

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 8 July 2021** at 7.00pm

Present: Cllr S Rubner (Vice Chairman in the Chair)
Cllr Richard Butler
Cllr C Butchins
Cllr J Newmark
Cllr Mrs P Strack (Substitution)

Also Present: Cllr A Collins (Minutes 01-12)
Cllr P Kaza (Minutes 01-12)

In Attendance: T Malton – Deputy Clerk and Finance Officer
H Jones – Town Clerk and Responsible Finance Officer

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr Mrs S Parnell (Hospital) (Cllr Mrs P Strack substituted).

The Committee wished Cllr Mrs S Parnell a speedy recovery from her medical procedure.

02. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

03. PUBLIC PARTICIPATION

Asset of Community Value (ACV) – St Andrew's Church

The Committee received an address in relation to the above from Cllr M Vince.

It was RESOLVED that:

an application for registration as an Asset of Community Value (ACV) be made by the Town Council to Hertsmere Borough Council in relation to St Andrew's Church and surrounding land on the basis that it was desirable for the site to be utilised as a place of worship/community use.

04. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 22 April 2021 be approved and authorised for signing by the Committee Chairman.

05. MAYOR'S CHARITY

It was RESOLVED that:

it be ratified that the choice of 2021/22 Mayoral Charity was Borehamwood Food Bank (for the purposes of collections at Council events and website publicity).

06. IN HOUSE AUDITORS

It was RESOLVED that:

the In House Auditors for 2021/22 be appointed as Cllr C Butchins and Cllr J Newmark

07. FINANCIAL REPORT

It was RESOLVED that:

- (i) the Town Clerk be authorised to establish and convene an Independent Remuneration Panel (3 local persons without political affiliation) and to report back to the Committee at its meeting in January/February 2022 (six months' time – or sooner if possible) with the recommendations of the panel to update the Councillor and Mayoral allowances at the Town Council.**
- (ii) the Income and Expenditure Report to 30 June 2021 be noted and the wording of nominal code 1488/104 “Football Marketing” be amended on the master codes to “Marketing”;**
- (iii) the Update Report on Online Banking be received;**
- (iv) the Internet Banking Access for the Town Council's Bank accounts with MetroBank be upgraded to Commercial Online Banking (cost of c.£20 per month) with the following persons: Huw Jones (Town Clerk) and Tracey Malton (Deputy Clerk) being designated key officials with authority to operate the online banking on a dual authorisation mandate.**

08. POLICIES AND PROCEDURES

It was RESOLVED that:

- (i) the following Council Policies and Procedures be adopted:**
 - (a) Mayoral attendance policy;**
 - (b) Retention of Records Policy; and**
- (ii) Hertsmere Borough Council be asked to provide a statement (in the form of a sheet that could be provided to those wishing to invite Town or Borough Mayors to events) setting out the protocols for the wearing of chains of office and for when both Mayors are invited to the same event.**

09. INTERNATIONAL AFFAIRS SUB COMMITTEE

It was RESOLVED that:

- (i) the Terms of Reference of the International Affairs Sub-Committee be approved with the following amendments:**
 - Meeting Frequency: Up to 4 times per year to be called by Sub-Committee Chairman (i.e. not included on Meeting Schedule);**
 - Co-opted Members to be removed from Sub-Committee (but meeting open to Press and Public); and**
- (ii) the Town Clerk be provided with the names of three Conservative and Two Labour Councillors to be represented on the International Affairs Sub-Committee for the 2021/22 Municipal Year (together with the Chairmanship designation).**

10. FILMING MEETINGS

Members considered issues surrounding budgets, systems available, training and operation of a suitable filming system for Fairway Hall and the Council Offices Meeting Room.

It was RESOLVED that:

for a trial period of six months from commencement, if possible, an individual or company be hired to film Full Council and General Management Committee

meetings of Elstree and Borehamwood Town Council with unedited recordings being live streamed to the Council's YouTube Channel and the recordings being the property of the Council for the purposes of displaying these on the preferred online platforms of the Council's choice.

11. FAIRWAY HALL FLOOR

It was noted that whilst the company employed to install the new floor at Fairway Hall had offered to correct some defective work undertaken and did not accept the position outlined in the report of the independent assessor commissioned by the Council to carry out a further survey (which recommended a complete relaying of the floor), Members were nevertheless mindful of the existence of the independent report and felt that the Council should act appropriately in light of its recommendations.

It was RESOLVED that:

in light of the advice obtained by the Town Council from an independent assessor in relation to the condition of Fairway Hall floor, prior to committing to a course of action, both the Council's insurers (Zurich) and Health and Safety consultants (Capita) be appraised of the situation and asked to advise on the options available to the Council in order for the Authority to act responsibly and in line with the policies and practices to best protect it from possible future claims.

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

13. FAIRWAY HALL BUILDING

It was RESOLVED that:

Michael Dyson Associates Ltd be appointed along the terms set out in the terms and conditions before the Committee to carry out the RIBA Work Stages 0 to 4 for the Fairway Hall building project (to be funded from the Council's Earmarked Reserve – Capital Projects 313).

14. DENTAL PRACTICE CAR PARK LEASE RENEWAL

Members received an update report relating to the Dental Practice Car Park Lease (following advice from Council’s solicitors on 2 July 2021) and it was noted that the lease was scheduled to terminate on 8 September 2021 with the Clerk and Deputy Clerk being previously authorised to take all practical steps to recover any rents, if required to do so, at this time in accordance with the terms of the lease.

15. FINANCIAL DATA STORAGE POLICY

It was RESOLVED that:

the following Council Policies and Procedures be adopted:

Storage of financial data in Town Council Offices (noting that information was backed up remotely and securely on a Cloud based system).

16. CLERK’S REPORT

It was RESOLVED that:

- (i) the report on outstanding cases/insurance claims be noted; and**
- (ii) the report on staffing matters be received, noting that the Clerk would provide a report for consideration of future staffing needs of the Council at the next meeting on 7 October 2021.**

17. CLOSE OF MEETING

It was noted that the next meeting of the General Management Committee was scheduled for 7 October 2021 at 7.00pm.

The Meeting closed at 9.12pm.

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