

All Committee Members are hereby summoned to attend a meeting of the
GENERAL MANAGEMENT COMMITTEE
which will be 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 will be held on:

Thursday 22 April 2021 at 7.00pm

The link is as follows (no registration required):

<https://us02web.zoom.us/j/88621397617?pwd=TzhVTUkwd0FTaFpUdVlk2YTlSdE0rUT09>
Passcode: 011788

Save where Part 2 items are on the agenda, the meeting is open to the press and public.

The Chairman has agreed a 3 Minute public participation slot, if required and applicable.

AGENDA

Part 1 Agenda

- 1. HRH Prince Philip, Duke of Edinburgh:** One minute silence to mark the death of HRH Prince Philip, Duke of Edinburgh.
- 2. Apologies:** To receive and accept apologies for absence.

3. Declarations of Interest: To:

- a) receive declarations of interest from Councillors on items on the agenda;
- b) receive written requests for dispensations for declarable interests; and
- c) grant any requests for dispensation as appropriate.

4. Public Participation: To receive questions/statements from the public in relation to items on the agenda (one 3-minute slot for up to 3 Members of the Public).

At the Chairman's discretion, this item may be considered at the end of the agenda. This period may also be used by Members with an interest in an item to make a statement concerning that issue (e.g. grant application).

5. Minutes: To confirm and sign the minutes of the meeting held on 4 February 2021.

- **Attached**

6. Financial Report: To consider and receive:

(i) 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);

(ii) consider Income and Expenditure Report to 15 April 2021;

- **Attached**

(iii) receive report of s.137 expenditure to Year End (31 March 2021);

- **Attached**

(iv) Deputy Clerk's Update Report on Online Banking (moving away from cheques including Auditor's recommendations, the practice at other Authorities and arrangements with MetroBank). The Committee is also asked (through Full Council) to consider the issue of retaining the ability to use cheques and cash whilst making most payments online; and

(v) Clerk's Update Report on establishment of Independent Remuneration Panel.

- 7. Insurance Policy and Asset Register:** To receive:
- (i) the 2021/22 Insurance Policy Schedule (renewal is to be noted and schedule agreed with long term agreement to 1 June 2023); and

- Attached
 - (ii) the Asset Register 2020/21 (to comply with External Audit submission of Annual Return).

- Attached
- 8. Policies and Procedures:** To consider review and adoption of following Council Policies and Procedures:
- (i) to consider Code of Conduct 2020 (Model Councillor Code of Conduct – see Local Government Association Joint Statement) Note: the Code should be formally adopted, if agreed, by Full Council at a subsequent meeting;

- Attached
 - (ii) Procedure for determining and amending Council and Committee Meeting dates;

- Attached
 - (iii) Fire Safety Policy & Procedures for Period 2021/22

- Attached
 - (iv) Safeguarding: Child and Vulnerable Adult Protection Policy

- Attached
 - (v) Equality and Diversity Policy Statement

- Attached
 - (vi) Complaints Procedure: Elstree & Borehamwood Town Council
- 9. Procedures for CIL Expenditure:** Cllr R Butler has requested that the Committee considers the Town Council’s procedures for the allocation and spending of top sliced CIL Receipts. These are contained in the Terms of Reference of the Environment and Planning Committee (amendments, if agreed, to Committee Terms of reference should be approved by Full Council at a subsequent meeting):

- “...xiii) *To consider Community Infrastructure Levy bids and allocation of “top sliced” monies to the Town Council and, as appropriate, make recommendations to Full Council;*
- xiv) *To develop a framework (a determining panel to make recommendations to Full Council) for considering bids to the Authority for top sliced CIL monies by local organisations seeking funds or to refer such applications to other bodies, as appropriate (including Community Grants schemes); ...”*

10. Fairway Hall Feescale: To approve Fairway Hall Feescale for 2021/22:

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

6.00pm to 11.00pm - £45.00

11.00pm onwards - £65.00

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

11. Fairway Hall Building: To receive and consider update report relating to Fairway Hall Extension project (10 Minutes allocated to Agenda Item).

12. Aldenham Reservoir: Application for Asset of Community Value (ACV): To consider report prepared by J Cartledge together with recommendations at paragraph 7 for EBTC to resubmit ACV application to HBC following updated information.

- **Attached**

13. Inclusion of 3rd Party Content on Town Council Website: To consider Council policy on 3rd party content on the Council’s official website (including “opinion pieces”). The query is referred to the Committee by the Entertainments Committee and arises in view of an article prepared by J Cartledge on the History of Aldenham Reservoir (attached for ease of reference).

- **Attached**

14. Information Commissioner’s Office (ico.): To note adoption of Tier 1 certification (Reference No: Z8485983) to 17 March 2022 – stating Data Controller status.

15. **Annual Council Meeting – Appointments:** To receive update report on format for agreeing/voting on appointments for Committees and Outside Bodies at Annual Council Meeting (Group Leaders tasked with discussing way forwards).
16. **Exclusion of Press and Public:** The Chairman to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst competitive quotes for a contract, legal cases / staffing matters are discussed.

Part 2 Agenda

17. **Health and Safety Contract:** To consider appointment of Council’s Health and Safety contractor/advisor.
- Attached [Orange Paper – Members Only]
18. **Clerk’s Report:** To consider Clerk’s report covering:
- (i) Outstanding cases/insurance claims; and
 - (ii) Report on Staffing issues for consideration
- Attached [Orange Paper – Members Only]**
19. **Close of Meeting:** To close meeting. It is noted that the next meeting of the General Management Committee is scheduled for 8 July 2021 at 7.00pm.

H R O Jones
Town Clerk
19 April 2021

[First available publication date following the mourning period after the death of
HRH Prince Philip, Duke of Edinburgh]

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Distribution List:

Name	Organisation	post	e-mail	courier
Cllr S Rubner – Brookmeadow (Town Mayor)	EBTC		X	
Cllr Mrs S Parnell – Hillside (Deputy Mayor)	EBTC - Committee Chairman		X	X
Cllr C Butchins - Hillside	EBTC		X	X
Cllr Rebecca Challice - Shenley Road	EBTC		X	
Cllr Richard Butler - Cowley Hill	EBTC		X	X
Cllr A Collins - Cowley Hill	EBTC		X	
Cllr V Eni – Brookmeadow	EBTC		X	
Cllr P Kaza - Kenilworth South	EBTC		X	
Cllr S Lawrence - Kenilworth North	EBTC		X	
Cllr J Newmark - Kenilworth South	EBTC		X	X
Cllr Mrs P Strack – Hillside	EBTC		X	X
Cllr Mrs F Turner - Elstree	EBTC		X	
Cllr M Vince - Cowley Hill	EBTC		X	
Library	Agenda only	X		
Borehamwood & Elstree Times	Agenda only	X		