED that:

following a Best Value Review process, Capita be appointed as the Council’s Health and Safety contractor/advisor for 2021/22 at a cost of £1,346.

78. CLERK'S REPORT

It was RESOLVED that:

- (iii) the report on outstanding cases/insurance claims be noted; and**
- (iv) the report on staffing matters be received with the agreement to include from 2021/22 First Aider Allowance as per Hertsmere Borough Council of £274 per annum.**

79. CLOSE OF MEETING

It was noted that the next meeting of the General Management Committee was scheduled for 8 July 2021 at 7.00pm.

The Meeting closed at 9.20pm.

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